



JOB DESCRIPTION

Job Title:	Respiratory/Sleep Physiologist Assistant	<i>HR use only</i>
Report to:	Lead Clinical Respiratory/Sleep Physiologist	Job Reference Number
Accountable to:	Lead Clinical Respiratory/Sleep Physiologist	

Job Purpose

- To support the Clinical Physiologists in the delivery of agreed standards of care to all patients.
- To provide administrative support for the Clinical Physiologists
- To support respiratory clinics in the need of spirometry and inhaler management.
- To support sleep clinics including sleep studies and yearly CPAP clinics.
- To ensure that relationships and own behaviour is managed in line with the Behaviour Framework competencies.

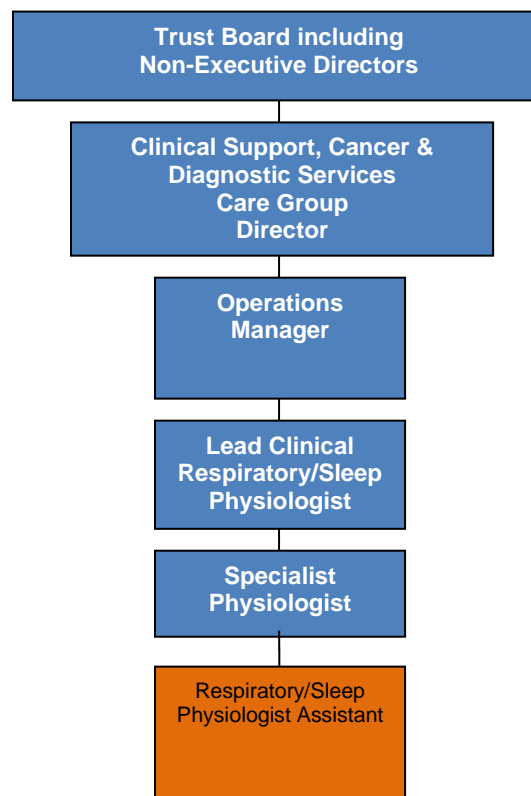
Job Statement

The Respiratory Physiologist Assistant will work within the limits of their competence for respiratory testing including spirometry and sleep studies. To provide support to the Clinical Respiratory/Sleep Physiologists in the delivery of agreed standards of care to all patients, providing role-specific skills including spirometry, sleep studies, yearly CPAP reviews basic life support, and production of reliable and accurate data.

Organisational Chart

The organisational chart is a template, designed to be adapted. All departmental charts should show the link between your department and the Trust Board.

Organisational Chart:



1. Communication and Relationships

- Communicating Information – identify and use the most effective means of communication, appropriate to the situation and individuals involved.
- Self-Management – manage own behaviour to achieve results and develop and maintain effective working relationships with others.
- Teamwork – be motivated to work together with others and in a variety of different team settings.

2. Analysis and Judgement

- To maintain accreditation in spirometry (ARTP/BTS Standards).
- To produce accurate reproducible testing of patients within the local and national standards
- To provide a technical report and diagnostic information using the ARTP guidance for spirometry.
- To provide accurate fitting of sleep study equipment, following correct procedures for setting up and downloading patient data.
- To provide support to CPAP patients requiring a yearly review.

3. Planning and Organising

- Assist in the preparation of Physiologist clinics, including making appointments, and collating patient notes.
- Collate information packs for patients as guided by Physiologists
- Take responsibility for the administrative duties in the team including typing, photocopying, production of teaching materials etc.

4. Patient and Client Care

- Undertake clinical duties as per competencies developed during NVQ Level 3 training.
- Develop skills in the performance of simple physiological tests (e.g spirometry initially under supervision until assessed as competent).
- Carry out assigned tasks without supervision.
- Assist in the sleep and CPAP service, with routine fitting of masks and allocation of equipment under supervision.
- Support respiratory outpatient clinics (including simple lung function measurements)
- Be aware of obtaining assistance in an emergency situation.
- Maintain a professional image to patients, relatives and peers.

