

**ANEURIN BEVAN UNIVERTISY HEALTH BOARD
ROYAL GWENT HOSPITAL CARDIOLOGY DEPARTMENT**

JOB DESCRIPTION

POST : Cardiac Physiologist
BAND : Agenda for Change Band 5
HOURS : 37.5 Full Time
Accountable to : Lead Physiologist

JOB SUMMARY

The post holder will be responsible for performing a wide range of clinical procedures.

OVERALL RESPONSIBILITIES OF THE POST

The post holder will be progressing towards the position of independent practitioner, working on their own initiative on an ongoing basis to cover their own patient workloads. They will follow Health Board, Occupational and Professional guidelines and will contribute to the development of departmental procedures and services within their specialist area. There will be direct supervision and referral to the departmental manager in matters relating to patient safety or in complex non-clinical issues may be necessary. Performance and objectives will be reviewed by the departmental manager at annual appraisal.

PRINCIPAL DUTIES AND REQUIREMENTS OF POST

Clinical & Technical

- To deliver a wide range of clinical and technical services including analysis, interpretation and reporting of results.
- Advise Medical staff on the availability of test procedures and therapies.
- To ensure adequate monitoring of patients during investigations and procedures.
- To be aware of adverse clinical conditions or events occurring during investigations and to take swift and appropriate action to prevent life threatening or significant medical events.
- To ensure that all resuscitation equipment is checked prior to each session and is in working order, and that the drugs required for resuscitation are available within expiry dates by auditing checklist.
- May assist in pacemaker follow-up clinics including complex devices, to assess pacemaker function and programme generators accordingly.

- May participate in adult echocardiograms.
- May assist with complex echo procedures e.g. DSE / TOE.
- To inform Consultant Cardiologist of significant changes in the electrophysiological or clinical state of any patient (which may require medical intervention).
- May be responsible for the accurate, speedy handling of sterile equipment during pacemaker implants.
- To take part in and report on Exercise ECG Testing.
- To ensure that no exercise ECG testing is undertaken without on-site resuscitation equipment.
- To analyse Exercise ECG, Ambulatory Blood Pressure and ECG monitoring data and produce reports for medical staff.
- To have responsibility for providing accurate and timely reports.
- To ensure that all equipment is in working order, and escalate any necessary repairs.
- May participate in all invasive techniques undertaken within the Cardiac Catheterisation Suite.
- May evaluate and assess new technology and equipment prior to purchase in collaboration with Principal Physiologist, Departmental Manager and appropriate Clinician.
- To ensure the area of work is clean, tidy and replenished with stock at the end of each clinical work session.
- To ensure end of day damp dusting of equipment, computers, work areas etc.

Communication & Administration

- To have the necessary interpersonal skills to manage patient/relative contacts where there may be hostility (e.g. anxious, confused or aggressive patient), poor understanding (e.g. language, impaired vision or hearing).
- To ensure that due respect is given to patient dignity & privacy and cultural differences, by all staff within the department.

- To attend meetings with the Lead Cardiac Physiologist / Cardiology Operational Services Manager and other colleagues to discuss departmental operational issues.
- To keep colleagues informed of occurrences that may impact on service delivery.
- To ensure computerised data collection is up to date.
- To be able to perform IT tasks especially Microsoft Excel and Access.
- To ensure the accuracy and legibility of all data.
- To ensure the completion and timely availability of test data following each patient contact.
- To ensure all copy report filing is up-to-date at the end of each session.
- To ensure accuracy of any clinical information provided.
- To assist with stock control through the rotation and replenishment of consumables used within the Department.
- To plan own workload making best use of available both manpower and equipment resources, to ensure waiting times are minimised.

Teaching & Training

- To actively participate in departmental education

Physical Demands of the Post

- The post holder should be of sufficient stamina and health to be capable of long periods of walking, bending, standing, sitting, moving, handling and positioning patients and equipment (10 – 20Kg approx. some of which is difficult to manoeuvre in confined spaces).
- The post holder will use keyboard and VDU equipment for data acquisition, data entry and report writing on a daily basis. Mental and Emotional Demands of the Post.
- The post requires daily frequent and occasional prolonged periods of concentration on information on paper, graphical and numerical data printouts and VDU screens. This is during clinical work to analyse and evaluate results.

- The post holder should be capable of dealing with distressing and emotional incidents on a regular basis.

Research & Development

- To assist with research projects within the department if required.
- To assist with case presentations and audit data at departmental meetings.
- To assist with the introduction of new processes and procedures.

Professional Self-development

- To undertake a personal CPD programme.
- To ensure professional development to maintain and enhance technical competency in line with current clinical practice and techniques.
- To undertake additional training where appropriate to develop existing advanced skills and to enhance existing skills to encompass all clinical procedures performed by the Department.
- To attend Trust, Regional and National Professional meetings and communicate relevant issues to appropriate staff.

General

- All employees are subject to the requirements of the Health & Safety at Work Act, the Infection Control Policy, the Patient's Charter, the Data Protection Act and must maintain strict confidentiality in respect of patient and staff records.
- All employees must comply with the Health Board Equal Opportunities Policy.
- All employees are subject to Criminal Records Bureau checks. All employees are required to perform any other duty as may be required by the Principal CP to ensure the smooth running of the Department.

CONFIDENTIALITY

- In common with all NHS employees you will be required to maintain complete confidentiality in relation to patients, other staff and ABUHB business. The provisions of the Data Protection Act will apply.

NO SMOKING:-

- ABUHB has a no smoking policy. All health service premises are considered no smoking zones.

FINANCIAL STANDING ORDERS:-

- You will be required to adhere to the financial procedures of ABUHB.

DATA PROTECTION

- Individuals employed within ABUHB are responsible for any records they create, use or handle. This responsibility is established and defined by law.
- Anyone who records, handles stores or otherwise comes across information has a personal common law duty of confidence. The Data Protection Act 1998 places statutory restrictions on the use of personal information, including health information. All staff should acknowledge the importance of health records, and their personal responsibilities. Security is of prime importance and serious consequences could result should a record go missing. Any disclosure of information without permission is a disciplinary offence and may result in dismissal.

This job framework is a guide to the duties you will be expected to perform. It is not part of your contract of employment and your duties may be changed to meet changes in the ABUHB requirements.'

The Job Description is subject to change and may be reviewed by the manager in conjunction with the post holder.