

**WALSALL HEALTHCARE NHS TRUST
JOB DESCRIPTION**

Post Title	Cardiac Physiologist Specialist in Pacing
Grade	Band 7
Reports to	Cardiac Physiology Clinical Manager
Responsible to	Deputy Divisional Director, Clinical support Services

Job Summary

The Job Holder will:

- Undertake a full range of highly complex and routine invasive and non-invasive cardiac investigations, providing highly specialised input to the delivery of the clinical service and actively contributing to the smooth running of a quality service to patients.
- Deliver expert care to patients undergoing complex procedures and to ensure that follow-up is provided appropriately.
- Provide leadership and direction together with the Cardiac Physiology Clinical Manager in day-to-day running of the pacemaker service alongside the Pacing Team, you will be expected to ensure optimum delivery of the Pacing Service. You will be required maintain awareness of the status of the service as a whole and provide support and, where necessary, personal participation in the work of other sections to ensure the highest possible standards of quality and efficiency are maintained.
- Be responsible for own clinical practice during all cardiac diagnostic testing and interventional procedures, including specialist or complex procedures and demonstrate advanced technical proficiency in a wide range of techniques and to actively maintain competency in these.
- Working to Trust and National Guidelines and in cooperation with the Procurement Service, be responsible for stock control with awareness of financial management and the best use of resources undertaking additional designated responsibilities such as ordering of stock actively contributing toward the smooth running of an efficient and high quality service.
- As part of the Pacing team ensure the service is at the forefront of modern practice by the development, implementation and maintenance of education and monitoring programmes in the field of implantation technology.
- You will participate in the training, mentoring, supervision and assessment of Cardiac Physiology, nursing, and medical staff.
- Have responsibility for quality assurance, audit, and research/development activities.

- Represent the service as required at Clinical, Scientific, and managerial meetings.

MAIN DUTIES AND RESPONSIBILITY

Clinical

- To take a lead in maintaining high professional standards of technical competency in the provision of all invasive and non-invasive cardiac investigations, actively participating in the day-to-day delivery of the pacing service and Implantable Devices Service at Walsall Manor Hospital, in co-operation with the Cardiologists and Head of Technical Services, Cardiology.
- Perform a wide range of non-invasive Cardiac investigations, for example ECGs, BP, Holter Monitoring, Exercise Tolerance Testing, Device downloads and device re-programming.
- To provide highly specialist technical support during pacemaker implantation, generator replacement, pacemaker lead extraction and associated procedures.
- To work autonomously in single and dual chamber pacemaker and implantable loop recorder follow up checks, documenting results and accounting for programming changes and making decisions about further diagnostic investigation or intervention as required.
- To communicate with patients and partners before and after device implantation to explain the implications /limitations of therapy, and complications.
- To be responsible for ICD follow up and troubleshooting.
- To provide haemodynamic monitoring and procedural records during routine and advanced diagnostic and interventional cardiac catheterisation procedures working as part of a multi-disciplinary team within the Cath Labs during Angiograms, PCI, Device implantation and Cardioversions.
- Actively take part in the domiciliary service, completing home visits when required and organising suitable staff to attend this service.
- Organise and prioritise the clinical caseload within a designated area, including the planning and organisation of expected and acute workload and deployment of more junior staff.
- Ensure Implantation Service equipment is properly maintained, and service contracts are in order and fulfilled correctly by the contract companies. Ensure any equipment faults/ breakdowns are dealt with promptly and appropriately including the keeping of accurate up-to-date records.
- Ensure asset registers are current and accurate.

Managerial and Leadership

- Work closely with the Cardiac Physiology Clinical Manager to contribute to the management and leadership of Cardiac Physiologists and other staff groups.

- To manage and prioritise own workload and that of others whilst demonstrating time management skills, undertaking work in a timely and efficient way, meeting deadlines and organising allocation of staff in conjunction with other members of the team, delegating where necessary.
- To take a proactive approach to minimising clinical risk to patients, particularly those with implantable devices or undergoing other procedures.
- To attend and actively participate in departmental meetings, to contribute in a proactive approach to issues relating to quality of care, technical standards (including audits) and efficiency improvements, as applied to own area of work and that of junior colleagues.
- To undertake responsibility for the efficient and effective management of physical resources.
- Participate in the implementation and development of local policies, procedures, and protocols, working with colleagues to meet changing healthcare needs.
- Will identify areas for potential improvement to senior personnel and means by which these can be achieved and assist in actioning of these.
- To have responsibility for a designated area of stock control, ordering, monitoring of expenditure, ensuring efficient usage of consumables and to liaise with company representatives as required.
- To attend Trust, Regional and National meetings relating to issues of service provision.
- Will contribute to the recruitment and retention of all staff in line with Trust policies and procedures.

