

**Highly Specialist Clinical Physiologist- Respiratory/Sleep
JOB DESCRIPTION**

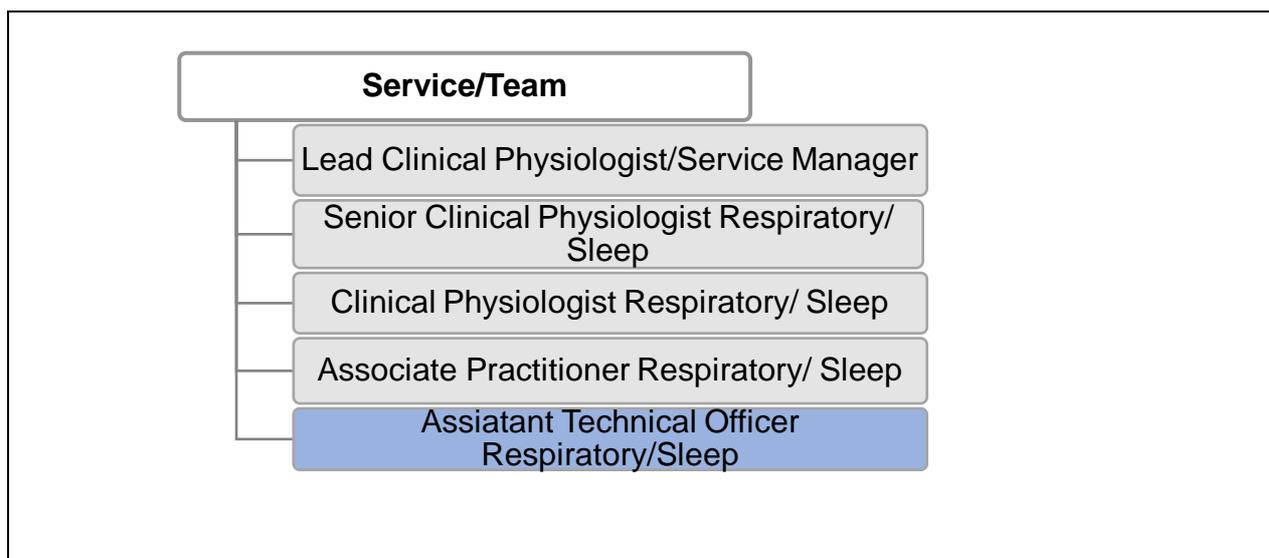
Job Title:	Highly Specialist Clinical Physiologist- Respiratory/ Sleep
AfC Band:	Band 7
Directorate/Service:	<i>Medicine / Respiratory/Sleep Service</i>
Accountable To:	Lead Clinical Physiologist / Respiratory Sleep Service Manager
Responsible To:	Lead Clinical Physiologist / Respiratory Sleep Service Manager
Base Location:	Fairfield General Hospital (occasional cross-site working at The Oldham community Diagnostic Centre / The Royal Oldham Hospital
On-Call Requirement:	No
AfC Job Code:	

Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

Structure Chart



Job Summary

Provide a highly specialist Clinical Respiratory/Sleep Service for a designated area to patients of all ages from a range of specialities which are essentially cardio-thoracic in nature.

Undertake interpretation of results and provision of subjective reports.

Provide advice to clinicians.

Deputise, in conjunction with colleagues from each designated area, in the absence of the service manager to ensure the smooth day to day operation of the service.

Work collaboratively on a day-to-day basis with colleagues to ensure that the daily workload needs are met.

Participate in the development and training of Clinical Physiologists and other staff within the designated specialist area.

Participate in regular clinical audit of activities.

Undertake clinical supervision and training of students and other staff.

