

## MANYLEB BERSONOL

| PERSONOL                           | HANFODOL                                                                                                                                                                                                                                                                                                                                                                                                                                | DYMUNOL                                                                                                                              | DULL ASESU                             |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>Cymwysterau a/neu Wybodaeth</b> | Cymhwyster ECDL neu gyfatebol.<br>BSc mewn Gwyddorau Gofal Iechyd - Ffisioleg Cardiaidd                                                                                                                                                                                                                                                                                                                                                 | <b>SCST- Tystysgrif mewn Electrocardiograffeg.</b><br><b>ILS</b><br><b>RCCP</b>                                                      | Ffurflen gais a gwiriadau cyn cyflogi  |
| <b>Profiad</b>                     | Tystiolaeth o ddatblygiad personol<br>Gallu ymgymryd â datblygiad proffesiynol pellach.<br>Cymwys mewn cofnodi a dehongli'r canlynol:<br>- ECG<br>-Pwysedd Gwaed<br>-Cofnodi digwyddiadau<br>-ETT's                                                                                                                                                                                                                                     | Gallu cynnal ECG<br>Gallu rhoi monitor cardiaidd<br>Profiad blaenorol o weithio mewn adran gardioleg.                                | Ffurflen gais a chyfweliad             |
| <b>Addasrwydd a Galluoedd</b>      | Gallu dangos empathi at glaf<br>Gallu blaenoriaethu gwaith.<br>Gallu creu perthynas waith da.<br>Yn meddu ar sgiliau cyfathrebu effeithiol                                                                                                                                                                                                                                                                                              | Gallu siarad Cymraeg<br>Defnyddio eich cymhelliant eich hun<br>Gallu gweithio'n annibynnol                                           | Cyfweliad                              |
| <b>Gwerthoedd</b>                  | Agwedd broffesiynol, gyfeillgar, hyderus a brwdfrydig.<br>Gallu aros yn ddigynnwrf o dan straen, yn gyfeillgar ac yn broffesiynol<br>Enghraifft gadarnhaol<br>Dibynadwy a phrydlon<br>Pendant ac yn llawn cymhelliant<br>Gyda gweledigaeth glir o ran datblygiad ei hun a datblygiad yr adran<br>Gwerthfawrogi rolau cydweithwyr o fewn yr adran a thu allan i'r adran sy'n effeithio taith y claf<br>Canolbwyntio<br>Gweithiwr tîm da. | Hyblyg i anghenion y gwasanaeth<br>Gwerthfawrogi rolau cydweithwyr o fewn yr adran a thu allan i'r adran sy'n effeithio taith y claf | Ffurflen Gais<br>Cyfweliad<br>Geirdaon |
| <b>Arall</b>                       | Gallu teithio i safleoedd eraill<br>Cynnal datblygiad proffesiynol parhaus                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                      | Ffurflen gais a chyfweliad             |

### GOFYNION CYFFREDINOL

Dylech gynnwys y rhai sy'n berthnasol i ofynion y swydd

- **Gwerthoedd:** Rhaid i holl weithwyr y Bwrdd Iechyd ddangos a chynnwys y datganiadau Gwerthoedd ac Ymddygiad fel eu bod yn dod yn rhan annatod o fywyd gwaith deilydd y swydd, a chynnwys egwyddorion yn niwylliant y sefydliad.
- **Gweithiwr Proffesiynol Iechyd Cofrestredig:** Gofynnir i holl weithwyr y Bwrdd Iechyd y mae gofyn iddynt gofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio

â'u cod  
ymddygiad a gofynion eu cofrestrriad proffesiynol.

