

CAJE Reference:

## Job Description

### Cardiff and Vale University Health Board

#### Job Details

<b>Job Title:</b>	Cardiac Physiologist
<b>Pay Band:</b>	Band 5
<b>Department:</b>	Cardiac Physiology
<b>Directorate:</b>	Cardiothoracics
<b>Clinical Board:</b>	Specialist Services
<b>Base:</b>	UHW with attendance periodically in UHL

#### Organisation Arrangements

<b>Managerially Accountable to:</b>	Service Manager
<b>Reports to:</b>	Lead Cardiac Physiologist
<b>Professionally Responsible to:</b>	Service Manager

#### Our Values: 'CARING FOR PEOPLE; KEEPING PEOPLE WELL'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

<b>We care about the people we serve and the people we work with</b>	Treat people as you would like to be treated and always with <b>compassion</b>
<b>We trust and respect one another</b>	Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things
<b>We take personal responsibility</b>	Be <b>enthusiastic</b> and take responsibility for what you do.
<b>We treat people with kindness</b>	<b>Thank</b> people, celebrate success and when things go wrong ask 'what can I learn'?
<b>We act with integrity</b>	Never let structures get in the way of doing the <b>right thing</b> .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

## Job Summary

Based at the University Hospital of Wales, work as part of a large team, comprising of Cardiac Physiologists and Cardiology Support Workers, to assist in the provision of a comprehensive range of diagnostic tests used in the diagnosis and treatment of cardiac disease. Rotation to the University Hospital Llandough is also expected.

## Job Purpose

1. Assist in delivering a high quality cardiac diagnostic service
2. Accurate recording and reporting of diagnostics using a range of IT systems.
3. Provide support, and facilitate the learning of others.

## Duties and Responsibilities

### Clinical

1. Actively participate in a broad range of service provision, including,
  - Resting ECG
  - Signal Averaging ECG.
  - Exercise ECG – Assist with medically supervised and cardiac physiologist led stress testing. Produce a written report under supervision.
  - Assist with Tilt Table Testing
  - Assist with Metabolic Exercise testing
  - Spirometry testing
  - Ambulatory Monitoring – Work unsupervised to deliver an ECG and BP monitoring service.
  - Permanent Pacemaker Implant – Provide unsupervised technical support at single chamber and dual chamber pacemaker implant.
  - Pacemaker Follow-up – Undertake analysis of single and dual chamber pacemakers, and simple re-programming, without direct supervision.
  - Implantable Cardio-Defibrillator (ICD) Implant and Follow-up – Assist senior cardiac physiology staff at the implantation and analysis of all types of ICD's.
  - As part of a multi-disciplinary team, work without direct supervision to assist in the provision of a full range of technical services during diagnostic and interventional cardiac catheterisation.
  - Echocardiography – As a supervised practitioner have a basic understanding of echocardiography.
2. Competent to record patient diagnostic and management information using manual, and computer based, systems.

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3. Able to prioritise workload.
4. Assist in the provision of an emergency out-of-hours service as a member of the on-call team, if required.
5. Recognise technical/equipment faults and take steps to correct them following the departmental written guidelines.
6. Ensure all equipment is operated safely, cleaned and stored according to department and Health board procedure.
7. Provide training and support to undergraduate trainees, nursing staff and medical students.
8. Develop skills in the interpretation of clinical information to enable prompt response when changes occur.
9. Demonstrate effective communication skills when dealing with patients, relatives, colleagues and other healthcare staff.
10. To be aware of own limitations and knowledge and actively seek to address any issues with line manager and at annual appraisal.
11. Participate and support in audit and research projects.
12. Maintain accurate and legible patient records in line with Health board policy.
13. Assist senior staff in the introduction and evaluation of new equipment and technology.
14. Respond/assist as appropriate in the event of cardiac or life-threatening emergency whether as part of the UHW cardiac arrest team, or during any other cardiac investigations.

**Personal Development**

15. Actively participate in the annual Performance review.
16. Demonstrate a commitment to own development.
17. Keep up to date with Clinical Practice issues and developments that affect cardiac physiology.

**General**

18. Assist in stock maintenance of consumable items
19. Perform a range of clerical duties – answering the telephone and dealing effectively with a wide range of enquiries from internal and external sources.

20. Actively maintain a safe working environment in accordance with Health Board policies.
21. Comply with requests made by line manager and section managers.

## General

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

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- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where staff treat one another with dignity and respect. We aim to create an equitable working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status
- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the

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workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

**Date Prepared:** Jan 2021

**Prepared By:** CP Management Team

**Date Reviewed:**

**Reviewed By:**

CAJE Reference:

## PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

<b>Job Title:</b>	Cardiac Physiologist	<b>Department:</b>	Cardiac Physiology
<b>Band:</b>	5	<b>Clinical Board:</b>	Specialist Services
<b>Base:</b>	UHW		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>BSc Cardiac Physiology or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>ILS</li> </ul>	Application Form Certificate Check
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven basic competency in a range of cardiac diagnostic procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Basic understanding of specialist cardiac diagnostics such as interventional cardiac catheterisation, EPS and CRT implant.</li> </ul>	Application Form Interview References
<b>Skills</b>	<ul style="list-style-type: none"> <li>Good written, verbal and interpersonal skills.</li> <li>IT skills related to clinical work.</li> <li>Manual dexterity for using a wide range of specialist medical equipment.</li> <li>Proven organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>IT skills in PowerPoint, Access and Excel.</li> </ul>	Application Form Interview References
<b>Special Knowledge</b>		<ul style="list-style-type: none"> <li>Paediatric Cardiology</li> <li>Adult Congenital Cardiology</li> </ul>	Application Form Interview References
<b>Personal Qualities</b> <i>(Demonstrable)</i>	<ul style="list-style-type: none"> <li>Exhibits a professional attitude and is committed to professional development of self and others.</li> <li>Willingness to learn and open to change</li> <li>Calm under pressure</li> </ul>		Application Form Interview References
<b>Other</b> <i>(Please Specify)</i>	<ul style="list-style-type: none"> <li>Able to prioritise workload.</li> <li>Effective team worker</li> </ul>	<ul style="list-style-type: none"> <li>Participation in emergency on-call rota</li> <li>Ability to speak welsh</li> </ul>	Interview Document Check*

<b>Date Prepared:</b>	Jan 2021	<b>Prepared By:</b>	CP Management Team
<b>Date Reviewed:</b>		<b>Reviewed By:</b>	