

PORTSMOUTH HOSPITALS NHS TRUST JOB DESCRIPTION

Job Group: Healthcare Scientists	FOR OFFICE USE ONLY
Job Title: Senior Clinical Photographer	Position No:
Directorate/ CSC: Clinical Support services	Approved Matching Classification
Existing Grade: Band 6	Job Analysis
Unit: Medical Photography and Illustration	Job Evaluation
Base Location: <i>Queen Alexandra Hospital</i>	Pay Band code:
Reports to: Head of Department	
Accountable to: Head of Department	Entered By:

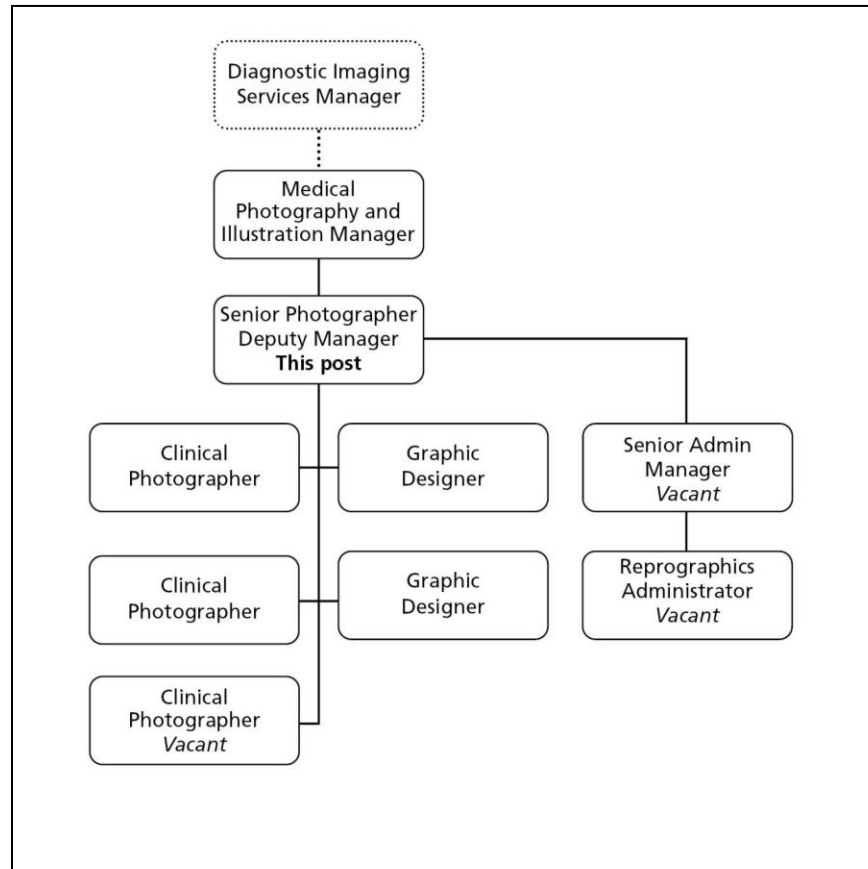
Job Purpose

1. To provide a comprehensive professional cost effective, efficient clinical & general photographic, service to the Trust and other users
2. To ensure high quality work is produced to the required deadlines which meets the clients requirements
3. To assist in the smooth running of the department by undertaking other managerial and supervisory duties including managing the clinical photography service
4. To deputise for the HoD and make decisions in his absence.
5. Assesses and undertakes own workload of patients/clients and maintains associated records.

Key Dimensions

- a. **Budgets - Capital and Revenue Budgets**
Helps advise on photographic equipment expenditure within Medical Photography and Illustration of around £10,000 pa.
- b. **Supervises clinical photographers/trainee clinical photographers.**
20-25 direct dealings with patients and staff per day.
Main duties are split over 2 hospital sites plus other sites serviced.