Educational

- To participate in the local induction of other Cardiac Physiologists, Cardiographers or administrative staff within the department as designated by the Cardiac Physiology Clinical Manager.
- To provide technical advice as necessary to junior Cardiac Physiologists and Associate Practitioner staff, whilst demonstrating an awareness of when issues ought to be referred to senior colleagues.
- Undertake annual appraisal and performance management of Basic and Senior Graded Cardiac Physiologists and support staff employed in the Cardiology Implantation Service.
- To take a major role and to plan training programmes for the training and development of junior Cardiac Physiologists and Associate practitioner staff, as designated by the Cardiac Physiology Clinical Manager and to contribute towards the identification of training needs of junior colleagues.
- Actively participate in the teaching and mentoring of students acting as a work based assessor for students and promoting clinical supervision/mentorship of staff.

- Ensure personal compliance with regards to mandatory training, professional and personal development according to service needs.
- Ensure personal compliance with CPD guidelines and professional codes of conduct.

CLINICAL GOVERNANCE AND AUDIT

- To work with the Cardiac Physiology Clinical Manager in the continuous improvement of the quality of patient care and patient experience through the implementation of clinical governance activities including ensuring:
 - a. Research-based and best practices are implemented.
 - b. Audits are undertaken, and actions are taken to make improvements. Ensuring compliance with and development of professional and local policies and procedures and clinical standard/protocols/guidelines.
 - c. Clinical and non-clinical risks are identified and managed. Risk assessments are completed and monitored. Managers health and safety toolkit is maintained.
 - d. Patients can give feedback on their experiences, and concerns addressed.
 - e. Patient complaints and concerns are treated in a timely manner and addressed with staff if required.
 - f. Information is used effectively to improve processes and practices.
- Ensure all incidents are allocated correctly and thorough investigations are conducted.
- To ensure local compliance with Trust incident reporting policy and to deputise, in the absence of the Head of Technical Services, Cardiology in the processing of incidents reported within the Department.
- To keep the Clinical Cardiac Physiology Manager, Cardiology staff and Consultant Cardiologists informed at all times of issues and developments which affect or may affect the smooth running of the Department.
- Conduct risk management assessments and complex audits in accordance with Trust Clinical Governance requirements, and to act upon outcomes as appropriate to maintain a safe working environment. Also, to maintain accurate records thereof.
- To be responsible for the safe and efficient archiving of patient records associated with all cardiac investigations.
- To maintain clinical documentation and databases and to participate in the provision of data for statistical analysis, applying and promoting high standards of record keeping with respect to accuracy, timeliness of completion and confidentiality.
- To facilitate investigation of complaints regarding the service and to report the findings to the Trust in accordance with local procedures, taking remedial action if appropriate.
- To contribute to Clinical Governance, achieving the goals of the Clinical support services Care group and the Trust's strategy.

- Work alongside the research department and actively engage with research studies.

There may also be a requirement to undertake other similar duties as part of this post in order to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time in light of developments and may be amended in consultation with the post holder.

Other Duties

The information supplied above is intended to summarise the key responsibilities and duties of the role. The post holder may be required from time to time to carry out other reasonable requests and duties as required, consistent with the responsibilities of their Banding and development as agreed between employee and manager.

Confidentiality and Data Protection

All employees who have access to personal data in relation to patients or employees will be aware of their responsibilities under the General Data Protection Regulation (GDPR) (EU) 2016/679. Any breach of the Regulation could result in disciplinary action being taken and criminal charges being brought against the individual who has breached the Regulation.

Health and Safety

Individual employees of Walsall Healthcare Trust and other NHS employees contracted to work on the organisation's premises have an equal responsibility, along with managers and supervisors, for maintaining safe working practices for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.

All employees must adhere to their duties under the Health and Safety at Work Act 1974 and other associated safety legislation, including all new Health & Safety Regulations. In addition employees must comply with all the Trust's policies relating to Health & Safety and Risk Management to secure a safe workplace and will draw management's attention to any deficiencies and/or hazards, which might prove detrimental to themselves or others.

There is a general responsibility for employees to act sensibly and reasonably, and attend mandatory health and safety training sessions.

Clinical Governance

All employees are required to actively contribute towards the organisation's clinical governance systems, taking responsibility as appropriate for quality standards and work towards the continuous improvement in clinical and service quality.

Safeguarding

Children Walsall Healthcare NHS Trust, working with partner agencies, is committed to safeguarding children and promoting their welfare. All employees have a responsibility to ensure that children and young people are safe from abuse and harm, regardless of their role or where they work. Children include young people up to the age of 18 yrs.

Employees must comply with Walsall Local Safeguarding Board Child Protection Procedures and Trust Child Protection Procedures and recognise the importance of listening to children. All employees must attend child protection training relevant to their role and know how to seek advice or support from their manager or the Safeguarding Children team if required.

Vulnerable Adults

All employees have a responsibility to support the safety and well-being of vulnerable adults and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Vulnerable Adults responsibilities. All employees must comply with organisational and Walsall Local Authority Vulnerable Adults policies and procedures.

