

JOB DESCRIPTION

Job Matching Ref HS3

Job Title:	Specialist Respiratory Physiologist
Grade:	AFC Band 6
Directorate:	Medicine
Reports to:	Lead Respiratory Physiologist
Accountable to:	Cardio Respiratory Unit Manager

Purpose

An independent practitioner with the ability to perform, interpret and report on a broad range of respiratory, sleep and oesophageal investigations. Work within the guidelines and sphere of professional practice in the delivery of all aspects of our specialist services within the Cardio Respiratory Unit. Duties are to be undertaken whilst maintaining a caring and compassionate environment.

Main duties and Responsibilities

Clinical •

To undertake a range of specialised respiratory & Sleep investigations and treatments as listed to aid diagnosis and treatment of referred patients.

To include but not limited to:-

- i) Spirometry
- ii) Reversibility studies
- iii) Measurement of static lung volumes by body plethysmography.
- iv) Gas transfer diffusion test
- v) Measurement of respiratory muscle strength MIP/MEP & SNIP
- vi) Capillary blood gases & Haemoglobin testing
- vii) Bronchial Provocation challenge testing
- viii) Skin prick tests
- ix) Overnight oximetry including downloading and report preparation
- x) Respiratory polysomnography issue download and reporting
- xi) Cardio-Pulmonary Exercise Tests Medical / Pre Op assessments
- xii) Exercise spirometry
- xiii) Field exercise tests (6MWT/ Shuttle)
- xiv) Oesophageal Manometry

Assessment of patients' need for:

- i) Long term oxygen therapy
- ii) Ambulatory oxygen
- iii) In-flight oxygen
- iv) CPAP diagnosis and treatment

Responsibilities

- To undertake duties as an autonomous practitioner, organising and prioritising own work.
- To interpret and analyse data, using specialist theoretical knowledge and experience, to produce test results and reports, which contribute to patient diagnosis and treatment.
- To communicate with medical and nursing staff to provide effective services for patient care, and to inform/alert them of patients requiring immediate or urgent attention following interpretation and analysis of test results.
- To assess patients' physical and mental abilities to perform and follow test procedures, and to use persuasive and reassurance skills to achieve optimum diagnostic results.
- To use a range of verbal and non-verbal communication tools to communicate effectively with patients who may have difficulties in understanding or communicating.

- To manage clinical risk and take responsibility for patient safety during test procedures. On occasion initiating and leading Immediate Life Support (I.L.S.).
- To provide advice and instruction to patients, relatives, carers and other professionals on the use of loan equipment and to promote understanding of respiratory services.
- To have knowledge and skills in the use and application of relevant equipment and to be responsible for your own safe and competent use of that equipment.
- To follow departmental, Trust and manufacturers protocols and guidelines in the decontamination and sterilisation of equipment to ensure compliance with Health and Safety standards and to take appropriate action on unsafe/malfunctioning equipment.
- To be actively involved in the department training scheme for other professionals in spirometry recording and interpretation, including assessment, to ensure competencies and to assist in the supervision and teaching of department junior staff as required.
- Monitor stock levels, order internal stock, including pharmaceuticals and advise of need to purchase non stock, to ensure uninterrupted service.
- Liaise with internal and external agencies to arrange service and repair of equipment to ensure efficient service in conjunction with the Band 7.
- Participate in service developments and implement changes in present service.
- To keep abreast of new developments.
- Operate databases for activity, equipment loan and test results for audit purposes.

Professional:

- To be responsible for maintaining own competency to practice through CPD activities, and to maintain a portfolio which reflects personal development.
- To maintain and develop current knowledge of evidence based practice and incorporate new developments into your area of work.
- To participate in staff appraisal scheme and be responsible for complying with your agreed personal development program to meet set knowledge and competencies.
- To attend and participate in in-service training programmes, individual training sessions and external courses as expected/identified at IPR.
- To demonstrate a sound understanding of Clinical Governance and risk management and to apply to the work situation.
- To maintain high standards of infection prevention practice

Organisational:

- To work in accordance with Trust and department policies and standards.
- To ensure that your own practice meets the required professional standards of clinical physiology.
- To attend mandatory training sessions as determined by the Trust.
- To record activity by updating databases to enable performance monitoring.

