

## Job Description

<b>Job Title:</b>	Highly Specialist Cardiac Physiologist
<b>Base:</b>	Great Western Hospital
<b>Grade:</b>	Band 7
<b>Reporting to:</b>	Clinical Physiology Services Manager

### Our Values

Our STAR values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

<b>Service</b>	We will put our patients first
<b>Teamwork</b>	We will work together
<b>Ambition</b>	We will aspire to provide the best service
<b>Respect</b>	We will act with integrity

### Main Purpose of the Job

This position will be predominantly to enable the Trust to provide investigations including Echocardiography at an external site at West Swindon with rotation into the department at the hospital.

The department undertakes a wide range of both invasive and non-invasive cardiac physiology investigations including stress echocardiography, toe, physiology led valve and bubble clinics. We are also actively involved in research in both Echocardiography and pacing. We undertake CRT, ICD physiology device implantations.

The post holder will independently perform and report on a range of investigations performed.

You will provide highly specialist advice and training to both physiologists and other health care professionals within the multi-disciplinary team.

We provide training and take a multi-disciplinary approach to service provision.

We have a flexible approach to working and partake in home working.

The department has a strong ethos in QA and training.

### Main Responsibilities and Duties

### **Development, Planning and Service Improvement:**

- a. To work in close partnership with the Cardiac Physiology Service Managers, other highly specialist cardiac physiologists and lead clinicians on a day to day basis.
- b. To develop and facilitate the implementation of standard operating procedures and guidelines within the department, which will support the delivery of an effective service.
- c. To undertake regular review of these guidelines, in order to update them in line with current research, and national / local guidelines.
- d. To remain current in best practice guidelines within cardiac physiology. To use this information to work with the Cardiac Physiology Service Managers in service development.

### **Clinical Practice**

- a. To maintain an extensive knowledge and expertise in cardiac physiology.
- b. To undertake, interpret and report on advanced cardiac diagnostic tests, such as cardiac ultrasound and cardiac rhythm management devices. To use this information to provide advice to patients, clinicians and specialists.
- c. To train, develop and assess junior staff members, ensuring skill maintenance and service delivery requirements are met.
- d. Perform clinical investigations in line with both local and nationally agreed standards.
- e. Ensure that factual reports on the results obtained from clinical investigations are issued and communicated in a timely manner to referring physicians depending on their clinical urgency.
- f. Responsible for data entry, text processing and storage of data using a computer based data entry system.
- g. Support the development of new procedures and investigations and develop staff accordingly.
- h. Maintain a current ILS certification.

### **Clinical Governance**

- a. In conjunction with the Cardiac Physiology Services Manager, ensure that an appropriate range of quality standards and performance indicators for the service are identified, implemented and monitored.
- b. Undertake clinical governance activities, such as audit, interim evaluations of the service and on-going quality improvement.
- c. Implement any appropriate actions as identified through the on-going audit programme after collaborative discussion with the lead clinician and Cardiac Physiology Services Manager.
- d. Undertake regular individual performance review of designated staff, ensuring each team member has agreed objectives and personal development plans which are consistent with the departments / trust service objectives.

- e. Bring to the attention of the Cardiac Physiology Service Managers clinical incidents and complaints.

### **Managerial Responsibilities**

- a. Ensure that all of The Great Western Hospital NHS Foundation Trust local policies, protocols and procedures are adhered to.
- b. Work to combine academic, scientific and managerial experience to ensure the effective day-to-day management of the cardiac physiology department.
- c. Maintain effective communication and professional relationships with all areas of the Trust.
- d. Show commitment to the development of your personal management skills. You will enhance and maintain your clinical skills and knowledge to ensure optimum job performance and career development.
- e. Be responsible for the safe use of equipment such as echocardiography machines (£140,000) used by trainees whilst under their direct supervision.
- f. Work within the professional team to deliver high quality performance.

### **Personal Development**

- a. Participate in regular performance review, to set objectives with the Cardiac Physiology Services Manager for the continuing development of self and service.
- b. Demonstrate continuing professional and managerial development, reflecting both your individual needs and that of the organisation.
- c. Ensure timely delivery of appropriate cardiac investigations and therapies. The post holder will be expected to keep up to date with all developments relating to any investigation or therapy performed by the department. This will require regular attendance at internal and external clinical meetings, participation in relevant societies and ensuring continuing education.
- d. Maintain a post graduate qualification related to cardiac physiology- British Society of Echocardiography..