ORGANISATIONAL CHART



Trust Organisational Expectations

The post holder will:

1. Proactively and positively contribute to the successful overall performance of the Trust.
2. Deliver excellent levels of customer service to all patients/visitors and staff at the Trust.
3. Develop effective ways of working and create strong partnerships and relationships with all stakeholders to support the implementation of the Government's policies on Health.
4. Develop an organisational culture that fosters collaborative working among all staff groups, to ensure a focused commitment to delivering quality services and outcomes.
5. Act as an advocate for the Trust & its contribution to the Health Service arena through creating effective partnerships and relationships with internal and external stakeholders.
6. Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.
7. Support the Trust culture of collaborative, flexible cross-team working and commitment to delivering quality services and outcomes, which support the Government's policies on public health
8. If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
9. In compliance with the Trust's practices and procedures associated with the control of infection, you are required to:
 - Adhere to Trust Infection Control Policies assuring compliance with all defined infection control standards at all times.
 - Conduct hand hygiene in accordance with Trust policy, challenging those around you that do not.
 - Challenge poor practice that could lead to the transmission of infection.

Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.

Shared Core Functions

1. Proactively and positively contribute to the achievement of deliverables through individual and team effort. Manage the production of the required deliverables and control risks,
2. Support team members to deliver on their functionally relevant objectives through offering advice, guidance and support as appropriate.
3. Ensure that approved budgets are spent effectively and in accordance with agreed procedures
4. Liaison with Senior Professionals and related functions to ensure that work is neither overlooked nor duplicated
5. Build and sustain effective communications with other roles involved in the shared services as required
6. Maintain and continuously improve specialist knowledge in an aspect of Health Service which significantly contributes to the Trust's stated objectives & aims
7. Establish and maintain strategic links with a range of external partners/stakeholders or manage the links made through the team. Engage with external partners/stakeholders to gain their necessary level of contribution & commitment to the successful delivery of your work.
8. Undertake proactive horizon scanning for either developments relating to Trust work or opportunities for Trust involvement around health issues
9. Increase the level of knowledge & skills within the Trust through documenting key learning and supporting others to develop their professional abilities.
10. Dissemination of knowledge through engagement in report writing, and reviewing, taking full responsibility for technical accuracy and reliability and being sensitive to the wider implications of that dissemination.
11. Ensure that expertise is seen as a resource within and outside the Trust and form working partnerships with government departments, national agencies and key stakeholders.
12. Develop structures, systems, ways of working and personal values that will support the Trusts sustainable development objectives with regard to issues such as Carbon reduction and waste minimisation; and to encourage all stakeholders of the Trust to act as enthusiastic agents of change.

Specific Core Functions

Clinical duties:

1. To ensure correct level of patient consent has been given when obtaining photographic recordings of patients, and that this level of consent is not breached when image requests are made by clinicians, using communication skills to overcome barriers to understanding for complex information.
2. To undertake routine clinical photography within the department studio, outpatient clinics, wards and theatre adhering to the Trust and Department guidelines and policies on photographic standardisation and patient confidentiality.
3. To undertake complex photographic procedures including clinical trials, serial photography intra-oral photography and the photography of surgical procedures using judgement and developed physical skills to assess how to achieve results in complex situations.
4. To use specialist digital photographic software and hardware (specialist equipment) and to support the training of others in its use.
5. To photograph potentially disturbing medical cases/patients including in theatre, outpatient departments and in the mortuary.
6. To participate in and support the research and development activities within the Trust and for national organisations.
7. To be pro-active in introducing new equipment, systems and working practices within the department.
8. To ensure that all patient information relating to their clinical images are kept up to date within the department database ensuring that the clients have the patient images within their required deadlines, and that the patient images are either printed or uplifted to the departments patient database within the departments time limit.

Non-clinical duties:

9. To undertake routine non-clinical photography for use in promotional material, displays, reports, training manuals and publications. This may include photography in the studio, or other Trust / non-trust locations of people,

specimens, equipment, buildings, medical or other procedures. (These lists are not exhaustive.)

