

Job Description

Job title	Chief Respiratory & Sleep Clinical Physiologist / Clinical Scientist
Grade	Band 7
Reports to	Head of Respiratory Medicine
Accountable to	Head of Respiratory Medicine
Directorate	Urgent and Integrated Care
Department	Respiratory Medicine

JOB PURPOSE

- Rotating between Pulmonary Function and Sleep specialties
- Performing, analysing, and reporting on respiratory diagnostic tests such as multi-channel (polygraphy) sleep studies, spirometry, lung volumes, gas transfer, exercise tests and challenges, as well as supporting the CPAP service with set-ups and reviews
- Supervising the junior team in the day-to-day running of the department; training, mentoring, and supervising junior staff
- Helping to develop and expand the department, including writing SOPs, protocols and policies, and assisting with production of business cases
- The Lung Function department serves Dorset County Hospital and its catchment; the Sleep Service covers all of Dorset, with sites in the East and West of the county. Some multi-site working will be required to ensure continuity of service across the entire county.

FREEDOM TO ACT

You will be working under the direction of the Head of Respiratory Medicine, who is also the Lead Respiratory Physiologist, deputising for them when they are away, to provide diagnostic respiratory and sleep tests and support for CPAP therapy and to lead and supervise the junior team. You will be expected to manage your own workload and that of junior staff, and to work autonomously within standard operating procedures and policies using your professional expertise.

1 DIMENSIONS

The job will consist of rotating between Lung Function and Sleep/CPAP services, including:

- Leading the day-to-day work of the junior team; training, mentoring, and supervising them
- Performing, analysing, and reporting on respiratory diagnostic tests and sleep studies
- Setting patients up on CPAP therapy and undertaking reviews, including working with patients with highly specialist and complex needs
- Receiving escalations from junior staff and taking appropriate actions
- Working alongside the Chief Sleep Practitioner to develop and expand the Sleep Service, particularly provision of other specialist diagnostic tests such as home polygraphy, and other treatments such as ASV or NIV therapy
- Taking part in multi-site working to provide cover and supervision according to Service needs

More details of responsibilities are provided below.



2 ORGANISATION CHART

Lung Function	Sleep Service
Head of Respiratory Medicine ↓	Head of Respiratory Medicine ↓
↓	Chief Sleep Practitioner ↓
<u>Chief Respiratory & Sleep Physiologist(s)</u> ↓	<u>Chief Respiratory & Sleep Physiologist</u> ↓
Senior Respiratory Physiologist ↓	Specialist Sleep Practitioner ↓
Respiratory Physiologist ↓	Sleep Practitioner ↓
Apprentice Respiratory Physiologist ↓	Associate Sleep Practitioner ↓
Administrator	Administrator

COMMUNICATION AND WORKING RELATIONSHIPS

Day to day communication with patients, relatives, carers, transport staff, departmental clinical staff, consultants, GPs, staff from other departments such as Pre-Op Assessment, Cardiology, or ENT, upper management, staff from other Trusts and healthcare providers, staff from residential homes and supported living, social workers, Estates & Facilities staff, IT staff, representative from manufacturers and suppliers.

3 KEY RESULT AREAS

Responsibility for Patients

- Receiving, managing, and prioritising telephone calls and emails from patients, carers, GPs, consultants, secretaries, and other professionals in a proficient manner
- Seeing patients at appointments, taking basic measurements of height, weight, and collar size, and recording relevant medical and sleep histories and symptoms
- Preparing, demonstrating, using, issuing, receiving, cleaning, and downloading highly specialist and complex diagnostic testing devices
- Analysing and interpreting highly specialist and complex respiratory and sleep physiology tests including spirometry with reversibility, gas transfer, lung volumes via plethysmography and helium dilution, FeNO, carbon monoxide spot tests, six minute walk tests, assessment of exercise-induced bronchoconstriction, assessment of physiological shunt, hypoxic challenge, methacholine challenge, assisting/leading with CPET, and creating clinical reports of your results
- Communicating complex information on patient condition, test results, and other technical information with tact to colleagues and to patients who may have physical or learning disabilities, and their relatives & carers,
- Having thorough theoretical and technical knowledge of Obstructive Sleep Apnoea and CPAP Therapy, and being familiar with CPAP equipment and masks to provide accurate information and education for patients

- Performing CPAP set-up appointments, including choosing appropriate machine settings, fitting masks, demonstrating the equipment, explaining usage, and cleaning of equipment, and arranging suitable follow-up, with a particular focus on patients with highly specialist and complex needs
- Overseeing the monitoring database of CPAP patients' activity, actioning issues and making clinical decisions
- Actioning patients' CPAP requests from telephone calls, voicemails, and email, or forwarding/escalating to other staff as appropriate
- Performing CPAP reviews including replacing or re-fitting equipment, adjusting mask fit and machine settings, advising on adjusting to therapy, suggesting suitable alternatives, troubleshooting equipment problems, and referring to other staff as necessary
- Checking, testing, cleaning, disinfecting, and sterilising equipment
- Providing expert clinical and non-clinical advice and/or information to patients, relatives, carers, and other appropriate professionals
- Providing and receiving routine, highly specialist, complex, and sensitive information requiring tact or persuasive skills, maintaining high standards of information governance
- Working across multiple sites to provide clinical services, supervision and training according to Service needs
- Liaising with other associated healthcare, social care, and related professionals to ensure excellent care is provided to all our patients and that essential information to enable this is provided promptly, accurately, and clearly.
- Exchanging information with patients, relatives, departmental staff, staff from other departments and external contacts on a variety of departmental matters and procedures
- Working with patients who may have barriers to understanding such as being hard of hearing, having English as a second language, or who are anxious or neurodivergent