- **Gweithwyr Cefnogi Gofal Iechyd:** Mae Gweithwyr Cefnogi Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig i ddarpariaeth gofal iechyd o ansawdd uchel. Mae Côt Ymddygiad cenedlaethol GIG Cymru yn disgrifio'r safonau ymddygiad agwedd a'r ymddygiad sy'n ddisgwyliedig o holl Weithwyr Cefnogi Gofal Iechyd sy'n cael eu cyflogi yn GIG Cymru. Mae Gweithwyr Cefnogi Gofal Iechyd yn gyfrifol am sicrhau nad yw eu hymddygiad yn disgyn o dan y safonau a ddisgrifir yn y Cod ac nad yw unrhyw weithred neu esgeulustra o'u rhan yn niweidio diogelwch a lles defnyddwyr gwasanaeth a'r cyhoedd, tra eu bod yn eu gofal, ac mae ganddynt ddyletswydd o ofalu.
- **Gallu:** Ni ddylai deilydd y swydd ar unrhyw adeg weithio y tu hwnt i'w lefel diffiniedig cymhwyster. Os oes gan ddeilydd y swydd bryderon ynghylch hyn, fe ddylai eu trafod ar unwaith â'i Reolwr/Goruchwyliwr. Mae gan weithwyr gyfrifoldeb i roi gwybod i'w Reolwr/Goruchwyliwr os oes ganddynt amheuaeth ynglŷn â'u gallu i wneud eu dyletswyddau.
- **Dysgu a Datblygiad:** Rhaid i bob aelod staff ymgymryd â rhaglenni cynefino/cyfeiriadaedd ar lefel gorfforedig ac adrannol a rhaid sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfredol. Os yw'n briodol, gofynnir i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus.
- **Gwerthuso Perfformiad:** Rydym wedi ymrwymo i ddatblygu ein staff ac rydych yn gyfrifol am gymryd rhan ym mhroses Adolygu Datblygiad Perfformiad Blyneddol y swydd.
- **Iechyd a Diogelwch:** Mae gan holl weithwyr y sefydliad ddyletswydd o ofal statudol am eu diogelwch personol eu hunain a diogelwch eraill a allai gael eu heffeithio gan eu gweithredoedd neu esgeulustra. Rhaid i ddeilydd y swydd gydweithredu â rheolwyr fel bod y sefydliad yn gallu bodloni ei ddyletswyddau cyfreithiol ei hun a rhoi gwybod am unrhyw sefyllfa beryglus neu offer diffygiol. Rhaid i ddeilydd swydd gadw at bolisiau rheoli risg, iechyd a diogelwch a pholisiau cysylltiol y sefydliad.
- **Rheoli Risg:** Un o elfennau safonol y rôl a chyfrifoldeb holl staff y sefydliad yw eu bod yn cyflawni rôl ragweithiol o ran rheoli risg yn eu holl waith. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau priodol ac adrodd am bob digwyddiad, achosion y bu ond dim iddynt ddigwydd a pheryglon.
- **Y Gymraeg:** Rhaid i'r holl weithwyr berfformio eu dyletswyddau gan gadw'n gaeth at ofynion Cynllun Iaith y sefydliad a chymryd bob cyfle i hyrwyddo'r Gymraeg wrth ymdrin â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Mae gofyn i ddeilydd y swydd fod yn ymwybodol bob amser o bwysigrwydd cadw gwybodaeth a gafwyd yn ystod ei ddyletswyddau yn gyfrinachol ac yn ddiogel. Mewn llawer o achosion bydd hyn yn cynnwys mynediad at wybodaeth personol sy'n gysylltiedig â defnyddwyr y gwasanaeth.
- **Deddf Diogelu Data 1998:** Rhaid i ddeilydd y swydd drin pob gwybodaeth boed honno'n gorfforaethol, neu'n wybodaeth am staff neu gleifion mewn modd synhwyrol a chyfrinachol yn unol â darpariaethau'r Ddeddf Gwarchod Data 1998 a pholisi'r sefydliad. Ystyrir unrhyw achos o dorri cyfrinachedd yn drosedd disgyblu difrifol, sy'n agored i ddiswyddo a/neu erlyniad dan ddeddfwriaeth statudol bresennol (Deddf Gwarchod Data) a Pholisi Disgyblu'r Bwrdd Iechyd.
- **Rheoli Cofnodion:** Fel gweithiwr yn y sefydliad hwn, mae deilydd y swydd yn gyfreithiol gyfrifol am yr yr holl gofnodion mae yn eu casglu, eu creu neu'n eu defnyddio fel rhan o'u gwaith o fewn y sefydliad (yn cynnwys iechyd cleifion, iechyd neu anafiadau staff, ariannol, personol a gweinyddol), boed ar bapur neu ar gyfrifiadur. Ystyrir pob cofnod o'r fath yn gofnod cyhoeddus, ac mae gan ddeilydd y swydd ddyletswydd cyfrinachedd cyfreithiol i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i weithiwr adael y sefydliad). Dylai deilydd y swydd ymgynghori â'i reolwr os oes ganddo/i unrhyw amheuaeth am reolaeth gywir unrhyw gofnodion y mae'n gweithio gyda nhw.
- **Cydraddoldeb a Hawliau Dynol:** Mae Dyletswydd Gydraddoldeb y Sector Cyhoeddus yng Nghymru yn gosod dyletswydd gadarnhaol ar y Bl i hybu cydraddoldeb i bobl â nodweddion gwarchodedig, fel cyflogwr a darparwr