Key Role and Responsibilities

Main tasks and responsibilities

- *Maintain high professional standard of Respiratory / Sleep services to patients.*
- *Perform and interpret one or more specialised Respiratory/ Sleep investigations without supervision to a high level of competence and taking appropriate action where necessary, including making changes to therapy and treatment as required. E.g., Full pulmonary function tests, Fit to fly assessments, Polysomnography and CPAP clinics. Alertness and concentration are required when performing these investigations, which are in general predictable but occasionally unpredictable.*
- *Provide reports of a subjective nature on a range of Respiratory investigations, which medical staff will act upon.*

- *May initiate and participate with research and development programmes.*
- *Maintain continuous professional development appropriate to the range of Respiratory /Sleep services to patients.*
- *Provide support to Respiratory/Sleep staff in dealing with difficult and conflicting situations of a clinical nature in addition to act accordingly when exposed to distressing or emotional circumstances when dealing directly with patients and or their relatives.*
- *Participate in resuscitation procedures and if appropriate be a member of the cardiac arrest team.*
- *Act in a professional manner towards all patients, colleagues, and visitors.*
- *Work collaboratively with other professionals and agencies to ensure the service meets changing Healthcare needs.*
- *Provide support to Respiratory / Sleep staff in dealing with difficult and conflicting situations that are of a professional nature.*
- *Ensure effective administration of patient reports, data storage and overview of PTL, ensuring confidentiality.*
- *Take an active role in the implementation of Health and Safety and Quality Assurance policies to patients, staff and visitors and all departmental /Trust polices.*
- *Attend Trust, Regional and National meetings relating to issues of Respiratory /Sleep Service(s) provision.*
- *Participate in Trust/Region wide projects.*
- *Promote and ensure equality, diversity and rights for all.*

Managerial

- Deputise when required, for the day to day operation of the service to include rotas, sickness and absence return to work interviews and HR issues.
- To undertake PDR's as required by the line manager.
- Manage the day to day delivery of service of own area.
- Responsible for equipment, maintenance, function and performance.
- Contribute to the evaluation of new equipment.
- Responsible for security, tidiness, maintenance of own designated area.
- Deal with initial complaints sensitively, avoiding escalation where possible.
- Facilitate an open and effective communication within the department.
- Participate in the deployment of staff.
- Undertake duties as delegated by the line manager.
- Contribute towards achievement of appropriate local and national targets.

Responsibilities for Human Resources, Education and Training

- Provide clinical supervision / mentorship to students, ATO's, Associate Practitioners and Qualified Clinical Physiologists.
- Participate in the teaching and training of Respiratory/ Sleep to a broad range of healthcare workers including medical, AHP, nursing, HCS etc.
- Ensure personal compliance with regards to mandatory training, professional CPD and professional codes of conduct.
- *Participate in the provision of specialist training and development of Respiratory/ Sleep Clinical Physiologists within the designated area.*
- *To assess and identify own development needs in relation to knowledge and skills required to meet the demands of the role.*

Clinical Governance and Audit

- Participate in the implementation of audit to ensure compliance with and development of professional and local policies and procedures and clinical standards/protocols and guidelines.
- Adhere to the policies and procedures of the Trust, the policies and guidelines of the Registration Council for Clinical Physiologists and Professional Code of Conduct.
- Be aware of and comply with the relevant codes of conduct and practice set up by the Registration Council for Clinical Physiologists and maintain up to date professional registration appropriate to the post. Any breach of these may lead to action by the Trust independently of any taken by the regulatory or professional body.
- Undertake necessary levels of CPD model to maintain professional registration with the Registration Council for Clinical Physiologists.
- Monitor service standards in the specialist area and liaise with the line manager.
- Adhere to risk management strategy.
- Initiate and undertake audit in own specialist area.
- Maintain service standards for clinical information and record keeping.
- Support mentoring of Junior staff.
- Document responsibility of reporting all accidents / incidents and ensuring relevant documentation is completed.