Managerial:

To be responsible for your designated section in the department to include;

- Training and assessment of department staff and other health professionals in competencies to perform spirometry tests to ensure practice meets the professional standards of respiratory physiology
- Monitor stock levels, order internal stock, including pharmaceuticals and to raise non stock purchase orders, to ensure uninterrupted service.

- Liaise with internal and external agencies to arrange service and repair of equipment to ensure efficient service.
- Develop and review respiratory test protocols and ensure staff adheres to all local and national guidelines.
- Source and evaluate equipment to keep abreast of new developments.
- Develop and operate databases for activity, equipment loan and test results for audit purposes.

Relationships

Relationships Internal:

Frequent daily basis

Department colleagues

Patients and relatives

Nursing/medical staff

Occasional

Medical secretaries

Medical records

Health professionals and technical services

External:

Frequent daily basis

Patients Relatives/carers

Occasional

Outside agencies (ambulance service, care homes, GPs)

Special requirements

Risk Assessment:

Frequent exposure to body fluids (sputum and blood)

Additional information

1. Trust EXCEL Values and 'Behaviour Framework'

Our EXCEL values are at the heart of everything we do and how we treat each other. They were developed by our colleagues and describe what we think is important, including:

- essential guiding principles about the way that we work and set the tone for our culture, and identify what we, as a whole, care about;
- shared ideas and attitudes that guide our organisational thinking and actions
- common purpose and understanding that helps us to build great working relationships



We make our EXCEL values real by demonstrating them in how we behave every day. Our EXCEL behaviours apply to all and are about how we work. They are part of everyone's role and help us to make sure we demonstrate our values. The EXCEL behaviours demonstrate the attitudes and approach we take to work; they are:

✓ how we do things; ✓ how we treat others; ✓ what we say and how we say it; ✓ how we expect to be treated.

Having really clear expectations around behaviours will support all of us, every day, to deliver our ambition to create an EXCELLent colleague experience to EXCEL at patient care.

2. Sustainable Development

It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources.

3. Criminal Records

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. As George Eliot Hospital NHS Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, applicants who are offered employment (subject to meeting disclosure criteria), will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

4. Confidentiality and Data Quality

To comply with the Data Protection Act 1998 and NHS Confidentiality guidelines e.g. Caldicott, General Medical Council (GMC), the post-holder must maintain confidentiality, security and integrity of information relating to patients, employees and other Health Service business, including commercially sensitive data.

All employees must ensure that they are familiar with and comply with the duties and responsibilities outlined in the Trust's policy and procedures on Information Governance. In particular, ensuring that all information collected, stored and used is done so in accordance with the Trust guidelines, including password protection and encryption.

This obligation shall continue in perpetuity.

All employees have a responsibility to ensure that the quality of data is maintained and to take an active role in the identification of, reporting and resolution of any data quality issues.

Breaches of confidence will result in disciplinary action being undertaken, which may result in dismissal. Regardless of any disciplinary action taken, a breach of confidence may also result in a civil action for damages.

The Freedom of Information Act 2000 requires all public organisations to provide any member of the public, upon receipt of a written request, with the information they require, subject to certain exemptions. All employees must take responsibility for any request for information that they receive and respond in line with the Trust's Freedom of Information Policy and Guidance.

5. Records Management

As an employee, you are legally responsible for all records that you gather, create or use as part of you work within the Trust and they remain the property of the Trust. This includes patient, financial, personal and administrative records, whether paper based or on computer. All such records are considered public records and you have a legal duty of confidence to all service users. You should consult the Trusts Corporate Records Policy and ask for guidance from your manager if you have any doubt about the correct management of records with which you work.

