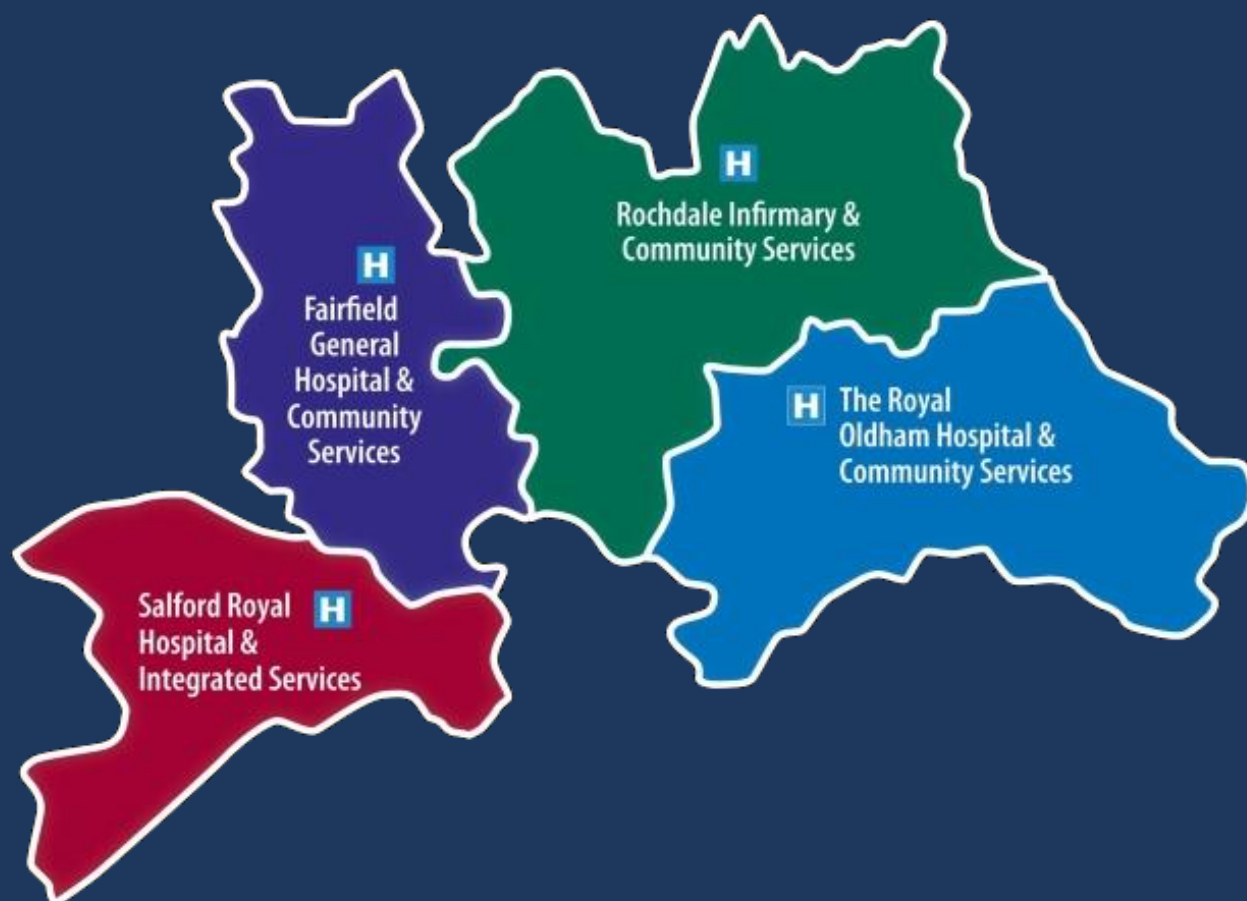


Bury Care Organisation

Job Description & Person Specification



We're thrilled you're thinking of joining us!

The Northern Care Alliance NHS Foundation Trust (NCA) brings together staff and services from Salford Royal NHS Foundation Trust (SRFT) and The Pennine Acute Hospitals NHS Trust (PAT). Our dedicated team of around 20,000 staff – our NCA Family – provide a range of community and hospital services to over one million people across Bury, Oldham, Rochdale and Salford, as well as providing more specialist care services to patients across Greater Manchester and beyond.