### **Physical Skills**

- a. Manipulation of echocardiography probes, requiring fine motor skills.
- b. Using Pacing programmers and defibrillators.

### **Financial Responsibilities**

All staff will support their managers to make efficient and effective use of resources. All staff are responsible for identifying any actual or potential deviation from budgets and are to work with the budget holder or manager to find effective ways of handling it.

All staff must ensure they use resources in a manner consistent with organisational objectives and policies, ensuring that resources are realistic, justified and of clear benefit to the organisation.

## **Budget Responsibilities**

Not applicable – this is not a budget-holder post.

The Management of Financial Resources is relevant to all areas of work in the NHS as financial management takes place throughout the service. Financial Resources includes money and finance as well as the financial value of other resources such as people, equipment, material etc.

## **Responsibilities for People or Training**

Education and Audit:

- a. Actively participate in the preparation, delivery and evaluation of information and/or educational resources for all levels of medical and nursing staff; aiming to improve the understanding of advantages and limitations of investigations and therapy.
- b. Participate in audit by implementing, monitoring and collating research and/or audit data as required by an agreed audit framework.
- c. Clinical supervision and training where appropriate. Act as a work based assessor for a specific area (or areas where applicable) of cardiac physiology.
- d. Be responsible for all administration associated with the assessment process you have been assigned.
- e. Be responsible for the teaching and delivery of core training on a range of subjects within cardiac physiology.
- f. Attend study days relevant to the area of work.

## **Physical effort**

- a. There is an occasional requirement to exert intense physical effort for several short periods i.e. when manoeuvring the echocardiography machine onto wards (Over 15 kilos). Transferring patients from wheelchairs to couches for investigations. Transferring patients from trolleys to the catheter laboratory bed.
- b. You will have the skills required for judgements involving complex facts or situations, which require the analysis, interpretation and comparison of a range of options. These will include the report writing of various investigations and procedures.
- c. Determine the reason for erroneous test results, interpretation of tests, determining the exact cause of subtle or non-reproducible equipment faults.
- d. Responsible for the safe use of expensive, highly complex equipment.
- e. Provide specialised advice for cardiac physiology, which contributes to the diagnosis, care or education of patients and/or clients.
- f. Persistent exposure to VDU equipment on a daily basis is mandatory.

NB: Please note you may be exposed to highly distressing and emotional situations in various areas of the Trust and department; such as the cardiac catheter lab and when on call.

Working within a clinical setting you should expect occasional exposure to highly unpleasant working conditions, e.g. direct contact with bodily fluids, foul linen and face to face physical aggression

In addition to the duties and responsibilities listed above, the post-holder may be required to perform other duties assigned by the supervisor/manager from time to time.

### **Health and Safety Risk & Infection Prevention & Control**

- a. Report accidents involving staff and patients according to established procedures and in compliance with the Health & Safety at Work Act;
- b. Report immediately any incidents, accidents, complaints or other occurrences involving patients, visitors or staff, resolve wherever possible, complete accurate statements and report to the appropriate manager as soon as possible;
- c. Report defects in equipment and the general fabric of the unit to the appropriate officer of the Trust;
- d. Take action to assess the management of risk to reduce where possible the impact on patients, visitors, staff and NHS Property;
- e. Consistently observe Trust Infection Prevention & Control policies, procedures and best practice guidance in order to maintain high standards of Infection Prevention & Control.

### **Rehabilitation of Offenders**

Because of the nature of the work involved, the post is exempt for the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions Order) 1975. Applicants are therefore not entitled to withhold information about cautions and convictions and, in the event of employment, any failure to disclose such cautions or convictions could result in disciplinary action or dismissal by the Trust. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order is applied.

### **Data Quality**

Good quality data is a fundamental requirement for the speedy and effective treatment of patients. In addition management information produced from patient data is essential for the efficient running of the organisation and to maximise utilisation of resources for the benefit of patients and staff.

Responsibility for good data quality lies with all who record patient information, whether clinical, technical or clerical.

All staff who record patient information, whether by electronic means or on paper, have a responsibility to ensure that the data is accurate, timely, and as complete as possible.

## Confidentiality

Any information gained by virtue of employment, including any confidential/personal information concerning patients or staff, must not be divulged to other staff not directly involved. A breach of confidentiality would result in disciplinary action. Each employee is personally responsible for ensuring that no breaches of information security result from their actions. Staff should be aware that all personal information about patients and staff, regardless of its format (e.g. computerised, written or spoken), is subject to the Data Protection Act 1998.