gwasanaethau cyhoeddus. Mae naw rhinwedd a warchodir: oed; anabledd; ailbennu rhywedd, priodas a phartneriaeth sifil, beichiogrwydd a mamolaeth; hil, crefydd neu gred, rhyw a thueddfryd rhywiol. Mae'r Bwrdd Iechyd wedi ymrwymo i sicrhau na fydd unrhyw ymgeisydd am swydd neu weithiwr yn cael ei drin yn llai ffafriol o ran yr uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb ac mae angen i bob gweithiwr gyfrannu at ei lwyddiant.

- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob math o fwlio ac aflonyddu ac yn ymdrechu'n rhagweithiol i hyrwyddo gweithle lle mae gweithwyr yn cael eu trin yn deg a gydag urddas a pharch. Gofynnir i'r holl staff adrodd ar unrhyw fath o fwlio ac aflonyddu i'w Rheolwr Llinell neu unrhyw Gyfarwyddwr y sefydliad. Ni fydd unrhyw ymddygiad amhriodol yn cael ei oddef a bydd yn cael ei drin fel mater difrifol dan Bolisi Disgyblu'r Bwrdd Iechyd.
- **Gwiriad Datgelu DBS:** Bydd gennych gysylltiad \* uniongyrchol/anuniongyrchol â chleifion/defnyddwyr gwasanaeth/plant/oedolion yn y rôl hon fel rhan o'ch dyletswyddau arferol. Felly, bydd rhaid i chi wneud cais am Wiriad CRB \*Safonol / Uwch fel rhan o drefn wirio cyn cyflogi'r Bwrdd Iechyd. \*Dileer fel bo'n briodol  
Nid oes rhaid i ddeilydd y swydd gael Gwiriad Datgelu DBS. \*Dileer fel bo'n briodol
- **Diogelu plant ac oedolion bregus:** Mae'r sefydliad wedi ymrwymo i ddiogelu plant ac oedolion bregus. Felly, mae'n rhaid i'r holl staff fynychu hyfforddiant Diogelu Plant a bod yn ymwybodol o'u cyfrifoldebau dan y Polisi Diogelu Oedolion.
- **Rheoli Heintiau:** Mae'r sefydliad wedi ymrwymo i fodloni ei oblygiadau i leihau heintiau. Mae'r holl staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a gweithwyr rhag y risg o gael haint sy'n gysylltiedig â gofal iechyd. Mae'r risg yn cynnwys bod yn ymwybodol  
o gynnwys a chadw at Bolisiau a Gweithdrefnau Rhwystro a Rheoli Haint y Bwrdd Iechyd yn barhaus.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r holl gleifion, ymwelwyr a staff i fod yn iach, mae pob safle'r Bwrdd Iechyd, gan gynnwys adeiladau a thiroedd, yn ddi-fwg.

**Datganiad Hyblygrwydd:** Amlinellir dyletswyddau'r swydd yn y Swydd Ddisgrifiad a'r Fanyleb Bersonol hon a gellir eu newid o dro i dro drwy gytundeb ar y cyd.

