

CARDIOVASCULAR & RENAL SCIENCES CPG
DIRECTORATE OF CARDIOVASCULAR SCIENCES

AfC JOB DESCRIPTION

TITLE OF POST:	Assistant Cardiac Physiologist
SALARY BAND:	3
LOCATION:	Community
REPORTING TO:	Senior Principal Cardiac Physiologist
RESPONSIBLE TO:	Service Manager, Cardiology
ACCOUNTABLE TO:	General Manager, Cardiovascular Sciences
HOURS PER WEEK:	37.5

Imperial College Healthcare NHS Trust Values

We are absolutely committed to ensuring that our patients have the best possible experience within our hospitals. We are looking for people who are committed to delivering excellent patient care, whatever their role, and who take pride in what they do. We place a high value on treating all patients, customers and colleagues with respect and dignity, and seek people who strive for excellence and innovation in all that they do.

We value all of our staff and aim to provide rewarding careers and benefits, fulfilling work environments and exciting opportunities.

As an organisation we expect everyone to

- ☐ **Respect** our patients and colleagues
- ☐ Encourage **innovation** in all that we do
- ☐ Provide the highest quality **care**
- ☐ Work together for the **achievement** of outstanding results
- ☐ Take **pride** in our success

Aim of the role

The role is centred between the Willesden community centre and other community cardiology centre to the extension at St Mary's Hospital and other cardiology departments across the Trust.

As a Assistant Cardiac Physiologist, it is to assist a range of specialised cardiac investigations, including ECG, blood pressure, 24 Holter Monitor and exercise test.

To assist the Principal manager to provide the day-to-day clinical-technical services of the departments.

The post-holder will also be required to carry out some administrative, environmental and housekeeping tasks.

Key organisational & working relationships:

The post-holder reports to, is professionally responsible to and is day-to-day line managed by the Principal Cardiac Physiologist. She/he is managerially responsible to the Cardiology Service Manager and clinically responsible to the Cardiology Chief-of-Service through the Lead Consultant Cardiologist. The post-holder is ultimately accountable to the General Manager, Cardiovascular Sciences.

As a clinical-technical service provider, the post-holder's most important professional working relationship is with the Trust's patients, their carers, relatives and visitors.

The post-holder is expected to relate particularly with other Echocardiography staff, medical, nursing, managerial, clerical and other staff working within and external to the Cardiovascular Directorate, CPG and Trust.

Other significant working relationships may include:

- Medical staff
- Cardiac Physiologists
- Ward and department Nursing staff
- Cardiovascular Sciences and CPG Management
- Trust-wide administrative, clerical and secretarial staff
- Porters, Healthcare Assistants, Translators and patient transport personnel
- Domestic service staff
- Security Staff
- Infection control and health and safety staff

Key result areas

KRA 1 – To perform and have competence in a range of non-invasive procedures/techniques.

KRA 2 – As a assistant cardiac physiologist this is a proactive role, together with the Principal Cardiac Manager, to provide an organised and efficient clinical-technical service.

KRA 3 – To assist in the routine administration and organisation of the department and carry out delegated organisational duties appropriate to the grade/level of the post-holder, as required.

KRA 4 – As a professional Physiologist, to contribute accordingly to the maintenance of standards and quality in service of the non-invasive service provided, developing one's own professionalism and specialist skills and knowledge.

Main Tasks and Responsibilities

1.1 – To undertake non-invasive procedures.

1.2 – To perform standard and complex measurements and techniques of quantification, to an accurate and reproducible level.

2.1 – To recognize the significance of investigation findings/diagnoses and act on these accordingly.

- 2.2** – To help prioritise the performance of investigations according to clinical need.
- 2.3** - To assist the Principal Echocardiographer in carrying out the daily work allocation of the department. Achieving this through the efficient performance of the post-holder's given patient caseloads and the prompt issuing of quantitative measurements and draft reports.
- 2.4** - To help with the monitoring of the standards of quality achieved by the Community cardiac service and also in maintaining the service quality, safety, efficiency and cost effectiveness, in accordance with CPG and Trust policy, whilst developing one's own professionalism and specialist knowledge and skills.
- 3.1** – To assist in maintaining an ordered electronic filing and retrieval system and electronic computer database of patients' recordings (imaging), measurements, reports and attendance details and possibly helping to provide the necessary statistical returns of activity, etc.
- 3.2** – To assist in the capture and storage of clinical data and audit outcomes. To help provide any other information that may be necessary from time to time, and carry out delegated administrative tasks as required.
- 3.3** - To help with the maintenance of consumable stocks and replenishment of the same as necessary, working within the department's budgetary and logistic constraints.
- 4.1** – To be trained and accredited under the auspices of the Resuscitation Council (UK) and to partake in providing Basic Life Support (BLS) cardio-pulmonary resuscitation as and when necessary.
- 4.2** – To help ensure that all equipment in use within the Community cardiology services is in safe working order and fully functional.
- 4.3** – To be self-motivated and resourceful, developing one's own personal knowledge, skills, professionalism and expertise in the field of ECG, so showing evidence of continuous growth and personal, as well as professional development.

General Responsibilities

To be flexible in accepting the delegation of tasks and duties from time to time, so as to achieve effective and efficient functioning of the department in particular and cardiac services as a whole, across the Cardiovascular Directorate. As the UK's first Academic Health Science Centre, Imperial College Healthcare NHS Trust, the Cardiovascular & Renal Sciences CPG and the Cardiovascular Directorate are fast moving organisations; therefore changes in the post-holder's duties may be necessary from time to time and prior consultation will occur where possible as they arise.

