**Job Description**

|  |  |
| --- | --- |
| Job title: | **OPHTHALMIC TECHNICIAN****Ophthalmology suite**  |
| Accountable To: | Director of Operations |
| Reports To: | Senior Ophthalmology Technician  |
| Key Working relationships: | Multi-disciplinary team members |
|  |  |
|  |  |

**JOB SUMMARY**

To work under the supervision of the Senior Ophthalmology Technician and working closely with the a multidisciplinary team to support the day to day provision of patient care under the supervision and / or direction of the consultant clinician, to ensure the individual needs of patients are met, maintaining the patients’ dignity and privacy, acting in the patients’ best interest.

The post holder:

* Acts under the supervision of the Consultant and within the boundaries of his/her existing knowledge and skills at all times.
* Is expected to be economical in the use of resources; s/he will have a responsibility for patient property and valuables.
* Will demonstrate the knowledge, skills and behaviours stated in the Care Certificate standards.

**ROLE AND RESPONSIBILITIES**

**CLINICAL**

**Clinical Skills:**

* Take images using the Ocular Coherence Tomographer (OCT).
* Pachymetry and measuring a patients’ refractive status using an auto refractor.
* Measure patients’ glasses using the foci meter and using appropriate prescription for the visual field test.
* To undertake Visual Field testing.
* To undertake Biometry testing.
* To assess and record visual acuity of patients.
* Assist the consultant when patient are undergoing procedures and intra ocular injections on injections list.
* To undertake other diagnostic tests as appropriate.
* Record test results in the patient medical notes accurately with date, name and signature for every entry, also use the electronic computer record system.
* Record accurate measurement or image of the eye within the limitations of the patients’ physical condition and capabilities.
* Measurement of Intraocular pressure using icare.
* To undertake medical Ophthalmology Photography.
* Administration of eye drops following training and the completion of competency based training under supervision of the Consultant
* To undertake topography measurements.
* Be aware of developments in ocular biometry and undergo further training as required by the department.

**General Duties:**

* Undertake basic clerical and housekeeping duties as directed by the department manager.
* Be responsible for reporting any faults relating to the equipment within the Ophthalmology Suite directly to Medical Engineering and the

Senior Ophthalmic Technician, advising others when machinery is not working.

* Attend in service training and participation in departmental and clinical governance meetings as required.
* Prepare clinical notes and file results to an agreed standard.
* Support the management team to make efficient and effective use of resources.
* To be aware of the responsibilities of all employees to maintain a healthy and safe environment for patients, relatives and staff.
* To be able to initiate emergency procedures as appropriate e.g. fire, security, cardiac/ respiratory arrest
* To be aware of his/her boundaries of work to prevent harm to the patient, understand the term ‘Duty of Care’ and to always act in the best interests of the patient/client.
* To maintain confidentiality at all times.
* Be aware of personal responsibilities with regard to the Hospital policies and procedures and relevant EC directives and comply with them.

**Communication and Working Relationships:**

* Act at all times as an ambassador for the Ophthalmology Suite.
* Instruct patients appropriately in a sensitive manner in performing the test and to check patient understanding where it is deemed to be necessary gaining consent to carry out tests and exchange factual information relating to the patients’ condition.
* Liaise and seek advice from the Consultant clinician when unable to carry out planned activities relating to the patients’ treatment plan / care
* Demonstrate skills in empathy, reassurance and tact. There may be barriers to communication such as physical and mental disabilities, e.g. deafness, visual impairment, elderly patients and learning disabilities.

**Education**

1. To complete the Hospital and department specific induction and orientation program.
2. To not use any equipment or undertake any task or element of care until he/she has been assessed as competent appropriately.
3. To identify own developmental needs and identify how these might be met in order to keep up to date with current practice.
4. Attend lectures and informal teaching sessions relevant to area of work.
5. To comply with any training requirements stipulated by the hospital.

This job description is intended as a guide to the general scope of duties and is not restrictive or definitive in any way and may be subject to review.