

**WALSALL HEALTHCARE NHS TRUST
JOB DESCRIPTION**

Post Title:	Specialist Clinical Physiologist - Neurophysiology
Grade	Band 6
Reports to	Neurophysiology Department Manager/Lead Clinical Physiologist
Responsible to	Neurophysiology Department Manager/Lead Clinical Physiologist

Job Summary

- Undertakes unsupervised clinical neurophysiological tests on patients to aid in clinical diagnosis; interprets results and provides factual reports (e.g. Routine EEG, Sleep and Sedation EEG)
- Undertakes unsupervised some specialist and more advanced clinical neurophysiological tests and procedures in aid to clinical diagnosis; interprets results and provides full reports on Median and Ulnar Nerve Conduction Studies
- Undertakes clinical supervision and training for trainee staff and other professions.
- Participates in regular clinical audit and undertakes research and development.

Key Responsibilities

Section 1 General duties

- To observe and uphold local fire, Health and safety, Infection Control, First aid, Risk Assessment, Manual Handling Assessment, Display Screen Equipment, Safeguarding and COSHH regulations with regard to patients, carers and colleagues in line with Trust and Divisional Clinical Governance procedures.
- Provide verbal information/advice regarding the after effects of sedation prior to the patient leaving the department.

- To transport portable equipment from the department to perform portable EEG recordings on bed-bound in-patients on various wards including Integrated Critical Care Unit, Acute Medical Unit, and Neonatal Unit, adapting the technique where necessary to accommodate the clinical state (such as psychological, emotional and aggressive) and degree of co-operation of the patient (such as learning disabilities and challenging behaviours).
- To work within departmental policies and procedures but have the ability to adjust working practices to perform accurate and reliable investigations under pressure and at speed should an emergency arise.
- To utilise digital EEG software to produce a detailed factual report on EEG recordings for viewing by the Consultant Neurophysiologist
- When performing tests have the ability to adjust settings and parameters of equipment to reflect recording conditions.
- Triaging of all incoming referrals

Section 3 : Specialist Clinical Duties

- To transport portable equipment from the department to perform portable EEG recordings on bed-bound in-patients on the children's wards during drug induced sleep, adapting the technique where necessary to accommodate the clinical state (such as psychological, emotional and aggressive) and degree of co-operation of the patient (such as learning disabilities and challenging behaviours).
- To assist medical staff in performing EMGs and nerve conduction studies on both outpatients and inpatients when available. On occasions this will require the need to transport equipment from the department to various wards including ICU to allow bedside recordings to be made.
- To perform upper limb nerve conduction studies on outpatients, adapting the technique where necessary to accommodate the clinical state (such as psychological, emotional and aggressive) and degree of co-operation of the patient (such as learning disabilities and challenging behaviours).
- To co-ordinate with the Paediatric ward for Outpatient Chloral Sleeps to be performed on the ward.
- Obtain additional relevant medical history including results of other investigations from the appropriate source.

- To supervise trainee clinical physiologist in the practical aspects of Neurophysiology to the required standards set out in the ANS training log books.
- Have an understanding of and take part in clinical audit

Section 4 Managerial and additional duties

- To act in a supervisory and advisory capacity with regard to the work of Clinical Physiologists, Clerical Officers and Trainees.
- Take an active role in revising and updating departmental policies and procedures as necessary.
- To take an active role in audit, research and development.
- Be aware of own schedule for any given day, ensure the smooth running of the department and have the ability to adapt when the need arises.
- As the Neurophysiology Department is a small department there may be occasions when the post holder may need to undertake reception and clerical duties, equipment maintenance or other tasks to ensure the smooth running of the department.
- To oversee daily preparation and maintenance of recording rooms, trolleys and cupboards.
- Complete appropriate arrangements for patient transport.
- Deal with suggestions and comments as per Trust Policy.
- To have the ability to use all types of departmental and hospital patient databases.
- Liaise and communicate with other medical professionals from both within the trust and from outside organisations.
- To maintain the confidentiality of patient data and information at all times.
- To be responsible for the comfort and safety of patients, carers, visitors and other members of staff during their visit to the department.
- Ensure that communication with the patient and their family is maintained at all times during their visit to the department.
- To perform file maintenance, editing and archiving of EEG data.

- To maintain the security of the department at all times and to isolate electrical equipment at night.
- Keep up to date with all mandatory training.
- Be willing to continue with professional development and attend appropriate meetings and courses as required.

Section 2 Clinical duties

- To perform routine EEG recordings on adults and children as outpatients and inpatients whilst awake, adapting the technique where necessary to accommodate the clinical state (such as psychological, emotional and aggressive) and degree of co-operation of the patient (such as learning disabilities and challenging behaviours).
- To perform EEG recordings on adults as outpatients during natural sleep/aided Sleep or in sleep following sleep deprivation, adapting the technique where necessary to accommodate the clinical state (such as psychological, emotional and aggressive) and degree of co-operation of the patient (such as learning disabilities and challenging behaviours).
- To perform EEG recordings on children as outpatients, during natural sleep or in drug induced sleep and in sleep following sleep deprivation, adapting the technique where necessary to accommodate the clinical state (such as psychological, emotional and aggressive) and degree of co-operation of the patient (such as learning disabilities and challenging behaviours).
- Explain and obtain informed consent for activation procedures
- Use video equipment during the EEG recordings having obtained consent from patients/guardians.
- Advise patients before leaving the department of the necessary precautions to take if found to be photosensitive during the EEG recording to reduce the risk of further epileptic attacks.
- Advise patients before leaving the department of the necessary precautions to be taken following sleep deprivation to reduce the risk of further epileptic attacks.

Organisational Chart



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