To assist the Directorate management and Principal Echocardiographer in ensuring that all relevant national legislation (Working Time Directive, Agenda for Change, etc.) Trust-wide policies, Directorate policies and local policies, protocols and procedures are implemented and adhered to.

To practice aseptic techniques where appropriate, understand the importance of sterility and general hygiene, and ensure compliance with the Trust's Infection Control Policy at all times. Being aware of, and applying as necessary, the appropriate procedures for disinfecting equipment and the environment when infectious patients have undergone clinical investigations

To help ensure correct usage, safety and appropriate maintenance of all equipment, undertaking and enforcing safe working practices and maintain a safe and acceptable working environment in accordance with the Trust's Health and Safety regulations.

To be aware of and uphold all policies with respect to the practices undertaken in the department, the Cardiovascular Directorate, Cardiovascular & Renal CPG and the Trust as a whole.

Knowing the location of resuscitation equipment and being familiar with its operation, proper use and maintenance. Ensuring that this equipment is readily available prior to commencement of each investigation or therapeutic procedure. Knowing how and when to summon the hospital resuscitation team and to co-operate with them appropriately on arrival.

To understand the post-holders own role as a member of a multidisciplinary team, recognising and respecting the needs of other professionals, and realise one's own limitations of knowledge, experience and ability, and to recognise situations that may require more expert clinical-technical or medical intervention, seeking appropriate support or assistance as and when necessary.

Together with the other cardiac staff, develop good working relationships and facilitate communication amongst other Directorate staff and associated colleagues. To help integrate the Community cardiac services as part of the overall services provided to the Trust by this Directorate / CPG.

Scope and Purpose of Job Description

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post-holder.

Confidentiality

The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990).

Health and Safety

The post-holder should be aware of the responsibility placed on employees under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment.

Clinical Governance and Risk management

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

- Talking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust policies, guidelines and procedures
- Maintaining your continue professional development

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping

Information Quality Assurance

As an employee of the Trust/Community cardiology it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during

the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions.

Freedom of Information

The post-holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

Management of Violent Crime

The Trust has adopted a security policy in order

- To help protect patients, visitors and staff
- To safeguard their property

All employees have a responsibility to ensure that those persons using the Community Cardiology and its services are as secure as possible.

Equal Opportunities

The Community Cardiology is aiming to promote equal opportunities. A copy of our Equality Scheme is available from the Human Resources department.

Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager."

No Smoking

The Community cardiology Centres operates a non-smoking policy. Anyone who wishes to smoke may do so only in one of the designated smoking areas at a time agreed with their line manager.

Variation

The job description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time after consultation with the post-holder.

Medical Examinations

All appointments within the National Health Service are subject to pre-employment health screening.

Professional Association/Trade Union Membership

It is the policy of the Community Cardiology Service to support the system of collective bargaining and as an employee in the Health Service; you are therefore encouraged to join a professional organisation or trade union. You have the right to belong to a trade union and to take part in its activities at any appropriate time and to seek and hold office in it. Appropriate time means a time outside working hours.

Terms and Conditions

In adopting Agenda for Change (1 December 2004 unless modified by the Secretary of State and with terms and conditions excluding hours backdated to 1 October 2004) the Trust will incorporate terms and conditions of the new national arrangements and any changes agreed by the NHS Staff Council's determinations from time to time – excluding any flexibilities agreed locally between the Trust and its employee representatives, or any agreements reached on an individual basis between the Trust and an employee (e.g. where a member of staff prefers to retain an existing Trust contract).

Date: **Line Manager's Signature:**

Member of Staff's signature

*Agenda for Change annual leave arrangements will take effect from 1 October 2004 and will be modified only in the event of changes agreed nationally to the agenda for change framework. New staff commencing after 1 October 2004 will be contracted to 37.5 hours per week, though they may not be required to work these hours until the relevant assimilation date.

JOB / PERSON SPECIFICATION

POST: Assistant Cardiac Physiologist – 3

DEPARTMENT: Community Cardiology Services

LINE MANAGER: Senior Principal Physiologist

ATTRIBUTE/ SKILLS	ESSENTIAL	DESIRABLE*	MEASUREMENT
EDUCATION	Qualified for HPC Registration (BSc degree or HTEC & suitable equivalent experience). ILS certified.		
COMMUNICATION SKILLS	High level, sensitive and effective verbal communication skills Clear and precise written communication skills.		
EXPERIENCE	Competency, specialised knowledge, and practitioner level skills and at least 1 years postgraduate experience in all physiology skills		
SKILLS/ABILITIES	Both effective independent and team worker. Ability to manage own workload. Good analytical and judgemental skills. Basic computer literacy to the level required for routine use of clinical systems. Ability to cope with the pressures and stresses of the daily demands of a busy front-line clinical-technical service.		
PHYSICAL QUALITIES	Sufficient to fulfil the duties of the post (with any appropriate aids and adaptations if necessary). Excellent dexterity.		

* Desirable column is only used when advertising a vacant post. When updating job descriptions for job matching/evaluation, it is important to note that jobs will be assessed against actual duties and requirements, all of which should be essential to the post. It is the post, not the individual which is being evaluated.