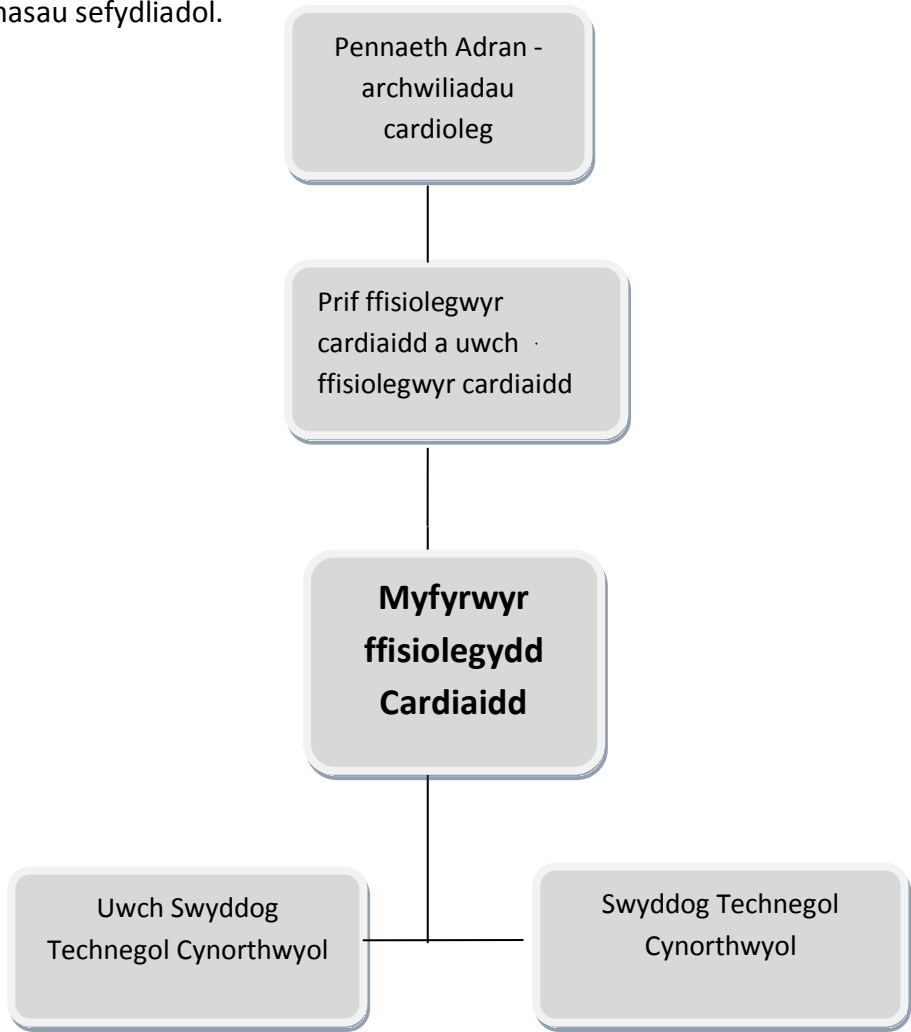
ATODIAD 1

Teitl y Swydd:-----Ffisiolegydd Cardiaidd

Siart Sefydliadol

Mae'n rhaid i'r Siart Sefydliadol amlygu'r swydd y mae'r disgrifiad swydd hwn yn berthnasol iddi, gan ddangos y berthynas â swyddi ar yr un lefel ac, os yn berthnasol, dwy lefel uwch ben ac o dan.

Dylech gwblhau, ychwanegu neu ddileu fel bo'n briodol y blychau testun isod yn dangos y cydberthnasau sefydliadol.



## PERSON SPECIFICATION

| ATTRIBUTES                             | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                    | DESIRABLE                                                                                                                                     | METHOD OF ASSESSMENT                        |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <b>Qualifications and/or Knowledge</b> | 2 A levels or equivalent qualifications<br>BSc in Healthcare Science – Cardiac Physiology                                                                                                                                                                                                                                                                                                                                                                    | <b>SCST Certificate in Electrocardiography ILS RCCP</b>                                                                                       | Application form and pre employment checks  |
| <b>Experience</b>                      | Evidence of personal development<br>Ability to undergo further personal development.<br>Competent in recording and interpreting the following:<br>- Ambulatory ECG<br>- Ambulatory BP<br>- Event recorders<br>- ETT's                                                                                                                                                                                                                                        | Ability to undertake ECG's<br>Ability to apply cardiac monitors<br>Previous experience of working in a cardiology department                  | Application form and interview              |
| <b>Aptitude and Abilities</b>          | Capable of demonstrating patient empathy.<br>Ability to prioritise work.<br>Ability to create good working relationships.<br>Effective communication skills                                                                                                                                                                                                                                                                                                  | Ability to speak Welsh<br>Use own initiative<br>Ability to work autonomously                                                                  | Interview                                   |
| <b>Values</b>                          | Professional approach, friendly, confident, motivated & enthusiastic.<br>Able to remain calm under stress<br>friendly & professional manner<br>Positive Role Model<br>Reliable & punctual<br>Assertive & motivated<br>Has a clear vision with regards to own development and that of the department<br>Demonstrate appreciation of colleagues roles within and outside the department that affect the patient's journey<br>Concentration<br>Good team worker | Flexible to service needs<br>Demonstrate appreciation of colleagues roles within and outside the department that affect the patient's journey | Application Form<br>Interview<br>References |
| <b>Other</b>                           | Ability to travel to other sites<br>Maintain continuous professional development                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                               | Application form and interview              |