5. Service and Policy Development

- Participate in relevant in-service training
- Where necessary to attend external training
- Participate in Unit/Team Meetings.
- Maintain up to date clinical competencies
- Participate in the delivery of in-service training to other health care professionals.

6. Managing Financial Resources

- To assist in the management for consumable items required for the day to day running of respiratory and sleep services
- To order stock via SBS when required and to recognise when senior assistance is required.

7. People Management and Development

- Participate in relevant in-service training
- Participate in the delivery of in-service training to other health care professionals
- To support junior members of staff within the development of their role

8. Information System use and management

- Maintain quality standard testing including daily calibration, verification and biological controls of equipment
- To follow standard operating procedures locally and nationally (ARTP, RCCP, NICE) for testing respiratory and sleep patients including the use of information systems
- The post holder will be proficient in the use of the patient data entry systems and the patient results systems, ensuring accuracy at all times and complying with local and national policies and standards for the safe, secure and confidential processing and storage of patient and other investigations.

9. Involvement in Surveys and Research

- Assist with clinical audits and research as directed by senior staff.

10. Freedom to Act and Autonomy

Follow agreed procedures and escalate issues to Line Manager.

- Able to work under own initiative during periods where direct supervision is not available
- Prioritise their work according to the changing daily needs of the analytical service.
- Recognise when to make decisions and when to refer upwards for advice

General compliance:

1. To comply with all Trust Policies and Procedure, with particular regard to
 - Risk Management
 - Health and Safety
 - Confidentiality
 - Data Quality
 - Freedom of Information
 - Equality Diversity and Inclusion
 - Promoting Dignity at Work by raising concerns about bullying and harassment
 - Information and Security Management and Information Governance
 - Counter Fraud and Bribery
2. The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:
 - Understand duty to adhere to policies and protocols applicable to infection prevention and control.
 - Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
 - All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
 - All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
3. To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
4. Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
5. Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. **Our vision, values and behaviours** have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
6. Perform any other duties that may be required from time to time.
7. Patients come first in everything we do. Every post holder can make a difference to a patient's experience. You will come across patients as you walk around the hospital; we rely on all our staff to be helpful, kind and courteous to patients, visitors and each other.
8. Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
9. Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
10. Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,

PERSON SPECIFICATION

Key Skills required undertaking this role.	On Appointment (Essential)			After 12 months in post			At 2 nd Gateway (Desirable on appointment)			How this will be measured.
Qualifications and role specific knowledge*	NVQ Level 3 in Health and Social Care or equivalent			ARTP spirometry certification						View certificate to confirm qualification
Safeguarding Children **	1			1			1			
Physical Skills	Good hand eye co-ordination High level of dexterity and manipulation skills Must be computer literate and able to use software related to clinical applications									
Dementia Awareness	Level 1			Level 1			Level 1			
Aptitudes	Ability to demonstrate knowledge in practice. Must be able to work independently within agreed parameters and also within a team									

PERSON SPECIFICATION

Abilities	Previous Level 2 health experience			
Communication Skills	Good interpersonal skills Ability to liaise with colleagues, clinicians and other service users. Can respond to general queries in an efficient and confident manner. Knows who to direct more complex enquires to.			

* = State knowledge required in terms of level of competence NOT X years' experience, as this is age discriminatory.

** indicate the level of mandatory Safeguarding Children Training this post needs 1,2 or 3.

When submitting a job description for evaluation, it must be accompanied by a Job Description Risk Assessment form.

