

OXFORD UNIVERSITY HOSPITALS NHS TRUST

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Apprentice Clinical Physiologist (Neurophysiology)
Grade:	AfC Band 3
Responsible to:	Clinical Neurophysiology Professional Service Manager
Reports to:	Clinical Neurophysiology Professional Service Manager
Location:	Clinical Neurophysiology Department The John Radcliffe Hospital

2. JOB PURPOSE

- Train towards providing a routine Clinical Neurophysiology service to patients of all ages from a range of specialties suffering from a wide variety of medical disorders including those which may be neurological and/or psychiatric in nature.
- Train to work collaboratively on a day-to-day basis with others to contribute to the smooth and efficient running of the service.
- Participate in training, education and assessment in line with National and Professional requirements. This includes the use of analytical and judgmental skills in the analysis and provision of patient reports.
- Undertake the BSc (Hons) in healthcare Science (Neurophysiology) as part of the level 6 apprenticeship program, depending on funding
- Undertake the ANS (Association of Neurophysiological Scientists) professional body EEG examination
- Participate in quality assurance and/or research and development programs.

3. ROLE OF THE DEPARTMENT

Provides a comprehensive regional Clinical Neurophysiological Investigative service to patients of all ages from a large range of specialties suffering from a wide variety of medical disorders including those which may be neurological and/or psychiatric in nature.

4. MAIN DUTIES AND RESPONSIBILITIES

CLINICAL

1. Maintain high professional standards of Neurophysiological services to patients.
2. Work collaboratively with colleagues to ensure services meet changing healthcare needs.
3. Follows guidelines for the implementation of policies.
4. Trains to plan, perform and interpret a range of basic Neurophysiological investigations to a high level of competence to patients. This includes,
 - **Training** to perform Electroencephalographic (EEG) investigations employing current standard techniques with supervision in the EEG department taking appropriate action(s) where necessary. Patients of all age groups are seen in the department and on the ward.
 - Training to perform emergency EEG's on ITU's. (Intensive Therapy Units), or general wards - this could be at any hospital covered by the region.
 - Training to perform EEG investigations using special techniques. These include recordings following sleep deprivation, recordings during administration of medication and recording during sedation.
5. Train to provide factual reports on a range of Neurophysiological investigations.
6. Participate in audit and/or research and development programs.
7. Maintain continuous professional development appropriate to the range of Neurophysiology services to patients.
8. Train to perform simple fault remedy, cleaning and maintenance of recording equipment or any apparatus within the department including care and maintenance of electrodes.
9. Adheres to National, Trust and local policies, guidelines and protocols.

MANAGERIAL / LEADERSHIP

1. Undertake responsibility for the efficient and effective use of physical resources.
2. Contribute to the effective and efficient use of information resources, administrative patient reporting and data storage.
3. Follows health and safety and quality assurance policies to patients, staff and visitors.
4. May attend Trust, Regional and National meetings relating to issues of Neurophysiological Services provision.
5. Participate in Trust/region wide projects.
6. Promote and ensure equality, diversity and rights for all.

EDUCATION, TRAINING AND DEVELOPMENT

1. Undertake the BSc (Hons) in healthcare Science (Neurophysiology) as part of the level 6 apprenticeship program, depending on funding
2. Undertake the ANS (Association of Neurophysiological Scientists) professional body EEG examination
3. Participate in the education and training of the Clinical Neurophysiology profession in line with National Standards and competencies. Remedial action may be taken as necessary.
4. Ensure personal compliance with regards to mandatory and statutory training, professional and personal development according to service needs.
5. Ensure personal compliance with CPD guidelines, professional codes of conduct and evaluate the effect of development on service delivery.

CLINICAL GOVERNANCE AND AUDIT

1. Participate in simple audit to ensure compliance with and development of professional and local policies and procedures and clinical standards/protocols/guidelines
2. Work within agreed Trust and local policies and protocols.

5. FINANCIAL MANAGEMENT RESPONSIBILITIES

1. Undertake responsibility for the efficient and effective use of financial resources in the department.

6. HUMAN RESOURCES MANAGEMENT RESPONSIBILITIES

1. Promote and ensure equality, diversity and rights for all.

7. ASSET MANAGEMENT RESPONSIBILITIES (i.e. stock, equipment, buildings)

1. Undertake responsibility for the efficient and effective use of physical resources.
2. Contribute to the effective and efficient use of information resources, administrative patient reporting and data storage.

8. WORKING RELATIONSHIPS (please identify the main personnel with whom the post holder will be required to communicate with and advise internally and externally)

Communicate with:

Patients, carers and relatives

Medical staff.

Nursing/ward staff.

Supplies staff

All grades of Neurophysiologist within the Clinical Neurophysiology Department.

Administrative and Clerical staff within the Clinical Neurophysiology Department.

National professional body.

RISK MANAGEMENT

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the

- Major Incident Policy
- Fire Policy

and should make themselves familiar with the 'local response' plan and **their** role within that response.

RESPONSIBILITIES FOR HEALTH & SAFETY

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

INFECTION CONTROL

Infection Control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the OUH Trust have the following key responsibilities:

- Staff must decontaminate their hands prior to and after direct patient contact or contact with the patient's surroundings.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

CHILDREN'S RIGHTS

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

INFORMATION GOVERNANCE

All staff must complete annual information governance training. If you have a Trust email account this can be completed on-line, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

SERIOUS UNTOWARD INCIDENTS

All staff must report incidents and near misses so that the Trust can reduce the risk of harm by investigating and incorporating risk reducing measures to safe guard patients, visitors and staff, in accordance with the Trust Incident Reporting Policy.

Note: This job description should only be regarded as a guideline of the duties required and is not definitive or restrictive in any way. It may be reviewed at any time subject to consultation with the jobholder. Post holders will be required to take part in Individual Performances Reviews to assess performance and set objectives on an annual basis.

Job Holders Signature

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Date

Professional Service Managers Signature

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Date