

## JOB DESCRIPTION

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|-------------------------|---|
| <b>Job Title:</b>       | Highly Specialised EP and CRM Physiologist  |
| <b>Band</b>             | 7   |
| <b>Care Group</b>       | Care Group B  |
| <b>Directorate:</b>     | Cardiology  |
| <b>Department:</b>      | Cardiac Department  |
| <b>Location:</b>        | Bournemouth Hospital  |
| <b>Accountable to:</b>  | Cardiac Service Managers and Cardiology Directorate Manager   |
| <b>Accountable for:</b> | Allocated Cardiac Physiologists within the team   |
| <b>Main Purpose</b>     | To provide key specialist clinical skills and support for Electrophysiology (EP) and Cardiac Rhythm Management (CRM) services as an independent practitioner. |

### General Duties

- To be an independent practitioner for all EP and CRM procedures and to be a resource for all disciplines involved in these procedures.
- To participate in a wide range of routine and advanced clinical investigations and procedures, some of which may require intense concentration or be during highly stressful situations for which you are required to work under pressure whilst remaining calm.
- To participate in the on call Device service provided by the Physiologists (+/- PCI On Call service as required).

### Communication and Working Relationship Skills

- To have necessary interpersonal skills to manage patient/relative contacts where there may be hostility (e.g. anxious, confused or aggressive patient) or poor understanding (e.g. language, impaired vision or hearing).
- Communicates test procedures to reassure patients of all ages who may have learning or physical disabilities, sometimes requiring persuasion.
- To establish and maintain good working relationships with patients, relatives and members of the team.

- To keep colleagues informed of occurrences that may impact on service delivery.
- To verbally report complex results to colleagues at all levels where appropriate.
- To communicate with and assist the multidisciplinary team, wards and department to promote excellence in the delivery of care.

### **Analytical and Judgemental Skills**

- To analyse and interpret clinical results and provide a factual report when needed - taking appropriate action to expedite patient care if required.
- To obtain clinical advice from medical team when required in order to optimise patient treatment during cardiac clinics
- To use clinical judgement to triage diagnostic request forms in order to prioritise patients / reject inappropriate referrals.
- To investigate and resolve any equipment or process problems raised by patients and colleagues.

### **Planning and Organisational Skills**

- To plan workload making best use of resources available, both manpower and equipment, to ensure waiting times are minimised.
- To manage reasonable service improvement tasks around clinical workload without reducing patient care.
- To maintain patient and departmental records in a timely and accurate fashion and ensure that confidentiality is respected.
- To undertake and participate in mandatory training, ensuring attendance is recorded in a personal professional portfolio.
- To be responsible for own personal and professional development and practice, recognising own limitations and the need for continuing education.
- To be clean, tidy and smart in appearance by wearing the correct uniform and to be punctual at all times as per Trust policy.

### **Responsibility for Patient/Client Care, Treatment and Therapy**

- To undertake any other duties which may arise as a result of advancing technology, changes in clinical practice or the nature of service provision by the Cardiology Directorate, consistent with the grade of this post.
- To undertake additional training where appropriate to develop existing skills in order to encompass all clinical procedures performed by the department.
- To ensure that due respect is given to patient privacy and dignity by all staff within the department.
- To ensure that due respect is given to cultural differences.
- To attend Regional and National professional meetings and communicate relevant issues

to appropriate staff.

- To be sensitive to patients, respecting their needs for courtesy, dignity and privacy and ensuring a friendly environment at all times.
- To ensure that a safe and clean environment is maintained at all times in accordance with the Trust and Safety, Clinical Risk and Infection Control policies.
- To have responsibility for the Safety and Welfare of others and self and to comply at all times with the requirements of Health and Safety regulations.

#### **Responsibility for Policy / Service Development**

- To support a clinical environment that is patient and public focussed.
- To work within agreed protocols and national guidelines.
- To highlight areas of improvement within the service to the management team and be involved in implementing new ideas and innovations within the speciality/service.
- To assist with developing protocols and procedures to meet local and national requirements for good practice and service delivery and ensuring that these are implemented.

#### **Responsibility for Finance, Equipment and Other Resources**

- To ensure stock control, rotation and replenishment of consumables used within all areas of the department.
- To ensure that all equipment is in working order, and action any necessary repairs.
- To ensure the safe use of expensive specialist equipment, report faults without delay.
- Orders supplies for clinical area when needed.

#### **Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management**

- To support in-house training programs for all junior physiologists as required.
- To provide training sessions when needed in a 1:1 or team environment.
- To participate in the training of other disciplines as and when required.
- To participate in annual personal review being aware of service needs.
- To oversee colleagues to ensure accuracy of any clinical information provided including participation in any quality assurance processes.
- To complete yearly appraisals for team members as needed.
- To participate in the college based assessors program and act as a work based assessor for students attending the degree course (where appropriate).
- To maintain discipline and standards of technical competency in the provision of Cardiology services within the department.
- To participate and support a training program for all staff within the CRM service including

technical competency log of junior staff.