Our Care Organisations are designed to operate within a group arrangement of hospitals, community, and healthcare services. Together they manage and are responsible for the day-to-day running of their hospital and community services, ensuring the safe delivery of high-quality care at scale.

Bury Care Organisation brings together acute provision at our Fairfield site and almost 40 community services across the Bury area.

Rated as 'outstanding' by the Care Quality Commission, our Fairfield site delivers innovative patient-centred care, and boasts an award-winning

Stroke centre and Heart Care unit. Our community services in Bury are a mix of professionals from health, social

and voluntary sectors, bringing together the benefits of a joined up approach to health and social care.

By creating innovative ways of delivering patient centred care through an integrated approach, and close workings with the community, Bury is a place providing a unique service for the surrounding population

Our Values

We have four core values which are a focus for how our staff and volunteers work with each other to provide care for our patients. We think of our values as a set of guiding principles to refer to when making decisions and interacting with people and they help us to work together to continuously improve the organisation and ourselves.

These core values form part of the Organisations Performance Framework which regularly reviews how staff are performing.

Patient & People Focus

This value enables us to place the patient first in everything we do.

All staff are required to demonstrate that they:

- Communicate effectively with patients, families and colleagues
- Pro-actively personalise the service, connecting with patients and carers
- Adopt and practice the 'safe, clean, personal' ethos.

Continuous Improvement

This value ensures that the organisation including individual staff are always moving forwards and improving the ways things are done.

All staff are required to demonstrate that they:

- Look at ways of measuring and auditing improvements

- Pro-actively develop goals and objectives in support of the Trust's vision
- Identify opportunities to reduce waste and inefficiency.

Accountability

This value enables us all to recognise our own part in keeping our organisation 'safe, clean and personal' in the way we care for people.

All staff are required to demonstrate that they:

- Are transparent and results focused
- Display personal accountability towards problem-solving
- Recognise and accept accountability beyond job role.

Respect

This value is about respecting patients and colleagues alike, and also the on-going reputation of the organisation.

All staff are required to demonstrate that they:

- Are supportive and empower staff involvement
- Are consistent and understanding of others and their needs

Job Description

Job Title:	Highly Specialist Clinical Physiologist - Respiratory / Sleep
Band:	Agenda for Change Band 7
Reports to:	Lead Clinical Physiologist / Respiratory Sleep Service Manager
Responsible to:	Lead Clinical Physiologist/ Respiratory Sleep Service Manager
Base/Department:	Fairfield General Hospital (occasional cross-site working Oldham Community Diagnostic Centre / Royal Oldham Hospital)
Main purpose of the job:	<ul style="list-style-type: none">• Provide a highly specialised Clinical Respiratory/Sleep service for a designated area to patients of all ages from a range of specialties which are essentially cardio-thoracic in nature.• Undertake interpretation of results and provision of subjective reports.• Provide advice to clinicians.• Deputise, in conjunction with colleagues from each designated area, in the absence of the service manager to ensure the smooth day to day operation of the service.• Work collaboratively on a day-to-day basis with colleagues to ensure that the daily workload needs are met.• Participate in the development and training of Clinical Physiologists and other staff within the designated specialist area.• Participate in regular clinical audit of activities.• Undertake clinical supervision and training of students and other staff.