6. Health and Safety & Fire Safety

Employees must be aware of their general duties under the Health and Safety at Work etc. Act 1974, to take reasonable care of themselves and others around them, co-operate with the Employer in relation to Health and Safety and adhere to safe systems of work. In addition they should ensure that they are aware of their roles in relation to the Management of Health & Safety at Work Regulations 1999, in relation to specific duties for carrying out risk assessments and risk mitigation commensurate to their role.

The post holder is required to comply with agreed fire procedures, taking appropriate action if the fire alarm sounds and attend relevant training programmes as required.

7. Risk Management

Employees have a responsibility to:

- Report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken;
- Take part in risk assessments in relation to the tasks that are undertaken, with a view to identifying the associated potential risks;
- Attend training in risk management as appropriate to their grade;
- Promote an open and honest "fair blame" culture;
- Adhere to the responsibilities within the Risk Management/Health and Safety and other relevant policies ratified by the Trust Board and to attend appropriate mandatory training to facilitate this;
- Attend relevant risk management training to ensure that they are able to undertake their risk management and health and safety responsibilities in line with legal requirements;
- Ensure that external standards such as NHS Resolution, Clinical Negligence Scheme for Trusts (CNST) Controls Assurance and Care Quality Commission (CQC) Healthcare regulations (Outcomes) are met and that resources are made available to improve service delivery;
- Ensure that they are active within their roles to promote a positive risk management culture throughout the Trust;
- Monitor and continue progress to attain higher level of achievement and compliance against external standards and legislative requirements.

8. Safeguarding Children, Young People and Vulnerable Adults

The Trust has a clear commitment to safeguarding children, young people and vulnerable adults. All employees will have an organisational and individual responsibility towards safeguarding children, young people and vulnerable adults with whom they have contact with.

To fulfil these duties all employees must attend training and development to recognise the signs and symptoms of abuse or individuals at risk; to follow local and national policies relating to safeguarding practice; and to report and act on any concerns they may have.

9. Infection Prevention and Control

The jobholder must comply at all times with the George Eliot Hospital NHS Trust Infection Control policies, in particular, by practicing Standard (Universal) Infection Control Precautions. Hand hygiene must be performed before and after contact with patients and their environment.

All employees must attend infection control training as required within their department or as directed by their line manager. In addition, employees with clinical responsibilities must ensure that they hold up to date evidence that supports safe infection control practices and procedures, including correct use of Personal Protective Equipment (PPE), use of aseptic techniques, safe disposal of sharps and management of patients with communicable infections.

Employees are required to report any breaches or concerns promptly using the Trust's incident reporting system.

10. Equality, Diversity & Human Rights

George Eliot Hospital NHS Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. George Eliot Hospital NHS Trust welcomes applications from diverse candidates. The Trust has a clear commitment to equal opportunities and it is the duty of every employee to comply with the detail and spirit of the Trust's policy.

Employees will have the right to be treated equitably and with dignity and respect in all areas of employment, regardless of age, gender, disability, ethnic or national origin, religious belief, sexual orientation, HIV status, social and employment status, gender reassignment, political affiliation or trade union membership.

11. Conflict of Interest

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally, it is responsible for ensuring that employees do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Employees are not allowed to further their private interests in the course of their NHS duties.

12. No Smoking

The Trust acknowledges its responsibilities to provide a safe, smoke free environment for its employees, patients and visitors and is therefore committed to a No Smoking Policy. All Health Service premises are considered as non-smoking zones and smoking is not permitted in any part of the premises or grounds.

Employees can only smoke/vape out of working hours and off-site where they are non-identifiable as a member of the Trust. All employees have a responsibility to support the policy with their own behaviour and, to communicate it to others on site.

Assistance and support will be given to any employees who wish to give up smoking.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.