

Assistant Physiologist Night Service

Job Description & Person Specification –

A summary of the role responsibilities and person specification

Why Our Trust?

Terms and conditions

Post – Assistant Physiologist

Division – Medicine

Department - Sleep

Band – 3

Contract length – Fixed Term until March 2025

Location – B301, Sleep Service, BRI

Annual leave – Up to 33 days dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: www.nhsbsa.nhs.uk/pensions

Job Purpose

This is a role, setting up and monitoring patients attending overnight sleep studies and management responsibilities. Work closely with Senior Physiology staff and liaise with medical and admin colleagues. Patients attend for limited Polygraphy and Full Polysomnography studies, can be on Continuous Positive Airway Pressure (CPAP) or Non-Invasive Ventilation (NIV). Responsible for monitoring patients overnight and at times collaborate with carers or relatives, admin tasks, other clinical duties, communicating with patients, clinical and non-clinical staff members.

The role is 3 nights and 1 short day across Monday-Friday.

There is a requirement to attend occasional day shift for training or supporting day service, adequate notice of shift change given in advance. The role is based at the BRI but there may be a requirement to work at other locations at times (e.g. South Bristol Community Hospital). At times you may be working alone, this has undergone a risk assessment and will be limited wherever possible.

About us

Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

What you'll love about working here

UHBW has been rated by the CQC as 'Good' - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

A digital exemplar- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

Sustainable healthcare - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

Access to further opportunities with the Trust - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

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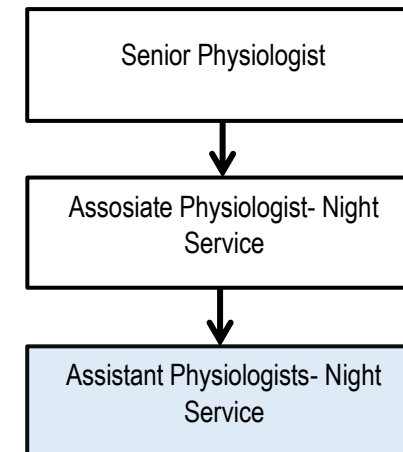
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Main Duties and Responsibilities

Clinical

- Responsible for up to three patients within the Sleep Unit throughout the night, including patients with:
 - Suspected and diagnosed obstructive sleep apnoea (OSA)
 - Treatment of OSA and follow-up assessments using auto-adapting or fixed pressure CPAP
 - Proven nocturnal ventilatorily failure requiring follow-up assessment of Non-invasive Ventilation (NIV)
 - Other sleep disorders from the International Classification of Sleep Disorders (ICSD) including Periodic Limb Movement Disorder (PLMD) or Restless Leg Syndrome (RLS), Disorders of Excessive Sleepiness, Snoring, Narcolepsy or Parasomnias
- To ensure all recording systems for Polysomnography recordings are calibrated, working and maintained to allow analysis of subtle changes to a number of signals including EEG, EMG, ECG, EOG, SpO₂ and breathing patterns.
- Set up Respiratory Polygraphy, perform calibrations and maintain equipment and signals throughout the night.
- Monitor the video recordings noting any unusual events or signal problems during the night.
- Download and set up Transcutaneous O₂/CO₂ monitor for patients in the community
- Measure patient height and weight
- Ensure patients undergoing trials of CPAP or NIV are able to achieve a high level of use and adherence by troubleshooting mask fitting, mask leak or any other problems reported. Replace consumables if needed.

Organisational Structure



Key Relationships

Lead Physiologist, Senior Physiologist, Assistant Physiologist, Specialist Nurse, NIV Physiotherapists, Assistant Specialty Manager, Specialty Manager, Medical Consultants, Consultant Clinical Scientist, Admin and Clerical Team

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Main Duties and Responsibilities

- Ensure other monitoring equipment including Transcutaneous O₂/CO₂ are correctly attached to the patient, check and maintain signals throughout the night.
- Download and set up on a range of diagnostic assessments:
 - CPAP downloads on device software
 - Overnight Pulse Oximetry
 - Mask fitting
- Discharge patients via CareFlow, include primary diagnosis in discharge summary.
- Housekeeping including bed making and clearing bed sheets after patient use. Offer and provide breakfast for patient.
- Supporting the Sleep Physiology Team and consultants to deliver an efficient service for CPAP patients including inpatients and outpatients, and their families.
- Support Senior Physiology staff with any clinical duties if required.
- Undertake a wide range of admin tasks including answer phone messages, scanning and uploading paperwork, posting equipment and paperwork to patients and any other admin tasks as required
- Lone working during the night, limited where possible.
- All studies will be performed at B301 Sleep Unit Bristol Royal Infirmary

Organisational

- Assist with effective stock management and weekly ordering for the Sleep Unit including patients pantry and equipment.
- Assist with maintaining the equipment and consumables used within the service, report any faults.
- Maintenance of departmental spreadsheets and databases including overnight Poly Database, research database or any other required in Microsoft Excel,

Word or Access.

Participate in audit and research as agreed with the Consultant Clinical Scientist or Lead Physiologists.

Communication

- Communicate interpretation of results to the appropriate healthcare professional.
- Support provision of the telephone support line and emails for the Home CPAP service within the Sleep Unit.
- Triage urgency of calls and action requests following agreed protocols.
- Ensure accuracy of clinical information on Careflow EPR by liaising with administrative staff.
- Participate and support the teaching of students, patients, relatives, and carers.
- Work collaboratively with colleagues to ensure services meet changing healthcare needs.

Professional Self Development

- Complete and attend UHBW mandatory training.
- Attend relevant meetings to ensure the maintenance of standards and when necessary, the implementation of new or improved standards.

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Personal Profile - (E) = Essential (D) = Desirable

Knowledge and Experience

- Experience of working with the general public, including vulnerable adults patients/relatives in sensitive situations (E)
- Use of computers, including Microsoft Office (E)
- Experience of working with a multidisciplinary/multi-skilled team (E)
- Experience of working in a clinical environment (E)
- Knowledge of CPAP (D)
- Experience of stock management and ordering (D)
- Experience of Polysomnography monitoring (D)
- Experience with setting patients up with a semi-polysomnography (D)

Skills and Abilities

- Able to work autonomously with knowledge of limitations, seeking advice where appropriate (E)
- Ability to work under pressure (E)
- Ability to problem solve (E)
- Flexibility, adaptability to meet needs of a changing service (E)
- Ability to work as a part of a team (E)
- Ability to cope with emotional issues presented in the course of work, and to support others (E)
- Ability to participate in frequent light to moderate physical effort. (moving patients in wheelchairs), frequent standing, kneeling or sitting in a restricted position. (E)
- Able to deal with exposure to bodily fluids (urine, sputum) (E)
- Awareness of current changes in the NHS (E)

Aptitudes

- Excellent interpersonal and communication skills (E)
- Awareness of professional responsibilities to self and others (E)
- Innovative and participates with practice and policy changes (E)
- Able to communicate with a wide range of people from patients to healthcare professionals (E)

Qualifications and Training

- 5 GCSEs (or equivalent) grade A-C including English and Mathematics (E)
- NVQ3 or equivalent in relevant subject (E)
- Customer Service Training (D)

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Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace Wellbeing

The Trust Workplace Wellbeing Framework encourages all colleagues to look after their own wellbeing as well as supporting the wellbeing of colleagues. Line managers will oversee the wellbeing of their team, making wellbeing a priority when considering ways of working and will undertake regular health and wellbeing conversations that are supportive, coaching-style one-to-one discussions focused on building team resilience. To assist this, the Trust offers comprehensive wellbeing provision for employees, students, volunteers and managers.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.