



**University Hospitals
of North Midlands**

NHS Trust

Job Description and Person Specification

**PROUD
TO
CARE**



Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

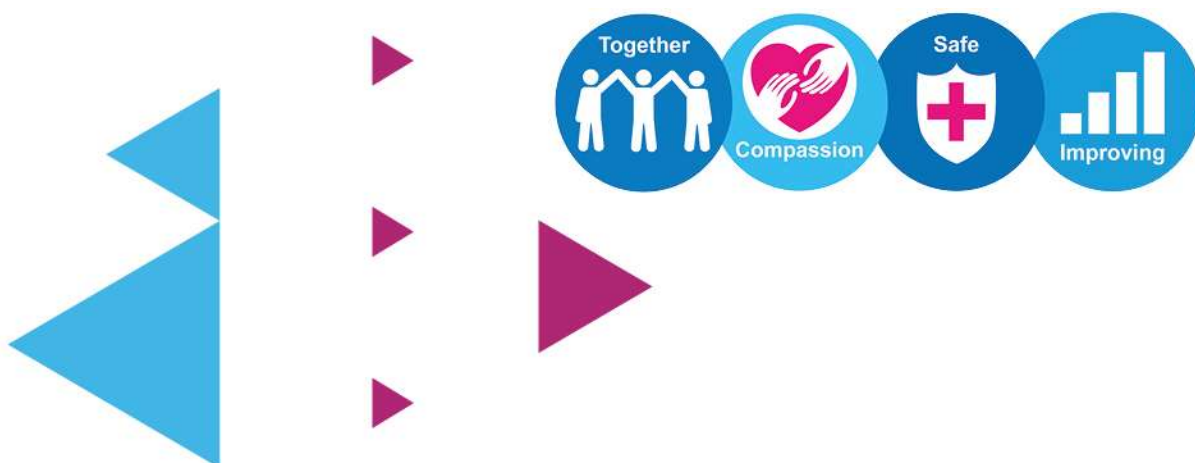
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone. The Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at www.uhnmcharity.org.uk



Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

Division: Specialised Medicine

Job Title: Senior Sleep Physiologist / Healthcare Scientist

Band: Band 7

Location: Sleep Physiology

Hours: 37.5

Managerially accountable to: Head of Respiratory & Sleep Physiology

Professionally accountable to: Sleep Physiology Service lead

Role Summary

The Polysomnographer works within the Sleep Physiology Service and in conjunction with the service lead and lead clinician to provide a specialist clinical services for the investigation and treatment of all sleep disorders'

They provide diagnostic and treatment support for patients with obstructive sleep apnoea and contributes to the development of a quality and cost effective service.

They must be able to support the service lead and advise staff on professional issues and must maintain a clinical input and keep up-to-date with professional issues

They will assist in the co-ordinating of sleep physiology education and lead their own area of the service.

Key Areas/Tasks

- Using specialist healthcare science skills acquired through training to master's degree or equivalent level of knowledge, to perform, score and report on the following investigations and treatments:
 - Full Polysomnographic Studies
 - Cardio-respiratory studies
 - Multiple Sleep Latency Tests / Maintenance of Wakefulness Tests
 - Oximetry
 - Actigraphy
 - Driving simulation
 - Continuous Positive Airway Pressure (CPAP) titration
 - Continuous Positive Airway Pressure (CPAP) follow up
- Providing full and detailed reports for clinicians to facilitate accurate diagnosis and treatment plan.

- Record personally generated information and provide appropriate storage of data
- Storage all patient and equipment data to trust policy
- Run sleep clinics with the ability to see new patients in a supportive environment
- Ensure equipment used in sleep physiology assessments is functioning correctly by performing frequent calibration and validation techniques including mechanical verification and biological control procedures for quality assurance and quality control
- Ensure the timely corrective maintenance of any faulty equipment through attempting in-house rectification for minor faults or communication with clinical engineering and/or the manufacturing company where appropriate
- Keep up to date with best practice through continual monitoring of relevant professional publications
- Assist in ensuring implementation of policies, proposes changes to practices for work area and develops policies that impacts on other disciplines
- Assist to devise and ensure up to date Standard Operating Policies and Procedures to ensure departments fit with current best practice
- Ensure continual service development and improvement:
 - Through maintaining up to date knowledge of specialist area
 - Be regulated via a voluntary/mandatory register RCCP/HCP
- Analysis and interpretation of investigations (results) and make judgements on a range of complex clinical and non-clinical issues relating to work of the team.
- Continue to update highly specialist knowledge of equipment and relevant guidelines, sharing knowledge with medical professionals to ensure most appropriate diagnostic tests are used, recording relevant parameters to provide an accurate diagnosis and treatment plan.
- Reduce barriers to understanding to communicate investigative and other scientific information to patients who may have sensory, physical or learning disabilities, relatives & carers
- Provide a high standard of specialised advice/education on all levels to medical professionals, students, patients and company representatives. Have the ability to receive highly complex information where tact and persuasive skills are required
- Having the responsibility to make on the spot decisions with regards to complex facts or situations that requiring analysis, interpretation, to ensure validity of diagnostic data and appropriate action taken.
- Using knowledge from previous qualifications, training and leadership experience, teach junior healthcare professionals how to perform Sleep Physiological investigations as

