

Job Description

Ophthalmic Photographer

Retinal Screening

Position Title:	Ophthalmic Photographer
Organisation Unit:	Retinal Screening Medical & Elder Service
Location:	Retinal Screening Services, Te Whatu Ora Whangarei – Health New Zealand Te Tai Tokerau (Te Whatu Ora)
Responsible to:	Equity Manager, Retinal Screening, Te Whatu Ora
Primary Functions of the Position:	The key purpose of the role is to take medical Ophthalmic images of patients with Diabetes for diagnosing diabetic retinopathy and other ocular pathologies that may exist. The function of the role is to provide a patient centered service by completing screening and delivering results, whilst maintaining a high level of accuracy and professional standard.

Functional Relationships

The Ophthalmic Photographer will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> • HOD Medical photography • Equity Manager screening services • Diabetes Eye Screening Coordinator • Diabetes Service Clinical Nurse Manager • Service Manager, ED & Screening services • Diabetes eye screening team • Ophthalmologist • Other relevant Te Whatu Ora – Health NZ staff 	<ul style="list-style-type: none"> • Iwi providers • Primary Health Care • Te Whatu Ora Te Tai Tokerau staff from other areas • Relevant company representatives

Key Responsibilities and Expected Outcomes

Te Whatu Ora has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Ophthalmic Photographer encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- To provide a high standard of technical and clinical care
- Service delivery and patient centered approach
- Infection Control
- Quality Assurance
- Communication and Relationships
- Continuous quality improvement
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Whatu Ora management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Te Whatu Ora Te Tiriti o Waitangi Training
To provide a high standard of technical and clinical care	<ul style="list-style-type: none"> • Deliver services in accordance with the national and local guidelines, protocols and policies. • Read and interpret Manufacturers (fundus digital camera)' Instructions as they relate to operating cameras and scanning laser ophthalmoscopes • Demonstrate an excellent working knowledge of ophthalmic imaging techniques and Monitor and evaluate during the testing procedure • Undertake a thorough survey of posterior segment pole, nasal and temporal through and around Dense or opaque media. • Completes all relevant clinical documentation to a high standard and standards for clinical record keeping • Actively participate as part of the multi-disciplinary team • Ensure service delivery for Maori and their Whanau is culturally appropriate and guided by the Treaty of Waitangi • Ensure Service delivery for Pacific people and other non-Maori New Zealanders are culturally appropriate
	<ul style="list-style-type: none"> • Co-facilitate the diabetes eye screening service for eligible patients in the Whangarei District and other area's as required that reflects the needs of the population • Ensure patients make an informed choice by providing diabetes eye screening relevant information • Work in partnership with patients and their families by delivering a professional screening service including communicating results and referral for follow up of health needs to achieve the best equitable health outcome • Work collaboratively with practices and community groups to reach those at risk who fail to attend our service • Prioritise workload whilst ensuring effective time management strategies are in place during clinic to minimise patient waiting time and encourage future attendance

Key Responsibility Area	Expected Outcomes
Service delivery and patient centered approach	<ul style="list-style-type: none"> • Co-facilitate the diabetes eye screening service for eligible patients in the Whangarei District and other area's as required that reflects the needs of the population • Ensure patients make an informed choice by providing diabetes eye screening relevant information • Work in partnership with patients and their families by delivering a professional screening service including communicating results and referral for follow up of health needs to achieve the best equitable health outcome • Work collaboratively with practices and community groups to reach those at risk who fail to attend our service • Prioritise workload whilst ensuring effective time management strategies are in place during clinic to minimise patient waiting time and encourage future attendance
Infection Control and Equipment	<ul style="list-style-type: none"> • Demonstrate an understanding of infection control principles and practice • All ophthalmic photographic equipment is thoroughly and correctly cleaned, disinfected in accordance with departmental policies and procedures • Demonstrates compliance with departmental Hand hygiene requirements • Demonstrates compliance with departmental Protective Personal Equipment procedures • Report faulty equipment to Lead medical photographer and the Screening manager and/or liaise with company directly in urgent situations • Maintenance of the software database package (or similar) ensuring data is correctly recorded • Assists in ensuring servicing requirements for all photographic equipment is up to date. Escalation to screening manager where required
Quality Assurance	<ul style="list-style-type: none"> • Participates in the quality assurance processes which lead to the adoption of improved policies/ protocols for the Service • Collects and records accurately appropriate information to create seamless transfer of such information • Identifies areas of improvement • Accidents, incidents, errors/omissions are acknowledged, reported and documented promptly • Ensure that all concerns, complaints and issues are brought to the attention of Equity Manager and/or Clinical Nurse Manager in accordance with service policies and procedures • Screening service and organisation policies and standards are adhered to at all times • Assists in developing and maintaining Diabetes Eye Screening guidelines and policies • Knowledge of Diabetic retinopathy grading, scales and carries out Grading as required