Responsibility for Policy and Service Development

- Following departmental procedures and policies
- Keeping up to date with Best Practice by attending regular education sessions, update days, and national conferences
- Taking part in service expansion into providing additional specialist diagnostic tests such as Hydrogen Breath Test, home polygraphy, MSLT, and additional treatments such as ASV therapy, and NIV therapy, as well as expanding into additional sites across the county
- Assisting with service development by contributing ideas and suggestions to develop departmental procedures, processes, and guidelines
- Promoting our ethos of continuous improvement
- Actively participating in team meetings and disseminating new knowledge to the team

Responsibility for Financial and Physical Resources

- Taking responsibility for the safe use of equipment by yourself and your junior team, and demonstrating safe use to patients and other staff
- Assisting with tracking of expensive sleep study and CPAP equipment
- Storing equipment securely and safely
- Overseeing stock control, including monitoring stock levels, requesting reordering of supplies in a timely manner, unpacking and storing new stock deliveries, and tidying and organising storage areas
- Engaging with effective use of resources to deliver the best value for money

Responsibility for Staff

- Leading the day-to-day work of the junior team, directly supervising their practice
- Handling the day-to-day management of the team including having initial informal conversations regarding performance, grievances, and disciplines under supervision of Head of Respiratory Medicine
- Training and mentoring junior staff
- Providing education and training to associated healthcare professionals from other departments or organisations
- Participating in welcome, induction, mentoring and training of all new staff as appropriate
- Fully participating in the Trust's appraisal system and personal development planning process
- Taking a proactive role in managing risk in the workplace, in accordance with the Health & Safety at Work Act 1974

Responsibility for Information Resources

- Using Office, Trust, and Departmental software and maintain accurate, timely and legible records in accordance with Trust policy
- Maintaining clinical databases, uploading test results, downloading information from clinical devices, generating reports from test results or downloaded data
- Updating, maintaining, and storing clinical or non-clinical records and appointment details
- Upholding excellent standards of information governance and confidentiality at all times

Responsibility for Research and Development

- Participating in research projects, service audits, or staff surveys
- Assisting with research trials, preparing documents for publications, presenting results at conferences and education days

Analytical & Judgement Skills

- Using your professional expertise to make decisions on how best to proceed; independently selecting appropriate tests, devices, masks and accessories for patients
- Analysing and reporting on specialist test results, taking action on from data downloaded from CPAP devices and diagnostic tests, including working with patients with complex needs
- Resolving problems such as locating notes, appointment issues, correcting inaccuracies in patients' records, including escalating issues to senior staff when necessary

Planning & Organisational Skills

- Organising own activities, and those of more junior staff
- Working independently and prioritising own workload, adhering to National, Trust, and Departmental policies
- Liaising with the appropriate parties to organise appointments, patient transport, collection and return of equipment, ensuring results are sent out in a timely manner, etc.

Additional Key Result Areas

- Maintaining service delivery by assisting colleagues during absences and peaks of work
- Undertaking other reasonable clinical duties as and when required as directed by line manager, such as assisting with complex tests and procedures, chaperoning patients who do not wish to be seen by a lone clinician, etc.



- Undertaking other reasonable administrative duties as and when required as directed by line manager, such as photocopying, filing, updating patient records, maintaining the department diary, provision of information leaflets, etc.

4 **ENVIRONMENT AND EFFORT**

The role is partly desk-based in an office environment, and partly patient-facing in clinical environments; light fetching and carrying will be required.

Physical Effort

- Good fine motor skills and hand-eye coordination for manipulation and adjustment of equipment
- Combination of sitting, standing, walking
- Keyboard and mouse work for long periods
- Regular light physical effort: carrying paperwork, moving equipment up to 5kg, pushing equipment trolleys where necessary
- Occasional light patient assistance, such as opening doors, offering an arm whilst walking or when moving from standing to sitting, etc.

Mental Effort

- Predictable, scheduled work pattern (core hours are 8.30-16.30, with flexibility to arrange schedule from 7.00 to 19.00, and/or some Saturday work as part of Flexible Working, no night shifts)
- Concentration for overseeing database information or analysing sleep study or treatment data for lengthy periods
- Concentration for administrative duties
- Working with interruptions from patients, clinical staff, telephone calls, etc.

