

## OXFORD CARDIAC SERVICES

### Cardiac Physiology JOB DESCRIPTION

Job title:	<b>Cardiac Physiologist</b>
Band:	<b>6</b>
Hours of Work:	<b>37.5hpw (4 days per week) (7 day working)</b>
Special Conditions:	<b>Nil</b>
Responsible to:	<b>Service Manager</b>
Accountable to:	<b>Cardiac Physiology Service Manager</b>

#### PURPOSE OF POST

- To deliver high quality, evidence based holistic care to Cardiac Patients.
- To positively promote and implement the unit vision
- To promote a collaborative approach to care whilst supporting and facilitating the learning of others.

#### Specific Responsibilities

- Undertake without immediate supervision, a full range of diagnostic cardiac clinical physiology procedures eg. Ambulatory Monitoring, ECG, Echocardiography, Exercise Tolerance Testing, Cardiac Angiography procedures, Nuclear Cardiology, Cardiac Rhythm Management procedures
- Assist in the delivery of treatment for heart disease including rapid access chest pain clinic, percutaneous coronary intervention and implantable devices. Participate in the emergency on-call rota.
- Provide training and mentor support to undergraduate and other junior staff programmes.
- Single-handed or as part of a team, undertake clinical procedures on neonates, children and adults.
- To be responsible and accountable for assessing, planning, implementing and evaluating care for patients and his/her relatives without direct supervision according to level of competency.
- To develop skills at interpreting complex clinical information, responding to changes promptly and appropriately and developing specialised plans of care for cardiac patients.
- To recognise the Cardiac Physiologists role in health education and incorporate this function within clinical practice.

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- To demonstrate use of effective and compassionate communication skills when dealing with patients and their families and to promote effective collaboration within the multidisciplinary team.
- To demonstrate and promote a patient-centred style of practice.
- To develop and expand within the role, with training, support and supervision, to be able to care for their patients holistically and to meet the clinical needs of the unit and show a commitment to learning.
- To be aware of own limitations and developmental needs and actively seek to address these with support from mentor and the individual performance review process.
- Contributes to the development, evaluation and audit of specialist protocols and guidelines.
- To participate in and support research projects undertaken in the clinical area.
- To respond promptly to emergencies by taking immediate action, requesting assistance /support as indicated, maintaining control and assisting with the support of the patient/relatives and junior staff.
- To appropriately report adverse incidents, according to local policy and to support team members in doing the same.
- To ensure all equipment is stored, cleaned and operated safely according to Trust /Local policy and to assist with the training of staff.
- To adhere to COSHH and Infection Control guidelines and policies (Trust and Local) to actively prevent cross infection / identify and minimise potential hazards whilst promoting this in others.
- To demonstrate dexterity, accuracy and attention to detail in the preparing of specialist equipment for procedures to be undertaken within the unit/ward whilst adhering to Local and Trust policies.
- To utilise all resources efficiently and effectively and assist with the maintenance of stock levels for disposables and drugs through reporting, ordering and receiving items according to Local and Trust policy.
- To support senior staff and to supervise and support junior staff and students on a daily basis as required.
- To be actively involved in the orientation and induction of new staff.

- To maintain accurate and legible patient records whilst maintaining patient confidentiality according to Trust policy.
- To access, input and interpret computer data entries whilst maintaining confidentiality.
- To demonstrate ability to concentrate for prolonged periods and to apply accuracy and attention to detail at all times.
- To follow Trust policy for the management of patients' property and valuables.
- To support the implementation of quality initiatives within the clinical area and practice in the evaluation of patient outcomes.
- To positively influence patient care by the application of research based practice.
- To be flexible/willing to assist all areas within cardiac physiology e.g. at times of sickness or increased workload.

### **Education**

- To demonstrate a commitment to professional and personal development, developing own skills clinically and in leadership/mentorship.
- To complete mandatory study days as required by the Trust
- To actively participate in an Individual Performance Review at agreed intervals, agreeing and completing a personal development plan with support from their named mentor.
- To have completed or working towards completion of the unit assessment/competencies within a time frame agreed with unit manager with the support of a named mentor.
- To be actively involved in, and support the Unit education programme and clinical resource groups.
- To act as associate mentor or mentor to both undergraduate and post basic students and junior Cardiac Physiologists following completion of recognised training (annually updated) and to assist with the completion of relevant competencies with support from own mentor.
- To be knowledgeable of developments and changes which affect Cardiac physiology practice both in general and specifically to areas.

- Utilise the opportunity to undertake clinical supervision/coaching.

### **Management**

- To develop management skills, and promote opportunities for self and others.
- To maintain the professional profile of the unit and facilitate communication links with other departments.
- To adhere to Trust, Directorate and unit policies, protocols and guidelines.
- To actively participate in projects that develops staff and the unit profile.
- To support the introduction of the Trust and department agenda for Clinical Governance.

### **Personal Development**

- To contribute to the continuing development of professional Cardiac Physiology practice within the unit, embracing new ideas and changes for the benefit of patient care
- To keep up to date with clinical practice issues relating to the specific speciality.
- To take responsibility for own personal and professional growth and for maintaining a record of professional development experiences
- To complete agreed local and Trust competency frameworks and take active responsibility for having an annual appraisal with a relevant personal development plan that is review with the mentor at 3 monthly intervals.
- To have completed or be working towards completion of the unit assessment /competencies within a time frame agreed with service lead with the support of a named mentor.

## Trust Statements

### **Risk Management**

- The management of Risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
- Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.
- Staff should be familiar with the:
  - **Major Incident Policy**
  - **Fire Policy**
  - **Laws governing ionising radiation ( IRMER 2000 )**

All staff should make themselves familiar with the 'local response' plan and **their** role within that response.

### **Responsibility for Health & Safety**

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required. (Appendix four)

### **Infection Control**

Infection Control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the ORH trust have the following key responsibilities:

- Staff must adhere to good hand hygiene as per trust policy.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmissible to patients have a duty to contact Occupational Health.

Note: This job description is a guide only. Cardiac Physiology practice is a dynamic process, and ongoing research and development will result in new standards of best

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practice: it is a function of this post to adopt a proactive approach and to facilitate beneficial change in collaboration with the service leads and the multi-disciplinary team.

**Post – Holders Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Ward Managers Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_