

## **JOB DESCRIPTION**

### **GENERAL INFORMATION**

<b>Title:</b>	Cardiac Physiologist
<b>Grade:</b>	Band 5
<b>Job base:</b>	Royal Brompton Hospital
<b>Responsible to:</b>	Principal Cardiac Physiologists
<b>Accountable to:</b>	Cardiac Physiology Service Manager Director, Heart Division
<b>CRB checks:</b>	CRB – enhanced

Guy's and St Thomas' NHS Foundation Trust comprises five of the UK's best known hospitals – Guy's, St Thomas', Evelina London Children's Hospital, Royal Brompton and Harefield – as well as community services in Lambeth and Southwark, all with a long history of high quality care, clinical excellence, research and innovation.

We are among the UK's busiest, most successful foundation trusts. We provide specialist care for patients including heart and lung, cancer and renal services as well as a full range of local hospital and community services for people in Lambeth and Southwark.

We have a long tradition of clinical and scientific achievement and – as part of King's Health Partners – we are one of England's eight academic health sciences centres, bringing together world-class clinical services, teaching and research. We have one of the National Institute for Health Research's biomedical research centres, established with King's College London in 2007, as well as dedicated clinical research facilities.

Royal Brompton and Harefield hospitals joined Guy's and St Thomas' in February 2021 and is the largest specialist heart and lung centre in the UK and among the largest in Europe. We provide treatment for people with heart and lung disease, including rare and complex conditions, offering some of the most sophisticated treatment that is available anywhere in the world.

Our integrated approach to caring for patients from before birth, through childhood, adolescence and into adulthood and old age has been replicated around the world and has gained Royal Brompton and Harefield an international reputation as a leader in heart and lung diagnosis, treatment and research.

We are working in partnership with King's Health Partners, to deliver our vision of creating a new centre of excellence, which will be the global leader in the research into and treatment of heart and lung disease, in patients from pre-birth to old age.

We have around 22,700 staff, making us one of the largest NHS Trusts in the country and one of the biggest employers locally. We aim to reflect the diversity of the communities we serve and continue to develop new and existing partnerships with local people, patients, neighbouring NHS organisations, local authorities and charitable bodies and GPs.

We strive to recruit and retain the best staff as the dedication and skills of our employees lie at the heart of our organisation and ensure that our services are of the highest quality, safe and focused on our patients.

## **Job summary**

Participates and actively contributes to an efficient and effective Cardiac Physiology Service at Royal Brompton Hospital.

Performs and assists in a range of tests and procedures, encompassing all invasive and non-invasive cardiac investigations within the hospital.

Be able to work both independently and as part of a team.

Assists with senior colleagues with department's continuing commitment to training and development of trainee STP/PTP and apprenticeship Cardiac Physiologists and associated practitioners.

Participates in external and in-house training programmes, providing education and training to other health service / allied professionals.

Assist in the running of designated sections of the Cardiology Department.

Participates in quality control and technical audit as part of the trusts clinical governance programme and the cardiology departments aim of clinical excellence.

## **Main tasks and responsibilities**

- **Patient/customer care (both direct and indirect)**

Participates to a high level of competency and, when necessary, assists senior Cardiac Physiologists in the supervision of, all sections of the cardiac physiology department including all areas of mainly non-invasive cardiology.

Interprets technical information/data from patient investigations and prepares reports, bringing any clinically significant findings to the attention of a specialist registrar / consultant.

During all cardiac investigations where the patient is at immediate risk of arrhythmia or arrest, monitors patients ECG, reports immediately in the event of any rhythm change/arrest and responds immediately to rescue the patient (provides life support /external defibrillation).

During catheter laboratory procedures, assists in moving patients from examination couch to trolley/chair and moves patients whilst on trolley/chair. Assists in cleaning clinic/catheter laboratory at the end of each investigation/procedure. Moves heavy equipment.

Organises patient appointments for non-invasive tests / procedures and reschedules those who fail to attend and associated admin tasks.

Trained and participates in Immediate Life Support (ILS) and/or Advanced Life Support (ALS).

- **Policy development**

Participates in Cardiology Department meetings providing input to the development of policies and investigation protocols for the Department. Assists in the implementation of these policies.

- **Service development**

Participates in Cardiology Department meetings providing input to service developments of the Department. Assist in the implementation of these. Undertake department audits and patient/public presentations.

Participates in the development of the Cardiac Physiology Service by continuing critical reviews of working practices, staying abreast of new developments in technology and maintaining a good overall knowledge of investigative cardiology. To this end will attend and participate in scientific and technical meetings both within the UK and abroad.

Reports any discrepancies in the required level of service or patient safety to the appropriate Senior level Cardiac Physiologist.

- **People management**

Assists in the formulation of staff rotas in order to allocate staff to fulfil the workload of the department. Assists in the induction of all new members of the Department's staff.