10. To ensure that all record keeping relating to non-clinical work is accurate and up-to-date.

Training:

11. To undertake Trust mandatory and statutory training.
12. To maintain professional competence and be aware of relevant technical and professional developments in photography.
13. To support the training of junior staff.

General:

14. To plan and organise the clinical rota ensuring that all sites have adequate photographic cover.
15. To assist in the training and supervision of clinical and trainee clinical photographers.
16. To ensure suitable standards and high quality work are set and maintained, including the developing implementing and maintaining of quality working systems.
17. To ensure maximum productivity within allocated resources.
18. To ensure and advise that adequate photographic and related stocks are maintained within the department so that the service does not suffer from supply shortages.
19. To work collaboratively as part of the Medical Photography and Illustration Department team.
20. To contribute to and ensure implementation of departmental policies and procedures.

Health and safety:

21. To ensure a safe working environment and patient protection by maintaining adequate levels of safety, security and confidentiality in adherence with Trust and department policies.
22. Frequent requirement for concentration throughout the work day.
23. Required to physically move photographic equipment to the locations of work.
24. Occasional exposure to unpleasant conditions.

Please Note:

The above list of duties and responsibilities is indicative only and other duties may be required from time to time according to the changing requirements and needs of the Medical Photography and Illustration service provided.

Other

Job Holders are required to:

1. Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
2. Always keep requirements in mind and seek out to improve, including achieving customer service performance targets.
3. Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.
4. Act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.
5. Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date

Job Description Agreement

Job Holders name:
(print)

Job Holders signature:

Date:

Senior Officer/ Chief of Service

Name (print)

Signature:

Date:

Title:

PERSON SPECIFICATION

CRITERIA	How criteria will be assessed: Application Interview Assessment Reference
<p>Qualifications</p> <p>Essential</p> <ul style="list-style-type: none"> Degree in Clinical Photography, or General Photographic Degree with Post Grad in Clinical Photography or equivalent including previous suitable clinical photography experience Good all round education <p>Experience</p> <p>Essential</p> <ul style="list-style-type: none"> Digital Photography experience IT skills Understanding of NHS procedures and protocols <p>Desirable</p> <ul style="list-style-type: none"> Ophthalmic Photographic experience General Photographic experience <p>Skills and Knowledge</p> <p>Essential</p> <ul style="list-style-type: none"> Strong customer service skills. Photographic (both digital and conventional) Technical and computer skills using specialised software Effective communication skills, both written and spoken Sound knowledge base Autonomy of decision making when photographing patients Full driving license <p>Desirable</p> <ul style="list-style-type: none"> Understanding of medical terminology and clinical processes Knowledge and experience of photographic manipulation of images <p>Quality of Care (Trust Value)</p> <ul style="list-style-type: none"> Demonstrate an understanding of the importance of quality of care Accountable Appreciation and empathy towards the patients situation Respects the privacy and dignity of individuals Understanding of copyright issues regarding images <p>Respect and Dignity (Trust Value)</p> <ul style="list-style-type: none"> Understanding of Data Confidentiality issues regarding Patient information Demonstrate an understanding of equal opportunities Demonstrate that you value everyone's contribution 	<p>Application</p> <p>Application/interview</p> <p>Interview/Assessment</p> <p>Interview/references</p> <p>Interview/references</p>

<p>Working together (Trust Value)</p> <ul style="list-style-type: none"> • Ability to work efficiently, effectively and professionally in a multidisciplinary team • Strong interpersonal skills • Effective communicator to both patients and staff • Ability to act and ensure delivery • Responsive and flexible attitude/approach to work • Skill in working with cross-functional teams • Good Organisational skills 	Interview/references
<p>Efficiency (Trust Value)</p> <ul style="list-style-type: none"> • Understanding and experience of improving efficiency and reducing waste • Demonstrate that you will be open to improving everything you do • High level of accuracy • Self motivation • Attention to detail 	Interview/references