### **GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** 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:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers 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.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **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.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it

is for each employee to contribute to its success.

- **Dignity at Work:** The organisation 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 any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhance Disclosure Check as part of the Trust's pre-employment check procedure. \*Delete as appropriate.  
The post holder does not require a DBS Disclosure Check. \*Delete as appropriate.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. 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 the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

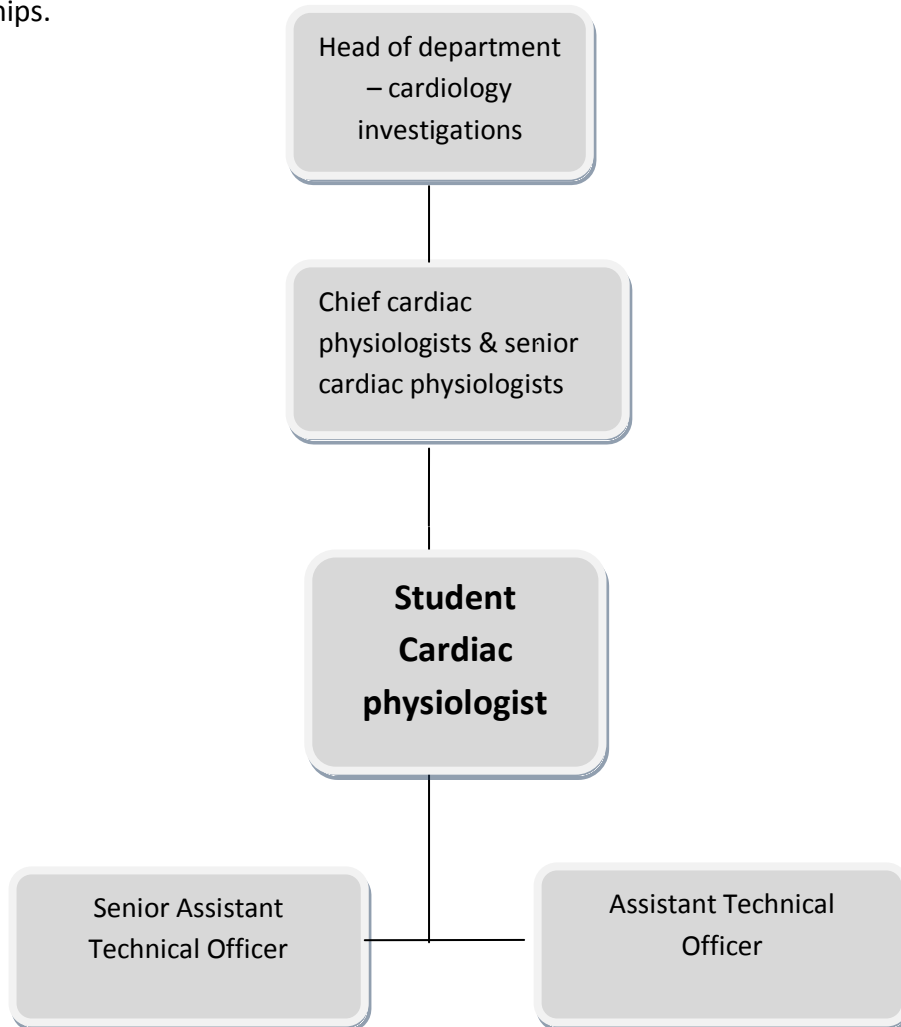
## APPENDIX 1

**Job Title: Cardiac Physiologist**

## Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



**Job Title: Cardiac Physiologist**

**Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

**Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

| Examples of Typical effort(s)                                                  | How often per day<br>/ week / month | For how long?                   | Additional Comments |
|--------------------------------------------------------------------------------|-------------------------------------|---------------------------------|---------------------|
| Helping patient to mobilise e.g. wheel chairs, examination beds etc            | 2 – 3 / Day                         | Variable                        |                     |
| Having to bend in awkward positions to place the electrocardiogram electrodes. | 2 – 4 / day                         | Maximum 10 minutes per patient. |                     |