Main Tasks & Overview of Responsibilities

- Maintain high professional standard of Respiratory / Sleep services to patients.
- Perform and interpret one or more specialised Respiratory/ Sleep investigations without supervision to a high level of competence and taking appropriate action where necessary, including making changes to therapy and treatment as required. E.g., Full pulmonary function tests, Fit to fly assessments, Polysomnography and CPAP clinics. Alertness and concentration are required when performing these investigations, which are in general predictable but occasionally unpredictable.
- Provide reports of a subjective nature on a range of Respiratory investigations, which medical staff will act upon.
- May initiate and participate with research and development programmes.
- Maintain continuous professional development appropriate to the range of Respiratory /Sleep services to patients.
- Provide support to Respiratory/Sleep staff in dealing with difficult and conflicting situations of a clinical nature in addition to act accordingly when exposed to distressing or emotional circumstances when dealing directly with patients and or their relatives.
- Participate in resuscitation procedures and if appropriate be a member of the cardiac arrest team.
- Act in a professional manner towards all patients, colleagues, and visitors.
- Work collaboratively with other professionals and agencies to ensure the service meets changing Healthcare needs.
- Provide support to Respiratory / Sleep staff in dealing with difficult and conflicting situations that are of a professional nature.
- Ensure effective administration of patient reports, data storage and overview of PTL, ensuring confidentiality.
- Take an active role in the implementation of Health and Safety and Quality Assurance policies to patients, staff and visitors and all departmental /Trust policies.
- Attend Trust, Regional and National meetings relating to issues of Respiratory /Sleep Service(s) provision.
- Participate in Trust/Region wide projects.
- Promote and ensure equality, diversity and rights for all.

Managerial

- Deputise when required, for the day to day operation of the service to include rotas, sickness and absence return to work interviews and HR issues.
- To undertake PDR's as required by the line manager.
- Manage the day to day delivery of service of own area.
- Responsible for equipment, maintenance, function and performance.
- Contribute to the evaluation of new equipment.
- Responsible for security, tidiness, maintenance of own designated area.
- Deal with initial complaints sensitively, avoiding escalation where possible.
- Facilitate an open and effective communication within the department.
- Participate in the deployment of staff.
- Undertake duties as delegated by the line manager.
- Contribute towards achievement of appropriate local and national targets.

Responsibilities for Human Resources, Education, and Training

- Provide clinical supervision / mentorship to students, ATO's, Associate Practitioners and Qualified Clinical Physiologists.
- Participate in the teaching and training of Respiratory/ Sleep to a broad range of healthcare workers including medical, AHP, nursing, HCS etc.
- Ensure personal compliance with regards to mandatory training, professional CPD and professional codes of conduct.
- Participate in the provision of specialist training and development of Respiratory/ Sleep Clinical Physiologists within the designated area.
- To assess and identify own development needs in relation to knowledge and skills required to meet the demands of the role.

Clinical Governance and Audit

- Participate in the implementation of audit to ensure compliance with and development of professional and local policies and procedures and clinical standards/protocols and guidelines.
- Adhere to the policies and procedures of the Trust, the policies and guidelines of the Registration Council for Clinical Physiologists and Professional Code of Conduct.
- Be aware of and comply with the relevant codes of conduct and practice set up by the Registration Council for Clinical Physiologists and maintain up to date professional registration appropriate to the post. Any breach of these may lead to action by the Trust independently of any taken by the regulatory or professional body.
- Undertake necessary levels of CPD model to maintain professional registration with the Registration Council for Clinical Physiologists.
- Monitor service standards in the specialist area and liaise with the line manager.
- Adhere to risk management strategy.
- Initiate and undertake audit in own specialist area.
- Maintain service standards for clinical information and record keeping.
- Support mentoring of Junior staff.
- Document responsibility of reporting all accidents / incidents and ensuring relevant documentation is completed.

Communications and Relationships

- To communicate with people in an appropriate manner to ensure level of understanding incorporates preferred ways of communicating, culture, and background.
- To effectively communicate complex and sensitive information.
- To agree the arrangements for communication with the patient/family/carer, and to document these in accordance with Trust policy and the patients right to confidentiality.
- To competently receive sensitive information concerning patient's medical condition and provide information using persuasive, reassuring skills as required, where barriers exist E.G., bereavement / special needs / learning disabilities / where English is not the first language.
- To communicate with a wide range of people to explore complex issues and to make complex decisions.
- To encourage others to seek advice and solutions.
- Communicate with patients, carers and relatives, all medical staff, Risk Advisors, Clinical Governance staff, supplies, all grades of Cardiology/Respiratory/Sleep staff Trust wide, departmental managers, Health records staff, External agencies and companies, National professional body.

