

JOB DESCRIPTION

POST TITLE:	Vision Screener
BAND:	3 (Subject to Agenda for Change)
HOURS:	30 hours per week Term Time Only
LOCATION:	Countywide
REPORTING TO:	0-19 HCP Team Manager
RESPONSIBLE TO:	0-19 HCP Area Manager
ACCOUNTABLE TO:	0-19 HCP Area Manager

Cambridgeshire Community Services NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Children and Young People's Services: provided in partnership by Cambridgeshire Community Services NHS Trust and Cambridgeshire and Peterborough NHS Foundation Trust

Job Purpose:

- To provide easy access, countywide vision screening services for the early detection of amblyopia (Lazy Eye) at an age where treatment has the potential to improve vision.
- To improve uptake of screening in populations at high risk of visual defects.
- To liaise with Schools regarding planning and completing sessions.
- To undertake the screening of individual pupils, record the results and send the results home to parents.
- To accurately record screening results onto the clinical record.
- To provide a high standard of care.

Main Duties and Responsibilities

1. The post holder will work with a fellow vision Screener to undertake the school-based vision screening for all eligible reception pupils in Cambridgeshire.
2. Recording the results onto the electronic clinical record, record the results onto a feedback letter for parents and send these results home with the child on the day of screening.
3. The post holder will liaise with the schools regarding planning and booking sessions and follow-up sessions, undertake the sessions as planned and refer those pupils that fail the screening to follow on care appropriately.
4. To ensure the schools receive consent letters to send to families in a timely manner and monitor the op-out returns prior to the screening session.
5. To receive class lists from the schools and ensure all pupils where consent has been withdrawn is not screening.
6. Deal with all telephone enquiries from schools/parents in relation to the vision screening and signpost them to relevant support as appropriate.
7. To be able to prioritise workload according to the needs of the programme.
8. The post holder will liaise with colleagues and other members of the multi agency team as necessary to ensure colleagues are aware of any changes to pupils needs.
9. Undertake training to develop new skills and maintain/update existing skills.

Communication

1. To communicate effectively with the schools regarding information relating to the screening process and feedback following the screening session.
2. Maintain relationships with schools and lead orthoptist.
3. Assist with providing information and data for reports as requested for performance meetings.
4. To be able to work as part of a team across Cambridgeshire.

People Management

1. Maintaining own professional development and requirement to take part in appraisal and KSF process.
2. To undertake regular clinical supervision with manager and session observation from the lead orthoptist.

Clinical and Practice Governance

1. Observe and maintain strict confidentiality with regards to any patient/family/staff/records and information in line with the requirements of the Data Protection Act.
2. Any data that is taken/shared as part of a phone call or transported, faxed or transferred electronically must be undertaken with regard to the Trust Information Governance and Information Security policies.
3. The post holder must adhere to the Trust risk assessment and risk management processes
4. The post holder must adhere to infection control policies and procedures.
5. Undertake mandatory training and any other training relevant to the role as required by Cambridgeshire Community Services NHS Trust.
6. The post holder must participate in clinical and other audits as required.
7. Participate in clinical supervision on a regular basis.
8. Report any complaints as per CCS policy.
9. Have the ability to travel across the county as required.
10. The post holder will be required to adhere to CCS NHS Trust safeguarding procedures and policies and be familiar with referral processes. All staff are required to undertake child protection and SOVA training and any addition training relevant to their role.

General

Safeguarding people responsibility

- Safeguarding children and adults at risk of abuse or neglect is a collective responsibility.
- There is an expectation that all staff develop and maintain their role relevant safeguarding people competencies and comply with local safeguarding partnerships practice. Alongside this employee who are registrants are reminded of their professional duty of care.
- Safeguarding means protecting a citizen's health, wellbeing and human rights; enabling them to live free from harm, abuse and neglect. It is an integral part of providing high-quality health care.
- Those most in need of protection include:
 - Children and young people
 - Adults at risk, such as those receiving care in their own home, people with physical, sensory, and mental impairments, and those with learning disabilities

The post holder must at all times carry out their duties with regard to Cambridgeshire Community Services NHS Trust Workforce Diversity and Inclusion Policy.