Key Responsibility Area	Expected Outcomes
Communication and Relationships	<ul style="list-style-type: none"> • Establish and maintain professional and supportive relationships with practitioners, patients and their families and with community organisations and other networks • Communicate effectively with patients and other department staff • Create an environment that is therapeutic • Conduct self in a responsible and professional manner • Implement organization vision and values • Respect individual patient's beliefs/values • Provide care that respects an individual's cultural needs
Continuous quality improvement	<ul style="list-style-type: none"> • Demonstrate commitment to quality improvement, risk management and resource utilisation • Review and develop clinical standards/protocols and policies • Participate in the development of strategic and operational plans • Evaluate the effectiveness and safety of clinical practice • Identify and minimize personal risk within the scope • Uphold the values of the organisation in all work practices
Professional development	<ul style="list-style-type: none"> • Complete all mandatory Te Whatu Ora Te Tai Tokerau courses • Develop and maintain practice in accordance with professional standards, best practice, legislative requirements, policies and guidelines • Commitment to knowing and adhering to the Ophthalmic Photographers guidelines and other relevant standards of practice • Seeks additional knowledge/assistance when presented with unfamiliar situations • Participates in Ophthalmology in service Training and MDT • Completes and supports orientation processes for new staff
Health & Safety	<ul style="list-style-type: none"> • Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management • Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> • Practicing and observing safe work methods; • The use of safety equipment; • Reporting unsafe conditions or equipment; and • Reporting and documenting all accidents or incidents
Privacy and Confidentiality	<ul style="list-style-type: none"> • Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora • Complete mandatory induction training on Privacy responsibilities

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

Person Specification

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none">Relevant health or customer service experience	<ul style="list-style-type: none">Accredited member Ophthalmic Photographers SocietyQualified Medical or Ophthalmic photographer (or working towards this)Certification in either Allied Health Assistance or Health Care Assistance

Experience

Essential	Desirable
<ul style="list-style-type: none">Strong patient focus or customer service background	<ul style="list-style-type: none">Previous experience in Ophthalmic photography/retinal screening (2 years minimum)Experience in a diabetes health settingExperience in Māori health, primary care or other clinical roleKnowledge and experience of working with Maori, community groups within the Northland/ Te Tai Tokerau DistrictAbility to engage with a wide range of patients and sectors within Te Tai Tokerau district

Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none"> • Te Tiriti o Waitangi and its application to the health setting • Privacy Act (2020) and Health Information Privacy Code (2020) • Health and Safety at Work Act 2015 	<ul style="list-style-type: none"> • Te Tiriti o Waitangi and its application to the health setting • Privacy Act (2020) and Health Information Privacy Code (2020) • Health and Safety at Work Act 2015 • Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996) • New Zealand Council of Healthcare Standards

Skills & Personal Attributes

Skills
<ul style="list-style-type: none"> • Basic computer competency (e.g., Microsoft Word and Excel) • Competent database management

Personal Attributes
<p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Is skilled at relating to and building a rapport with others, and in maintaining harmonious and supportive working relationships • Has the ability to work independently as well as the ability to be an excellent team player • Encourages teamwork, cooperation and a positive attitude • Works collaboratively with multi-disciplinary teams • Has a positive manner and treats people with tact, respect and diplomacy <p>Communication Skills</p> <ul style="list-style-type: none"> • Can greet patients in basic Te Reo Maori • Communicates effectively, listening to and encouraging the viewpoints of others • Has excellent written communication skills • Actively shares knowledge, information and experience with others • Has sound conflict resolution skills • Has the ability to communicate with all levels of staff and to develop relevant networks

Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: _____

Signature: _____

Date: _____

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: Ophthalmic Photographer –
Retinal Screening

Signature of
employee: _____

Date: _____