Assists the Senior Cardiac Physiologists in a programme of training in the Department, to ensure all trainee physiologists are trained to the highest standard in cardiology techniques and are updated with regard to good technical practice.

Monitors cleaning, maintenance and housekeeping standards within the department.

- **Communication**

Provides input to all Cardiology Department meetings. Participates in a programme of quality control and technical audit as part of the Trust's clinical governance programme and the Cardiology Directorates aim of clinical excellence.

Maintains a high standard of clinical practice.

Ensures that all patients, their relatives and visitors are acknowledged in an appropriate and friendly manner at all times.

Ensures that patient's privacy, dignity, religious and cultural beliefs are respected.

Answers the telephone in an appropriate manner and directs calls to the relevant person/department when required. Answers queries from patients, GP's, other hospitals relating to patient investigations and the results of the same, along with technical questions concerning any technical equipment.

Uses and develops effective communication skills. Able to communicate appropriately with other staff members, other departments throughout the trust, consultants, patients and their relatives. Facilitates good liaisons and working relationships with other disciplines working within the department.

Aware of procedures involving patient/visitor/staff complaints.

- **Resource management**

Participates in departmental stock control and assists in ensuring that there is adequate stock for the Cardiology Department.

Liaises with the Biomedical Engineering Department to ensure that all non-disposable equipment particularly within the non-invasive cardiology department is kept operational and maintained appropriately at all times.

- **Information management**

Enters data into the departmental databases and haemodynamic systems. Enters reports on cardiac investigations performed onto relevant computer based system. Checks all entered patients details to allow efficient tracking of results.

Manages the archiving of all patient results following non-invasive investigations.

Ensures adequate documentation of all patient records. Reviews technical reports following patient investigations, prior to their release to other hospitals, GP's, consultants.

- **Research**

Participates in and reports, for publication or internal use, on research into appropriate aspects of cardiac physiology. Assists in the development of new techniques in Invasive and non-invasive cardiology department.

## **Further sections**

- To ensure all team members have a real voice in the development of the Cardiac Physiology service to patients/customers.
- To maximise the potential of junior team members
- To provide a safe and attractive working environment for team members within available resources
- To represent the Trust at regional and national conferences and on working groups as appropriate
- To abide by the Trust's core behaviours for staff and all other Trust policies including standing financial instructions, research governance, clinical governance, patient and public involvement, codes and practices, and health and safety policies.

## **Other duties**

To undertake any other duties commensurate with the grade as requested.

**This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.**

## **ADDITIONAL INFORMATION**

### **Trust mission**

To be the leading national and international centre for the diagnosis, treatment and care of patients with heart and lung disease, creating and disseminating knowledge through research and education

### **Confidentiality**

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to patients and staff.

In order to comply with the Data Protection Act 1998 you must not at any time use personal data held by the Trust for any unauthorised purpose or disclose such as data to a third party.

You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trust, unless expressly authorised to do so by the Trust.

### **Health and safety**

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of yourself and others and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

### **Diversity**

You are at all times required to carry out your responsibilities with due regard to the Trust's diversity policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

### **Risk management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

### **Conflict of interests**

You may not without the consent of the Trust engage in any outside employment. In accordance with the Trust's conflict of interest policy, you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment in the Trust. Interests that might appear to be in conflict should also be declared to your manager.

In addition, the NHS Code of Conduct and Standards of Business Conduct for NHS Staff (HSG 93/5) requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interest and your NHS duties.

## **CODE OF CONDUCT FOR PROFESSIONALLY QUALIFIED STAFF GROUPS**

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

### **CRIMINAL RECORD BUREAU CHECKS (where relevant)**

Any applicant who is short-listed for this post will be asked to complete a disclosure form as the post-holder will be required to have contact with vulnerable adults or persons under the age of 18. The successful candidate will be subject to a criminal

record check from the Criminal Records Bureau prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable.

### **Core behaviours for all Trust staff**

All staff will commit to:

- Act with honesty and integrity at all times
- Demonstrate respect for others and value diversity
- Focus on the patient and internal and external customer at all times
- Make an active contribution to developing the service
- Learn from and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as ambassadors for their directorate and the Trust
- Be aware of the impact of their own behaviour on others
- Be discreet and aware of issues requiring confidentiality

In addition, all managers and supervisors will:

- Value and recognise the ideas and contributions of all team members
- Coach individuals and teams to perform to the best of their ability
- Delegate work to develop individuals in their roles and realise their potential
- Give ongoing feedback on performance, and effectively manage poor performance
- Provide support and guidance to all team members
- Encourage their team to achieve work/personal life balance
- Actively listen to comments/challenges and respond constructively
- Lead by example, setting high standards
- Ensure that there are sufficient resources for their team and rebalance priorities accordingly
- Provide a safe working environment

**Confirmed as accurate by post-holder: .....**

**Date: .....**

**Confirmed as accurate by manager: .....**

**Date: .....**