specified in their job profile and ensure competency to undertake investigations without supervision.

- Using previous knowledge and/or qualifications teach other healthcare professionals the theory and practice of simple, specialist, complex and highly complex sleep investigation/assessments. Other healthcare professionals could include:
 - Healthcare assistants
 - Trainee nursing staff
 - Physiotherapists
 - Primary care professionals
 - Junior and senior medical staff.
- Teach on national levels the merits of undertaking quality assured sleep assessments, e.g. to primary care practice nurses/GPs or international respiratory and non-respiratory specialists
- Provide and receive information with colleagues from own and other disciplines and present complex information to large groups including research
- Maintain good working relationships within the team. Build relationships with patients to provide the best possible outcome for patient care and long term management
- Assist sleep service lead to support a team within sleep service, provide supervision and ensure appropriate specialised training is provided.
- Supervision of all junior sleep healthcare science professionals
- Assist to ensure staff are working to optimum potential through regular monitoring of staff performance and attendance
- Assist all healthcare science professionals in their continued professional development through regular feedback sessions and on-going review of objectives set during the appraisal development review
- Assist the sleep service lead to plan the day to day running of the sleep service to maintain a professional and cost effective service.
- Plan complex activities requiring formulation and adjustment to deal with emergencies
- Assist in planning activity workload of self and/or others.
- Assist in the continual service development via long term planning of services
- Assist to devise and implement strategies to ensure that demands on the services can be fulfilled, regardless of interruptions or requests for urgent tests and without detriment to patient safety or experience for all specialities across both sites
- Responsible for safe use of equipment by self and others.

- Order supplies for sleep service and authorise invoices

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future*' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____

Job Title

Person Specification

	Specification	Criteria		Evidence
		Essential	Desirable	
Essential Qualifications	MSc in Clinical Physiology or BSc in Clinical Physiology / equivalent with relevant experience	✓		
	or	✓		
	Equivalent experience demonstrating knowledge of specialist procedures acquired through specialist/management courses		✓	
	ECNE Part 1/RPSGT credential	✓		
	RCCP/HCP Professional Register or Equivalent		✓	
	Teaching/Training certificate		✓	
	Membership of ARTP			
Knowledge, Skills, Training and Experience	A minimum of 2 years' experience in a senior sleep physiologist role	✓		
	Specialist experience/training in areas of sleep measurement and therapeutics	✓		
	Excellent knowledge of diagnostic investigations and interpretation	✓		
	Proven ability in sleep stage	✓		

	analysis			
	Experience as an independent practitioner across the range of routine and specialised sleep investigations and therapeutic interventions with theoretical and practical knowledge of a range of work procedures and practices	✓		
	Judgements involving complex facts or situations, which require the analysis, interpretation and comparison of a range of options	✓		
	Knowledge of patient pathways for disease management	✓		
	Knowledge of organisational and personnel management	✓		
	Providing and receiving highly complex, highly sensitive or highly contentious information, where developed persuasive, motivational, negotiating, training, empathic or re-assurance skills are required	✓		
	Excellent analytical and influencing skills that requires frequent and prolonged concentration and highly developed physical skills with a high degree of precision	✓		
	Able to prioritise workload as changes occur and to simultaneously focus on a particular task to meet set deadlines	✓		
	Experience of managing an area of specialty		✓	
	Budgetary experience		✓	
	Experience in Audit		✓	
	Commissioning experience		✓	
	Excellent working knowledge of IT systems		✓	

	Knowledge of current NHS Agenda		✓	
Personal Qualities	Professional manner	✓		
	Good interpersonal and inter agency working skills	✓		
	Trustworthy, reliable & flexible approach to work	✓		
	Willing to undertake continued professional development	✓		