SUPPLEMENTARY JOB DESCRIPTION INFORMATION

Post Title: Respiratory Physiologist Assistant

Ward/Dept and Site: Respiratory/Sleep Department, St Mary's Hospital

Date Completed: 28th April 2020

1. General Information about the post.

Location	%	Location	%	Location	%
Office based	5	Home	0	Outpatients Clinic	100
Laboratory	90	Kitchen	0	Community based	0
Ward area	5	Stores	0	Workshop	0
In a vehicle	0			Theatre environment	0

Indicate below if any of these apply

Location	%	Location	%	Location	%
Isolated locations	0	Outdoors	0	Works on their own	30
Works with patients in isolation e.g. in their own home		Works with patients – assistance is accessible.		Required to be in a building on their own for periods of time	
Working hours					
Full time	100	Part time	0		
Office hours	50	Hours worked as a shift	50	Hours worked at night	0
Concentration and Levels of Interruptions					
Required to concentrate for long periods of time	50	Required to concentrate for short periods of time	50		
Interruptions throughout the day		Constant	80	Occasional	20

All criteria require a indication of whether the post holder will be expected to work in or be directly exposed to the following factors. Please use the comments box to provide details including frequency (e.g. how many times per shift)

2. Working Conditions	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/Not at all
Working in bad weather e.g. when it is windy or/and raining.					X
Excessive temperatures				X	
Unpleasant smells/odours			X		
Noxious fumes					X
Excessive noise &/or vibration					X
Use of VDU more or less continuously	X				
Unpleasant substances/non-household waste	X				
Infectious Material/Foul Linen			X		
Body fluids, faeces, vomit, blood	X				
Dust/dirt		X			
Humidity				X	
Contaminated equipment or work areas		X			
Driving/being driven in normal situations					X

Driving/being driven in emergency situations					X
Fleas or lice				X	
Exposure to dangerous chemicals/ substances in/not in containers				X	
Exposure to aggressive verbal behaviour where there is little/no support			X		
Exposure to aggressive physical behaviour where there is little/no support				X	
Exposure to risks that could result in an acute traumatic injury					X
Undertaking exposure prone procedures					X
Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)					
3. Emotional Effort	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/Not at all
Processing (e.g. typing/transmitting) news of highly distressing events				X	
Giving unwelcome news to patients/ clients/carers/staff				X	
Caring for the terminally ill			X		
Dealing with difficult situations/ circumstances			X		
Designated to provide emotional support to front line staff					X
Communicating life changing events				X	
Dealing with people with challenging behaviour			X		
Arriving at the scene of an accident					X
Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)					
4. Physical Effort	Frequency				
	Certain	Likely	Possible	Uncertainty	Rare/Not at all
Working in uncomfortable/ unpleasant physical conditions					X
Working in physically cramped conditions					X

Lifting weights, equipment or patients using mechanical aids			X		
Lifting weights/ equipment or patients without mechanical aids					X
Making repetitive movements		X			
Climbing or crawling					X
Manipulating objects		X			
Manual digging					X
Running					X
Standing/sitting with limited scope for movement for long periods			X		
Kneeling, crouching, twisting, bending or stretching			X		
Standing/walking for substantial periods of time		X			
Heavy duty cleaning					X
Pushing/pulling trolleys or similar			X		
Working at heights					X
The job requires to be trained in control and restraint.					X

Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)

5. Mental Effort	Frequency				
	Certain	Likely	Possible	Uncertainty	Rare/Not at all
Carry out formal student/ trainee assessments					X
Carry out clinical/social care interventions					X
Analyse statistics		X			
Operate equipment machinery	X				
for more than ½ a shift	X				
for less than a shift					
Give evidence in a court/tribunal/ formal hearings					X
Attend meetings (describe types of meeting and post holders role)				X	
Carry out screening tests/ microscope work					X
Prepare detailed reports				X	
Check documents	X				
Carry out calculations	X				
Carry out clinical diagnosis	X				
Carry out non-clinical fault finding		X			

Signed by post holder*:

Date

Signed by line manager:

Tracy Jones

Date

11th April 2023

Reviewed 11th April 2023 Tracy Jones, Lead Physiologist