## Policies

The post-holder will be bound by all Trust policies and procedures. These can be found on the Trust intranet site.

## General Information-

### *Safeguarding*

The Trust is a safeguarding employer committed to the safeguarding and promotion of welfare of children, young people and vulnerable adults and expects staff and volunteers to share this commitment.

### *What the patients can expect from Staff*

Patients can expect to be treated with courtesy and respect when they meet Trust staff. They can expect confidential information about them not to be disclosed to those who have no need to know. Patients can also expect staff to respond constructively to concerns, comments and criticism.

### *What the Trust expects of individuals*

The Trust expects individuals to act with honesty, integrity and openness towards others. Individuals will show respect for patients, staff and others. Individuals are expected to learn and adapt the use of information technology where relevant, in order to transform the way we respond to patients. Staff should be helpful to patients and their visitors at all times, should respond constructively to criticism and praise, and should work to foster teamwork both within the immediate team and across the Trust.

### *What individuals can expect from the Trust*

Individuals can expect to be trained for the job they are employed to do. Individuals can expect to be given feedback on their performance and to be encouraged and supported in their personal and professional development. Individuals can also expect to be treated with respect by others including those who manage them. Individuals can expect that issues of cultural diversity are treated tactfully and with respect by all who work within the organisation.

### *Policy Statement*

It is the policy of the Trust that neither a member of the public, nor any member of staff, will be discriminated against by reason of their sex, sexual orientation, marital status, race, disability, ethnic origin, religion, creed or colour. Individuals can expect to have their views listened to, particularly when they are raising legitimate concerns about the quality of the service provided. The Trust is committed to the spirit of as well as the letter of the law, and also to promotion of equality and opportunity in all fields.

### *No Smoking Policy*

Great Western Hospitals NHS Foundation Trust is a smoke-free organisation

### **Flexibility**

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

### **Supplementary Information**

This job description should be read alongside the Supplementary Information provided on NHS Jobs for applicants and alongside the Employee Handbook for current staff members.



## Person Specification

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<b>Base:</b>	The Great Western Hospital

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Criteria	Essential	Desirable
<b>STAR Values</b>	We will expect your values and behaviours to reflect the STAR Values of the organisation: <b>Service</b> - We will put our patients first <b>Teamwork</b> - We will work together <b>Ambition</b> - We will aspire to provide the best service <b>Respect</b> - We will act with integrity	
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>BSc Honours Clinical Physiology (Cardiology) or equivalent</li> <li>Current post graduate professional qualification, :- Current BSE accreditation and/or Cardiac Rhythm Management</li> <li>Able to demonstrate on going professional development and up to date clinical practice</li> <li>Able to perform and report on:- Echocardiograms and/or cardiac rhythm management.</li> </ul>	<ul style="list-style-type: none"> <li>Able to work independently in other areas of cardiac physiology aside from your main interest, for example: Perform and/or assist in DSE, ESE and TOE Perform and report 3D echo and adult congenital heart disease scans. Work in CRM or cardiac catheter laboratory services</li> <li>Teaching and assessor qualification</li> <li>Second professional post graduate Adult BSE accreditation</li> <li>RCCP or HCPC registration</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Considerable post graduate experience in non-invasive cardiac investigations underpinned by theoretical knowledge and relevant practical experience</li> <li>Able to supervise both medical and physiology staff in training In Echocardiography and/or Cardiac rhythm management.</li> <li>Financial awareness</li> <li>Knowledge of developing operational policies</li> <li>Experience leading a team</li> <li>Experience of collaborative team working</li> </ul>	<ul style="list-style-type: none"> <li>Experience in all areas of invasive cardiac investigations underpinned by theoretical knowledge and relevant practical experience</li> <li>Experience of teaching and assessing invasive and/or non - invasive cardiac investigations</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Able to demonstrate an awareness of current issues in cardiology</li> <li>IT literate</li> <li>Possess excellent verbal and non- verbal communication</li> </ul>	



<p><b>Other Job-Related Requirements</b></p>	<ul style="list-style-type: none"> <li>• Desire to develop both self and service</li> <li>• Excellent team player</li> <li>• Innovative and creative approach</li> <li>• Self-motivated and able to work independently on own initiative as well as collaboratively</li> <li>• Requirement for frequent intense concentration</li> <li>• Effective when working under pressure</li> <li>• Able to motivate others</li> <li>• Punctual and possess good time management</li> <li>• Flexible</li> <li>• Highly developed physical skills with a high degree of precision – need to work within narrow margins of error</li> </ul>	
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