Analytical and Judgmental Skills

- To undertake data collection effectively using the agreed system.
- To use judgemental skills to decide upon and recommend best course of action including escalation as appropriate.
- Undertake initial patient assessments, considering their health, safety and well-being and devising and delivering care plans, where there are a number of options.
- Analyse situations and instigate emergency procedures as required.

Planning and Organisational Skills

- To prioritise the care requirements for identified patients.
- To monitor the work and performance of junior colleagues providing constructive feedback, advice and on-going support.
- To monitor progress of work recognising changing priorities and implement corrective actions within own limits and informing the relevant people.
- To assist in the management and organisation of work as required.
- To organise and monitor the work and performance of junior colleagues providing constructive feedback, advice and on-going support.
- To monitor progress of work recognising changing priorities and implement corrective actions within own limits and informing the relevant people.

Responsibility for Patient Care

- To practice in accordance with the professional, ethical, and legal framework for healthcare professionals.
- To support patients / carers encouraging them to promote their own health and wellbeing and to express their interests and concerns.
- To provide support and care for the patient and his / her family respecting their need for privacy and dignity.

Responsibility for Policy/Service Development

- To adhere to policies and procedures relating to own workplace.
- To offer constructive views on how the existing service and teamwork can be evaluated and improved upon.
- To contribute to service development.
- As a Trust employee you are expected to work in accordance with the Trust's Values.

Responsibilities for Financial and Physical Resources

- Undertake responsibility for the efficient and effective use of resources in own area.
- Maintain equipment, fault find and report faults.
- To monitor, control and store resources / supplies according to the requirements and specifications of the clinical environment.

Responsibilities for Human Resources, Education and Training

- To assess and identify own development needs in relation to knowledge and skills required to meet the demands of the role.
- To undertake annual mandatory training updates and other relevant courses in line with Trust and local policies.
- Participate in the provision of specialist training and development of Respiratory /Sleep Clinical Physiologists within the designated area.
- Provide clinical supervision / mentorship to Students, ATO's, Associate Practitioners and Qualified Clinical Physiologists.
- Participate in the teaching and training in Respiratory/Sleep to a broad range of healthcare workers including medical, AHP, Nursing, HCS etc.
- Ensure personal compliance with regards to mandatory training, professional CPD and professional codes of conduct.
- Responsible for providing day to day co-ordination of clinically based staff/learners.
- To assume responsibility and management of the clinical environment in the absence of the manager.
- Contribute to the recruitment, appointment and retention of staff in line with Trust policies and guidelines.
- Participate in the management of sickness and absence of staff in accordance with Trust policy.

Responsibility for Information Resources

- To record data accurately using the agreed systems i.e. Patient Administration System (PAS) and the Electronic Patient Record system (EPR) and paper documentation.

Responsibilities for Research and Development

- To participate in setting and maintaining optimal standards of care on the ward/unit.
- To keep up to date and act consistently with quality standards and guidelines.
- To monitor the quality of work in own area and bring to the attention of others quality issues.
- To contribute effectively to evaluation studies.
- To participate in audit / benchmarking within the clinical area supporting the introduction of a change in practice as appropriate.

Freedom to Act

- Work is managed rather than supervised and can act independently within appropriate occupational guidelines.
- Is guided by Alliance protocols and codes of conduct.

Partnership Working

- The requirement to interact with others to achieve the objectives or purpose of the post. This will range from co-operating with other team members to multi agency working.

Equality and Diversity

- To recognise the importance of people's rights and interpret them in a way that is consistent with trust procedures, policies and legislation.
- To challenge behaviour that infringes the rights of others.
- To identify and take action where necessary to address discrimination and oppression.

Making Every Contact Count

- Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing.
- Staff should use their interactions with the public to give them additional advice on health and wellbeing.
- Staff will be given training and support to help them to signpost people to other services which may improve their health and wellbeing.

Health & Safety

- To assist in maintaining health, safety and security of self and others in own work area.
- To ask for help and take immediate and appropriate action in relation to any adverse incidents within the workplace.
- Report any issues that may put health and safety at risk utilising the adverse incident reporting system.
- To work within legislation and trust procedures on risk management.
- You have a personal responsibility to support your department/ward/clinic in reducing infection. You must comply with the Trust's policies on infection, prevention and control. You must maintain your competence in relation to infection control and highlight any issues to your manager.