|                                                            |                   |                                  |                                                 |
|------------------------------------------------------------|-------------------|----------------------------------|-------------------------------------------------|
| <b>Changing the pacemaker programmers - 10.8kg – 11kg.</b> | <b>2-3 / day</b>  | <b>2 minutes each programmer</b> | <b>Lifting programmer from various heights.</b> |
| <b>Wearing leads for pacing theatre / catheter lab</b>     | <b>1-2 / week</b> | <b>2-3 hrs</b>                   |                                                 |

### **Mental Effort**

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

| <b>Examples of Typical effort(s)</b>                                                                                                                            | <b>How often per day / week / month?</b> | <b>For how long?</b>     | <b>Additional Comments</b>                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|--------------------------|-----------------------------------------------------------------------|
| <b>Concentration - having to analyse up to a week's worth of cardiac recording, identify and report upon any abnormality in the heart rate or heart rhythm.</b> | <b>Weekly</b>                            | <b>2 – 4 hours</b>       | <b>Able to take short breaks.</b>                                     |
| <b>Study to degree level whilst undertaking role and work experience / maintain training to ensure compatible with current requirements</b>                     | <b>Daily</b>                             | <b>5-6 hours per day</b> | <b>Supported by Bristol University, mentor and other senior staff</b> |

|                                                                                                                                                                                    |         |         |                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|----------------------------------------------------------------|
| Inputting patient data on to the departmental database – in all aspects of the role                                                                                                | Daily   | 1 hour  |                                                                |
| During implantation of loop recorder / pacemaker and follow up - have to continuously monitor heart rhythm and rate and program changes and test the heart in different conditions | Monthly | 3 hours | Notify consultant if any arrhythmias / abnormalities detected. |

### Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example,' processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

| Examples of Typical effort(s)                                                        | How often per week / month? | For how long?    | Additional Comments                                                                       |
|--------------------------------------------------------------------------------------|-----------------------------|------------------|-------------------------------------------------------------------------------------------|
| Undertaking tests on critically ill patients                                         | 1-2 / Week                  | Up to 20 minutes | ECG's are frequently required on very ill patients to assess their treatment requirements |
| Dealing with a variety of different patient's e.g. young, elderly and special needs. | Daily                       |                  |                                                                                           |

|                                                                                              |       |         |                                                                                                                           |
|----------------------------------------------------------------------------------------------|-------|---------|---------------------------------------------------------------------------------------------------------------------------|
| Undertaking tests on patients that are confused and therefore may not want the investigation | 1/day | 20 mins | Some pts are confused as there is a slow heart rate causing reduced blood to the brain. An ECG is required to decide this |
|----------------------------------------------------------------------------------------------|-------|---------|---------------------------------------------------------------------------------------------------------------------------|

## Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - **\*Driving to and from work is not included**

| Examples of Typical Conditions                                                                                           | How often per week / month? | For how long? | Additional Comments                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Use of Visual display units in all aspects of work, often for prolonged periods of time – when analysing heart monitors. | Daily                       | > 5 hours     | Able to take short breaks                                                                                                                   |
| Seeing patients with potential heart problems who may pass out / become unwell without warning                           | Daily                       | Up to 3 hours | Seeing these patients independently, but usually with colleagues in the department or nearby if on the wards etc.                           |
| Assisting with pacemaker follow up /loop implant.                                                                        | Weekly                      | 3 hours       | Keeping a safe distance form sterile equipment and staff i.e. Theatre nurse, consultant. Wear appropriate clothing i.e. scrubs and masks to |

### **Submission of documents for job evaluation**

Please sign and retain an original copy for manager and employee.

Send an electronic version of the documents to [BCU.JobEvaluation@wales.nhs.uk](mailto:BCU.JobEvaluation@wales.nhs.uk)