Communications and Relationships

- To communicate with people in an appropriate manner to ensure level of understanding incorporates preferred ways of communicating, culture, and background.
- To effectively communicate complex and sensitive information.
- To agree the arrangements for communication with the patient/family/carer, and to document these in accordance with Trust policy and the patients right to confidentiality.
- To competently receive sensitive information concerning patient's medical condition and provide information using persuasive, reassuring skills as required, where barriers exist E.G., bereavement / special needs / learning disabilities / where English is not the first language.
- To communicate with a wide range of people to explore complex issues and to make complex decisions.
- To encourage others to seek advice and solutions.
- Communicate with patients, carers and relatives, all medical staff, Risk Advisors, Clinical Governance staff, supplies, all grades of Cardiology/Respiratory/Sleep staff Trust wide, departmental managers, Health records staff, External agencies and companies, National professional body.

Analytical and Judgmental Skills

- To undertake data collection effectively using the agreed system.
- To use judgemental skills to decide upon and recommend best course of action including escalation as appropriate.
- Undertake initial patient assessments, considering their health, safety and well-being and devising and delivering care plans, where there are a number of options.
- Analyse situations and instigate emergency procedures as required.

Planning and organisational skills

- To prioritise the care requirements for identified patients.
- To monitor the work and performance of junior colleagues providing constructive feedback, advice and on-going support.
- To monitor progress of work recognising changing priorities and implement corrective actions within own limits and informing the relevant people.

- To assist in the management and organisation of work as required.
- To organise and monitor the work and performance of junior colleagues providing constructive feedback, advice and on-going support.
- To monitor progress of work recognising changing priorities and implement corrective actions within own limits and informing the relevant people.

Responsibility for patient care

- To practice in accordance with the professional, ethical, and legal framework for healthcare professionals.
- To support patients / carers encouraging them to promote their own health and wellbeing and to express their interests and concerns.
- To provide support and care for the patient and his / her family respecting their need for privacy and dignity.

Responsibility for Policy/ Service

- To adhere to policies and procedures relating to own workplace.
- To offer constructive views on how the existing service and teamwork can be evaluated and improved upon.
- To contribute to service development.
- *As a Trust employee you are expected to work in accordance with the Trust's Values.*

Responsibilities for Financial and Physical Resources

- Undertake responsibility for the efficient and effective use of resources in own area.
- *Maintain equipment, fault find and report faults.*
- To monitor, control and store resources / supplies according to the requirements and specifications of the clinical environment.

Responsibilities for Human Resources, Education and Training

- To assess and identify own development needs in relation to knowledge and skills required to meet the demands of the role.
- To undertake annual mandatory training updates and other relevant courses in line with Trust and local policies.
- Participate in the provision of specialist training and development of Respiratory /Sleep Clinical Physiologists within the designated area.
- Provide clinical supervision / mentorship to Students, ATO's, Associate Practitioners and Qualified Clinical Physiologists.
- Participate in the teaching and training in Respiratory/Sleep to a broad range of healthcare workers including medical, AHP, Nursing, HCS etc.
- Ensure personal compliance with regards to mandatory training, professional CPD and professional codes of conduct.
- Responsible for providing day to day co-ordination of clinically based staff/learners.
- To assume responsibility and management of the clinical environment in the absence of the manager.
- *Contribute to the recruitment, appointment and retention of staff in line with Trust policies and guidelines.*
- *Participate in the management of sickness and absence of staff in accordance with Trust policy.*

Responsibility for Information Resources

- *To record data accurately using the agreed systems i.e. Patient Administration System (PAS) and the Electronic Patient Record system (EPR) and paper documentation.*

Responsibilities for Research and Development

- To participate in setting and maintaining optimal standards of care on the ward/unit.
- To keep up to date and act consistently with quality standards and guidelines.
- To monitor the quality of work in own area and bring to the attention of others quality issues.
- To contribute effectively to evaluation studies.
- To participate in audit / benchmarking within the clinical area supporting the introduction of a change in practice as appropriate.

Freedom to Act

- Work is managed rather than supervised and can act independently within appropriate occupational guidelines.
- Is guided by Alliance protocols and codes of conduct.

Partnership Working

- *The requirement to interact with others to achieve the objectives or purpose of the post. This will range from co-operating with other team members to multi agency working.*

Equality and Diversity

- To recognise the importance of people's rights and interpret them in a way that is consistent with trust procedures, policies and legislation.
- To challenge behaviour that infringes the rights of others.
- To identify and take action where necessary to address discrimination and oppression.