- To take on relevant managerial responsibilities where appropriate to include appraisals, additional section responsibilities and service improvement.
- To participate in the orientation of new staff and development of junior staff.
- To act as a work based supervisor and support colleagues undertaking professional exams such as BHRS/IBHRE.

### **Responsibility for Information Resources and Administrative Duties**

- To maintain departmental statistical records and assist with audits where required to improve the quality of services.
- To ensure the accuracy and legibility of all data.
- To maintain and protect confidential information relating to patients.
- To be familiar with the use of TOMCAT, eDM and eCamis and any other computerised system integral to the running of the service.
- To participate in audit programmes within the technical department, ensuring that requirements are adhered to and data is available as requested.
- To contribute to Clinical Governance and adhering to the Trust's strategy.

### **Responsibility for Research and Development**

- To keep abreast of new developments in products and techniques within interventional and diagnostic Cardiology. Assist in the development of new ideas/methods and encourage staff to do likewise.
- To assist with case presentations and audit data at departmental meetings.
- To be involved in research trials, including the supervision and organisation of appropriate research within own clinical areas.
- Assist in the development of new and innovative procedures.
- To contribute to the development of research and development within the Cardiac Department, identifying and suggesting specific topics to the Cardiac Research team as appropriate.

### **Freedom to Act**

- To work independently within a variety of clinical areas whilst adhering to departmental policies.
- To work autonomously whilst still maintaining a high level of clinical service delivery.
- To manage team / work responsibilities around other duties as and when appropriate according to personal judgement.

### **Mental, Physical, and Emotional Effort**

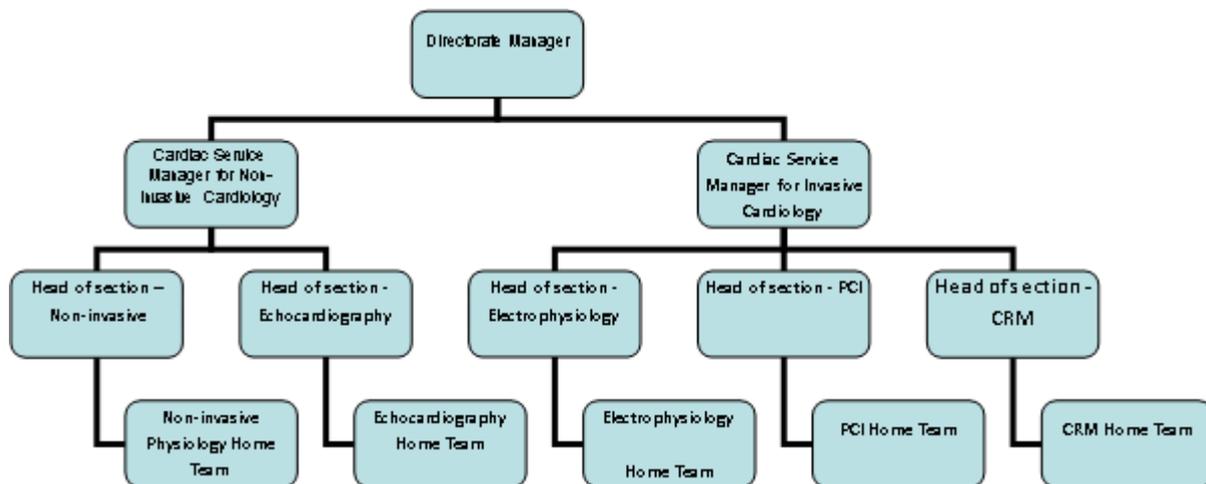
- To be able to wear a protective lead coat within an x-ray environment.
- To participate in a wide range of routine and advanced clinical investigations and

procedures, some of which may require intense concentration or be during highly stressful situations for which you are required to work under pressure whilst remaining calm.

### Any Other Specific Tasks Required

- To participate in weekend work/multi-site working as required.

### Organisational Structure of Department



## Transforming our Hospital Services in Dorset

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £147 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation as our two hospital trusts also merge.

## CONDITIONS OF SERVICE

As laid down by the University Hospitals Dorset NHS Foundation Trust.

## Smoking

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

### **Data Protection**

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

### **Equality and Diversity**

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

### **Health and Safety at Work**

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSAWR) 1999, and in other relevant regulations and guidance notes.

#### ***All Staff***

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
  - shall report all hazards and defects to their line manager/ supervisor
  - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

#### ***All Managers/ Heads of Department and Clinical Leaders***

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

### **Safeguarding**

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

### **Infection prevention and control**

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

**Managers, Heads of departments and Clinical Leaders** are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

### **Carbon sustainability**

The Trust is committed to continual improvement in minimising the impact of its activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21 (based on a 2013 baseline).

### **DBS/Disclosure and Barring Service (CRB)**

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

**This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.**

### **Job Description Agreement**

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

**Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.