Equality and Diversity

The Trust is committed to promoting equality opportunities to achieve equity of access, experience and outcomes, and to recognising and valuing people's differences. All employees have an obligation to help achieve this through personal example, open commitment and clear action.

Each individual will take responsibility for promoting inclusive and accessible service provision, employee development and a culture that values and respects difference. All employees should be familiar with, actively promote and work within Equality and Diversity policies at all times ensuring that they do not unlawfully discriminate, either directly or indirectly, on the grounds of race or ethnicity, nationality, religion or belief, sex, marital or civil partnership status, sexual orientation, disability, gender reassignment, age, pregnancy/maternity or any other grounds.

This applies to all activities as a service provider and as an employer. All employees must adhere to the Equality Act 2010.

Patient Experience and Public Involvement (PEPI)

The Trust is committed to gaining feedback from all patients using a variety of methods including electronic, paper based and verbal. Within this Trust that feedback is monitored by the patient experience group and used to ensure that future services meet the needs of the patients and demonstrate continuous improvement. Volunteer, staff and families participate in the collection of this data

Customer Care

The aim of the organisation is to provide patients and other service users with the best possible care and service, therefore all our staff are required at all times to put the patient and our service user first and to do their utmost to meet their requests and needs courteously and efficiently.

Infection Control

Employees will work to minimise any risk to clients, the public and other employees from Healthcare Associated Infection including MRSA and *C. difficile* by ensuring that they are compliant with the Health and Social Care Act 2008 – Code of Practice (and as amended from time to time) for the prevention and control of Healthcare Associated Infections (The Hygiene Code); and by ensuring that they are familiar with the organisations Infection Control policies located on the Intranet.

Further responsibilities involve employees in ensuring that service users and members of the public are actively engaged (using a variety of methods) in appropriate service delivery, service development and decision making within their service area and the wider organisation. Determination of these responsibilities should be in conjunction with your line manager and delivered accordingly.

Smoking

The organisation operates a No Smoking policy.

Duty of Candour

There is also a contractual duty of candour imposed on all NHS and non-NHS providers of services to NHS patients in the UK to 'provide to the service user and any other relevant person all necessary support and all relevant information' in the event that a 'reportable patient safety incident' occurs.

The Duty of Candour is a legal duty on hospital, community and mental health trusts to inform and apologise to patients if there have been mistakes in their care that have led to significant harm.

Duty of Candour aims to help patients receive accurate, truthful information from health providers.

The NHS LA's duty of candour guidance seeks to demystify how health providers can deliver on candour, achieving a wholly transparent culture in health provision – being open when errors are made and harm caused.

All NHS provider bodies registered with the Care Quality Commission (CQC) have to comply with a new Statutory Duty of Candour.

Policies and Procedures

All employees need to be aware of the organisations policies, procedures and protocols relating to their service and work within the guidelines at all times.

Employees have a major role in suggesting and implementing improvement to services and in exercising professional responsibility for both themselves and their peers within an open 'no-blame' culture.

General Medical Council (GMC) Revalidation (Medical and Dental Staff only)

Revalidation is the process by which all licensed doctors are required to demonstrate on a regular basis that they are up to date and fit to practise in their chosen field and able to provide a good level of care. This means that holding a licence to practise is becoming an indicator that the doctor continues to meet the professional standards set by the GMC.

Licensed doctors have to revalidate usually every five years, by having annual appraisal based on our core guidance for doctors, Good medical practice. This needs to be adhered to as per Trust Policies and Procedures. Failure to comply will result in being withdrawn from Medical practice.

Personal Development Review (PDR) (Medical and Dental Staff only)

A part of the revalidation process, all Medical and Dental Staff are required to have an effective IPDR every 12 months. This is a requirement for all staff and will need to be arranged by the individual.

PDR (All Staff)

The NHS Constitution requires organisations to provide staff with clear roles and responsibilities, personal development and line management, to support them to succeed.

An organisation-wide appraisal process that focuses on performance and personal development helps deliver this.

It is required for staff to have a yearly effective and meaningful appraisal with their Manager.

Nursing and Midwifery Council (NMC) Revalidation (Nursing and Midwifery Staff only)

Revalidation is the process that all nurses and midwives in the UK will need to follow to maintain their registration with the NMC. Failure to revalidate will result in withdrawal from practice.

Revalidation will help you as a nurse or midwife demonstrates that you practice safely and effectively. It will encourage you to reflect on the role of the Code in your practice and demonstrate that you are 'living' the standards set out within it.

Major Incident Planning and Business Continuity

Managerial post-holders, will be responsible for the development and delivery of major incident planning, business continuity and resilience. This will include ensuring there are effective and up to date plans that comply with legislation and guidance that meet the requirements of the Civil Contingency Act (CCA) for their area of responsibility.