To be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors, and staff.

All post holders must adhere to the code of conduct on confidentiality and be aware of and adhere to all Trust policies and procedures.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within the Trust.

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and as such it will be necessary for a submission for Disclosure of Barring Service to be made to check for any previous criminal convictions. Cambridgeshire Community Services NHS Trust is committed to the fair treatment of its staff, potential staff, or users in line with its equal opportunities policy and policy statement on the recruitment of ex-offenders.

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact wherever possible. This will include recycling, switching off lights, computers, monitors, and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Date: April 2024

PERSON SPECIFICATION

Job Title: Vision Screener	Band: 3 (Subject to Agenda for Change)
Directorate: 0-19 HCP	Date: April 2024

* Assessed method A=Application I=interview T=Test R= References

Essential Criteria	*	Desirable Criteria	*
Qualifications and Training <ul style="list-style-type: none"> Secondary Education or Equivalent Experience of working with children Experience of community working Experience of working in a Health or educational setting 	A// R	<ul style="list-style-type: none"> Health or social related study Completion of Public health England Vision screening training or willingness to complete Completion of Keeler Logmar crowded vision test training through orthoptist lead or willingness to complete 	A// R
Experience <ul style="list-style-type: none"> Awareness of the Healthy Child Programme 	A// R	<ul style="list-style-type: none"> Working within a School 	A// R
Skills <ul style="list-style-type: none"> Standard/advanced keyboard skills and ability to communicate through IT using packages such as Word and Outlook Ability to work flexibly as part of a team as well as individually Time Management and prioritisation Skills. Good communication skills Well organised Ability to manage self and workload Able to communicate with people from other agencies Able to communicate through a range of mediums e.g. e mails, telephone, face to face, written Ability to work on a daily basis without supervision 	A// R		A// R
Safeguarding and promoting the welfare of children and young people <ul style="list-style-type: none"> Ability to safeguard and promote the welfare of children and young people/vulnerable adults 	A// R		

<ul style="list-style-type: none"> • Demonstrates understanding of safeguarding issues • Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances. • Has a good understanding of the Safeguarding agenda • Can demonstrate an ability to contribute towards a safe environment • Is up to date with legislation and current events • Can demonstrate how they have promoted 'best practice' • Shows a personal commitment to safeguarding children 			
<p>Working within Professional Boundaries</p> <ul style="list-style-type: none"> • Accepts responsibility and accountability for own work and can define the responsibilities of others • Recognises the limits of own authority within the role • Seeks and uses professional support appropriately • Understands the principle of confidentiality • Demonstrates professional curiosity 	A// R		
<p>Emotional Awareness</p> <ul style="list-style-type: none"> • Aware of the range of emotions in self and others • Demonstrates empathy for the concerns of others • Listens to and understands directly and indirectly expressed feelings • Encourages others to express themselves openly • Manages strong emotions and responds constructively to the source of problems • Shows respect for others' feelings, views, and circumstances • In highly stressful situations keeps own feelings in check, takes constructive action and calms others down. • Has a range of mechanisms for dealing with stress, can recognise when to use them and does so • Listens to personal comments without becoming defensive 	A// R		

<p>Self-awareness</p> <ul style="list-style-type: none"> • Has a balanced understanding of self and others • Has a realistic knowledge of personal strengths and areas for development • Can demonstrate flexibility of approach • Shows a realistic appreciation of the challenges of working with children and young people/vulnerable adults 			
<p>Other</p> <ul style="list-style-type: none"> • Ability to travel across the County sometimes at short notice • Satisfactory Disclosure and Barring Service • Flexibility to work across the county 	<p>A/I</p>		