Making Every Contact Count

- *Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing.*
- *Staff should use their interactions with the public to give them additional advice on health and wellbeing.*
- *Staff will be given training and support to help them to signpost people to other services which may improve their health and wellbeing.*

Health & Safety

- *To assist in maintaining health, safety and security of self and others in own work area.*
- To ask for help and take immediate and appropriate action in relation to any adverse incidents within the workplace.
- Report any issues that may put health and safety at risk utilising the adverse incident reporting system.
- To work within legislation and trust procedures on risk management.
- You have a personal responsibility to support your department/ward/clinic in reducing infection. You must comply with the Trust's policies on infection, prevention and control. You must maintain your competence in relation to infection control and highlight any issues to your manager.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to fulfill your mandatory safeguarding training at the level applicable to this role.

Code of Conduct

Professional staff that have a national Code of Conduct who are in professions where registration with one of the regulatory bodies is mandatory in order to practice, have a responsibility to abide by their professional code of conduct. Failure to do so could result in disciplinary action being taken which may result in the termination of your contract of employment. Staff who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies are all time.

Physical and Mental Requirements

<p>Physical effort: The post holder will be required to exert frequent moderate physical effort for several short periods during a shift</p>	<p>Emotional effort: The post holder will at times be exposed to distressing and occasional highly distressing and emotional circumstances, caring for patients with life limiting conditions</p>
<p>Mental effort: To exert frequent concentration where the work pattern is unpredictable and dealing with unpredictable patient / relative behaviours</p>	<p>Working conditions: <i>Frequent exposure to unpleasant working conditions/hazards e.g. uncontrollable body fluids, physical and verbal aggression</i></p>

PERSON SPECIFICATION

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AfC Band:	Band 7

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> BSc (Hons) Clinical Physiology (Respiratory) degree or equivalent ARTP Part 1 	<ul style="list-style-type: none"> Training and assessing qualification.
Professional Registration	<ul style="list-style-type: none"> RCCP registration Minimum of two years' experience at Band 6 	
Knowledge, Training & Experience	<ul style="list-style-type: none"> Appropriate post qualification experience in a range of Respiratory / Sleep investigations. IT Literate. Ability to perform a wide range of Respiratory / Sleep investigations and / or have the highest level of specialist skills and knowledge within relevant field. Ability to interpret highly specialist Respiratory investigations. Ability to communicate complex and sensitive information in a variety of forms to patients, relatives and carers whose cognisance may be limited and where 	<ul style="list-style-type: none"> Supervisory experience Management experience Knowledge of PTL/waiting lists Managerial skills

	<p>there are barriers to understanding.</p> <ul style="list-style-type: none"> • Able to undertake complex eye-hand co-ordination in the use of diagnostic equipment. • Ability to work autonomously. • Sensitive understanding of adults who may be suffering from a specific medical disorder, which are cardio-thoracic in nature. • Training in highly specialist skills and knowledge within the relevant field. • ILS. • Ability to manage exposure to stressful situations. • Exposure to unpleasant conditions such as body odour, body fluids, aggression, (verbal and occasionally physical) and contained chemicals. 	
<p>Skills & Abilities</p>	<ul style="list-style-type: none"> • Moving and Handling skills • Good Attendance record • Punctual and reliable 	<ul style="list-style-type: none"> • Training and teaching skills • Coaching skills • Motivated • Ability to embrace change • Innovative • Forward thinking • Organised • Management Development • Training certificate

Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
CARE We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
APPRECIATE We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
INSPIRE We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

Infection Prevention
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
Safeguarding
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
Health and Safety
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
Confidentiality and Data Protection
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
Equality and Diversity
All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.
Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by: <ul style="list-style-type: none"> • eliminating discrimination, harassment and victimisation

- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

Code of Conduct

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Leadership and Development

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

Flexibility

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This job description is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.