

## Job Description

Job Information	
<b>Job Title:</b>	Assistant Practitioner: Cardio-Respiratory
<b>Directorate/Service:</b>	Medical Care Group
<b>AfC Band:</b>	Band 4
<b>Responsible to:</b>	Department Manager - Gina Rogers
<b>Accountable to:</b>	Dr Abdullah Mohammed, Dr S Twite
<b>Base Location:</b>	Cardio-Respiratory Department, Whiston Hospital
<b>Job Code:</b>	409-6146971

Job Summary
<p>To assist with the provision of Cardio-Respiratory services throughout the Trust and partnership agencies and to ensure the delivery of a high standard, quality service in an extended role to that of a basic Cardiographer.</p> <p>To ensure courtesy, privacy, confidentiality and respect at all times to patients, relatives, staff and colleagues.</p>

Dimension & Context of the role
<p>The Cardio-Respiratory Department provides a high-quality service for all cardiac and respiratory diagnostic investigations. A 24/7 service is provided for basic investigations such as ECG and spirometry which is provided by Senior Cardiographers and Assistant Practitioners.</p> <p>You will have at least 2 years' experience as a Senior ATO within the cardiac or respiratory field during which you will have completed a six-month basic in-service training programme and at least a further 12 months continuing to build and expand upon these skills. In addition to this, you will be aware of the full range of procedures provided by the department, and you will undertake a wide range of work activities.</p> <p>As an Assistant Practitioner you will be expected to:</p> <ul style="list-style-type: none"> <li>• Supervise basic and junior trainee staff.</li> <li>• Participate in a 24-hr shift system, work alone with the backup of on call Physiologist if necessary.</li> <li>• Adhere strictly to all Department and Trust policies.</li> <li>• Maintain and promote a smart, professional image at all times.</li> </ul>

Key Responsibilities
<p><b>KEY DUTIES</b></p> <ul style="list-style-type: none"> <li>• ECG's throughout the Trust – wards, clinics, A &amp; E and other departments.</li> <li>• Cardiac monitoring during clinical procedures eg. cardioversions, carotid sinus massage and valsava manoeuvres.</li> <li>• Basic spirometry and Peak Flows.</li> <li>• Arterial blood gas analysis.</li> <li>• Non-invasive BP measurement.</li> <li>• Blood glucose measurement.</li> <li>• Holter monitoring, 24 hr ambulatory ECG &amp; BP hook up.</li> <li>• Actively participate at cardiac arrests, with ILS training.</li> <li>• Use of external pacemaker.</li> <li>• Participate in audit collection.</li> <li>• Assist with Exercise Tolerance Tests - 2<sup>nd</sup> person attending.</li> <li>• Assist with Tilt Table tests – 2<sup>nd</sup> person assisting.</li> <li>• Responsible for mouth guard in TOE's.</li> <li>• Cleaning and maintenance of equipment and reporting of any faults to a senior physiologist.</li> </ul> <p><b>CLINICAL &amp; PROFESSIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Follow the Department Mission Statement.</li> <li>• ACE Behavioural Standards.</li> </ul>

- Compliance with all Departmental & Trust policies and procedures.
- Attendance & Punctuality.
- Compliance with OOH rota.
- Adherence to Uniform & Infection Control policy.
- Health & Safety.
- Request help if required.

#### **ADMINISTRATIVE RESPONSIBILITIES**

- Basic clerical and administration duties.
- Monitoring of stock levels.
- Participate in audit collection.
- Field calls to senior on-call staff.

#### **TEACHING & TRAINING RESPONSIBILITIES**

- Supervision of trainees.

#### **GENERAL DUTIES**

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement Mersey and West Lancashire Hospitals NHS Hospitals Trust "Statement of Policy on Health and Safety at Work" and the Trust corporate "Health and Safety Policies and Procedures". You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.
- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 (GDPR) and Caldicott principles.
- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.
- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff therefore who come into contact with children, young people and vulnerable adults have a responsibility to ensure they are trained and competent to be alert to potential indicators of abuse or neglect and know how to act on their concerns in line with the policies and procedures of Mersey and West Lancashire Teaching Hospital NHS Trust.
- To ensure that when creating, managing and sharing information records it is done in an appropriate

way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous

- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.
- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust's continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the [www.gov.uk](http://www.gov.uk) website. Hard copies are available from the HR Department on request.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.