Safeguarding

The 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. You will be expected to fulfill your mandatory safeguarding training at the level applicable to this role.

Code of Conduct

Professional staff that have a national Code of Conduct who are in professions where registration with one of the regulatory bodies is mandatory in order to practice, have a responsibility to abide by their professional code of conduct. Failure to do so could result in disciplinary action being taken which may result in the termination of your contract of employment. Staff who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Physical & Mental Requirements

<p>Physical effort:</p> <p>The post holder will be required to exert frequent moderate physical effort for several short periods during a shift</p>	<p>Emotional effort:</p> <p>The post holder will at times be exposed to distressing and occasional highly distressing and emotional circumstances, caring for patients with life limiting conditions</p>
<p>Mental effort:</p> <p>To exert frequent concentration where the work pattern is unpredictable and dealing with unpredictable patient / relative behaviours</p>	<p>Working conditions:</p> <p>Frequent exposure to unpleasant working conditions/hazards e.g. uncontrollable body fluids, physical and verbal aggression</p>

Person Specification

	Specification	Criteria	Evidence
		Essential/ Desirable	
Registration	<ul style="list-style-type: none"> RCCP registration Minimum of two years at Band 6 	E	Registration
		E	
Essential Qualifications	<ul style="list-style-type: none"> BSc (Hons) Clinical Physiology (Respiratory) degree or equivalent ARTP Part 1 Training and assessing qualification 	E	Certificate
		E	
		D	
Knowledge, Skills, Training and Experience	<ul style="list-style-type: none"> Appropriate post qualification experience in a range of Respiratory / Sleep investigations. IT Literate. Ability to perform a wide range of Respiratory / Sleep investigations and / or have the highest level of specialist skills and knowledge within relevant field. Ability to interpret highly specialist Respiratory investigations. Ability to communicate complex and sensitive information in a variety of forms to patients, relatives and carers whose cognisance may be limited and where there are barriers to understanding. 	E	Application Form / Interview
		E	
		E	Application Form / Interview
		E	
		E	

	<ul style="list-style-type: none"> • Able to undertake complex eye-hand co-ordination in the use of diagnostic equipment. 	E	
	<ul style="list-style-type: none"> • Ability to work autonomously. 	E	
	<ul style="list-style-type: none"> • Sensitive understanding of adults who may be suffering from a specific medical disorder, which are cardio-thoracic in nature. 	E	
	<ul style="list-style-type: none"> • Training in highly specialist skills and knowledge within the relevant field. 	E	
	<ul style="list-style-type: none"> • ILS. 	E	
	<ul style="list-style-type: none"> • Ability to manage exposure to stressful situations. 	E	
	<ul style="list-style-type: none"> • Exposure to unpleasant conditions such as body odour, body fluids, aggression, (verbal and occasionally physical) and contained chemicals. 	E	
	<ul style="list-style-type: none"> • Moving and handling skills. 	E	
	<ul style="list-style-type: none"> • Good attendance record. 	E	
	<ul style="list-style-type: none"> • Punctual and reliable. 	E	
	<ul style="list-style-type: none"> • Teaching and training skills. 	D	
	<ul style="list-style-type: none"> • Supervisory experience. 	D	
	<ul style="list-style-type: none"> • Management experience. 	D	
	<ul style="list-style-type: none"> • Knowledge of PTL/waiting list 	D	
	<ul style="list-style-type: none"> • Managerial skills. 	D	
	<ul style="list-style-type: none"> • Teaching and training skills. 	D	
	<ul style="list-style-type: none"> • Coaching skills. 	D	
	<ul style="list-style-type: none"> • Motivated. 	D	

	<ul style="list-style-type: none"> • Ability to embrace change. 	D	
	<ul style="list-style-type: none"> • Innovative 	D	
	<ul style="list-style-type: none"> • Forward thinking. 	D	
	<ul style="list-style-type: none"> • Organised. 	D	
	<ul style="list-style-type: none"> • Management Development. 	D	
	<ul style="list-style-type: none"> • Training certificate. 	D	