

## AGENDA FOR CHANGE: JOB DESCRIPTION

<b>Post title:</b>	<b>Specialist Cardiac Physiologist (Echocardiography)</b>
<b>Directorate/department:</b>	Technical Cardiology
	Division D
<b>Agenda for Change band:</b>	Band 6
<b>Accountable to:</b>	Principal Cardiac Physiologist
<b>Accountable for:</b>	Cardiac Physiology band 2-5
<b>Main purpose:</b>	To undertake a range of clinical physiological tests on adult and paediatric patients working independently within established policies and codes of practice. To interpret results and provide factual reports to help in the diagnosis and treatment of heart disease. To undertake supervision and training of junior/trainee staff.
<b>Key working relationships:</b>	Cardiac Physiologists Cardiologists Cardiology MDT
<b>General duties:</b>	<p><b>Specialist Duties</b></p> <ol style="list-style-type: none"> <li>1. Perform Transthoracic Echocardiography in accordance with local guidelines in a range of clinical settings (inpatient / outpatient).</li> <li>2. Work towards British Society of Echocardiography Level 2 accreditation.</li> <li>3. To participate in the provision and organisation of a technical service which contributes to the diagnosis and treatment of patients in non-invasive cardiology.</li> <li>4. To have an in depth knowledge of the specialist area interpreting test results to a high standard; providing factual and clinical reports on the findings which directly affect patient care/management.</li> <li>5. To participate in quality assurance and/or research and development in this area.</li> <li>6. To conduct simple audit and surveys within scope of practice as requested.</li> <li>7. To contribute to local policy development for this area.</li> <li>8. Participate in Saturday and Bank Holiday working on a rotational basis.</li> </ol> <p><b>General Duties</b></p> <ol style="list-style-type: none"> <li>9. To plan and prioritise own duties, clinics and training activities to maximal service benefit.</li> <li>10. To exercise a responsibility for personal day to day organisation and delivery of a quality assured cardiac service to maintain efficiency. To participate with clinical supervision and training for junior staff and other healthcare professionals. To act as mentor on a 1:1 basis for allocated members of junior staff providing advice and support on work and University based matters.</li> <li>11. First responder for cardiac arrest situations taking responsibility for defibrillation.</li> <li>12. To analyse complex information generated from the above procedures and provide detailed and accurate, factual reports to help in the diagnosis and treatment of heart disease.</li> <li>13. To assume responsibility for informing the appropriate member of staff of any findings of concern.</li> <li>14. To ensure the correct procedure is followed where aseptic techniques are utilised. To clean equipment, post procedure to a high standard in order to minimise infection risk.</li> <li>15. To have a detailed understanding of Health and Safety procedures to ensure own and patient safety and well-being.</li> <li>16. To be aware of, and adhere to, the principles of clinical governance in the working environment.</li> </ol>

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	<ol style="list-style-type: none"> <li>17. To utilise IT skills relevant to equipment databases, Internet, email and the patient administration system (PAS).</li> <li>18. To demonstrate effective communication with all levels of staff and patients (internal and external to the hospital) in order to maintain an efficient service.</li> <li>19. To accurately log all activity performed, in order to provide accurate statistics to be used in the future planning and organisation of the diagnostic cardiac services.</li> <li>20. To carry out simple administrative duties deemed necessary to the post in order to maintain an efficient service.</li> <li>21. To understand the need for and to maintain continuing professional development formalised through the IPR process.</li> <li>22. To communicate ideas on service improvement and development to senior staff.</li> <li>23. To participate with departmental audit and R &amp; D projects.</li> <li>24. To attend monthly departmental meetings to keep abreast of current issues affecting the department and to actively contribute relevant information.</li> <li>25. To prepare and set up all technical equipment in accordance with the manufacturer's instructions and departmental guidelines ensuring accurate calibration.</li> <li>26. To have a detailed knowledge of equipment operation and report any faults quickly to the relevant senior member of staff in order to maintain an efficient service. To be able to troubleshoot basic equipment faults.</li> </ol>
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IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

<b>Duty of care</b>	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
<b>NHS standards of business conduct and professional registration</b>	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
<b>Living our values every day</b>	<p>All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> <li>1. Patients First</li> <li>2. Always Improving</li> <li>3. Working Together</li> </ol> <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
<b>Health and safety:</b>	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
<b>Infection prevention and decontamination of equipment:</b>	<p>All staff are reminded of their responsibility to adhere to Trust and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
<b>Child protection/safeguarding</b>	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and departmental child protection and safeguarding policies including employment checks.</p>
<b>Confidentiality</b>	<p>All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p><b>Any employee who wilfully disregards Trust and departmental policies may be liable to serious disciplinary action including dismissal.</b></p>

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	This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.
<b>Mental Capacity Act 2005</b>	All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.
<b>Sustainability</b>	Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.
<b>Last updated</b>	01 May 2024