Emotional Effort

- Exposure to distressing or emotional circumstances is rare
- Occasional contact with frustrated or distressed patients or relatives
- Occasional incidental exposure to details of patients' personal lives; you will be supported to rebuff and refuse any inappropriate discussions
- Occasional exposure to distressing circumstances when taking patients' medical and personal histories

Working Conditions

- Use VDU equipment more or less continuously
- Occasionally taking and/or handling blood samples
- Clinical outpatient working environment
- Occasional unavoidable exposure to a hot working environment during heatwaves
- Multi-site working across Dorset

5 **OCCUPATIONAL HEALTH HAZARD EXPOSURE ASSOCIATED TO THE POST**

(Tick as appropriate)

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Patient contact | <input type="checkbox"/> Lone working | <input type="checkbox"/> Working in isolation |
| <input type="checkbox"/> Passenger / client transport | <input type="checkbox"/> Exposure-prone procedures | <input checked="" type="checkbox"/> Patient handling |
| <input type="checkbox"/> Strenuous physical activity | <input type="checkbox"/> DSE user (defined in DSE regs) | <input type="checkbox"/> Confined spaces |

- ☐ Night working
- ☐ Food handling / preparation
- ☐ Working at heights
- ☐ Working with vibratory tools
- ☐ Noisy working environment
- ☐ Safety critical work
- ☒ Working with respiratory irritants (including latex) – performing challenge testing using agents such as mannitol and methacholine
- ☒ Working with substances hazardous to health – occasionally drawing and analysing blood samples including arterial blood gas samples
- ☐ Other – please specify

6 HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

You are also required to make yourself aware of the Trust's health and safety policies and to report any accidents/incidents.

7 EQUAL OPPORTUNITIES

Dorset County Hospital NHS Foundation Trust is committed to the development of positive policies to promote equal opportunity in employment. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the Trust.

8 CONFIDENTIALITY

Confidential and personal information related to staff, patients and Dorset County Hospital NHS Foundation Trust must not be disclosed within or outside the place of work, except in the proper discharge of duties.



PERSON SPECIFICATION

POST: Band 7 Chief Respiratory & Sleep Clinical Physiologist / Clinical Scientist

Assessment: A = Application Form C = Certificates I = Interview T = Test

CATEGORY	CRITERIA	IMPORTANCE	HOW ASSESSED
EDUCATION, QUALIFICATIONS & TRAINING	Essential:		
	• BSc Clinical Respiratory Physiology, Healthcare Science, or suitable equivalent	3	A, C
	• MSc in a closely associated subject or equivalent workplace experience	2	A, C
	• ARTP Part 1 & 2 or equivalent	3	A
	• Basic Life Support training	3	A
	Desirable:		
	• ARTP Blood Gas Sampling & Analysis certificate	2	A, C
	• ARTP Pulse Oximetry & Polygraphy certificate	2	A, C
	• ARTP Advanced CPAP Practitioner certificate	2	A, C
	• Registered or eligible to register with RCCP or equivalent	2	A, C
	• Mentorship or clinical assessor's qualification	1	A, C
KNOWLEDGE & EXPERIENCE	Essential:		
	• Thorough understanding of respiratory physiology and physiological diagnostic tests, sleep studies, and CPAP therapy, and able to work in these areas independently	3	A, I
	• Min 3 years of working in a respiratory, sleep medicine, or ventilation service	3	A
	• Experience of training, mentoring, and supervising junior staff	3	A, I, T
	• Experience of managing a team	3	A, I, T
	• Excellent IT skills	2	A, I
	• Proficient with Microsoft Office	2	A, I
	Desirable:		
	• Experience in service development	3	A, I
	• Experience of working in a busy outpatient environment	2	A, I
	• Able to teach clinical skills, undertake clinical assessments of skills, and provide constructive feedback to trainees	2	A, I
	• Knowledge of local and national NHS plans and strategies	1	A, I
		1	A, I

Assessment: A = Application Form C = Certificates I = Interview T = Test

CATEGORY	CRITERIA	IMPORTANCE	HOW ASSESSED
SKILLS & ABILITIES	Essential:		
	• Holds or willing to work towards gaining required professional qualifications	3	I
	• Commitment to continuing professional development	3	A, I
	• Commitment to upholding values of respect, dignity, integrity, safety, teamwork, compassion, excellence, and inclusivity	3	I
	• Able to work as part of a multi-disciplinary team	3	A, I
	• Excellent communication skills, able to adapt communication approach to suit situation	3	A, I
	• Good understanding of when to seek help or escalate to senior staff	3	I
	• Good organisation and attention to detail	3	I
	• Able to prioritise own workload	2	I
	• Good fine motor skills and hand-eye coordination	2	I, T
	• Able to travel to work at other sites across Dorset	2	A, I
	Desirable:		
	• Innovative and creative approach to problem solving	2	I
	• Able to apply learning and experience to new situations	2	I
	• Enthusiastic about developing a new service	2	I
	• Able to take part in expanded working hours	1	I

Importance Scoring

Criteria in each section are weighted in order of importance 3 – 1, with 3 being the most important

Shortlisting Criteria

Each candidate will be scored against the person specification as follows:

3 points = fully meets or exceeds the criteria

2 points = significantly meets criteria although falls short on minor aspects

1 point = partially meets criteria but falls short on key aspects

0 points = does not meet criteria

