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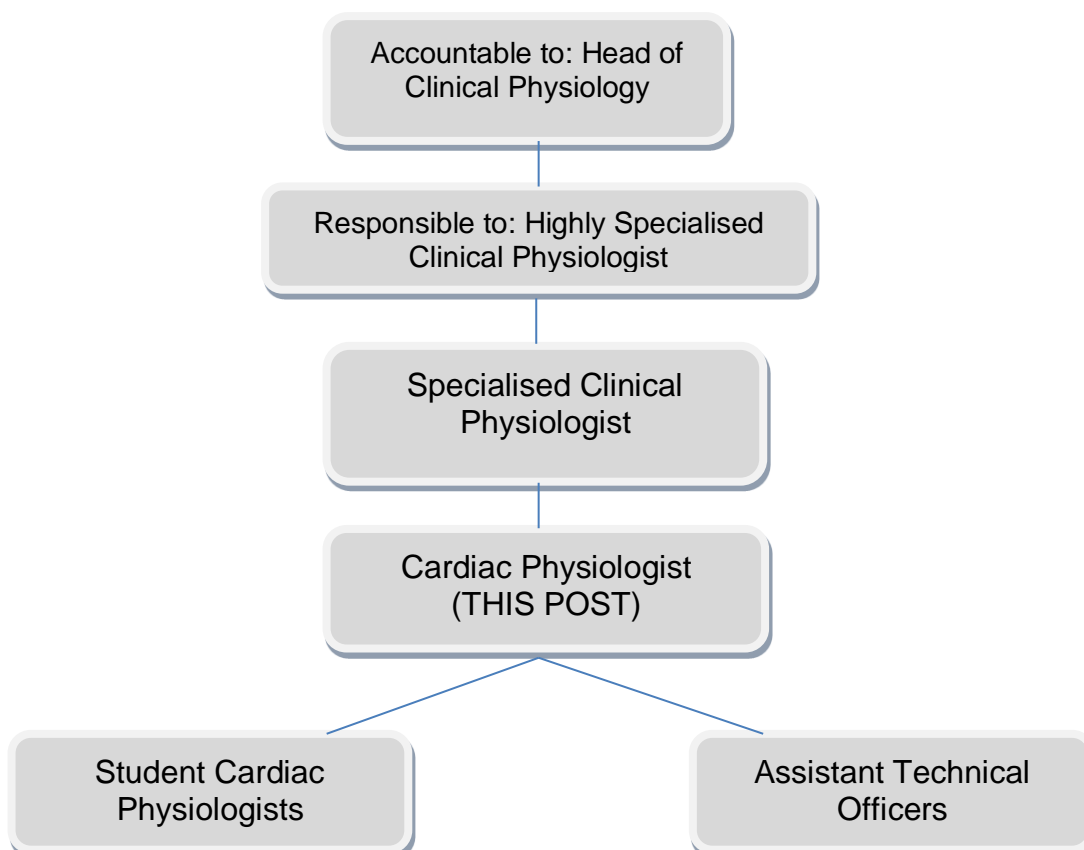
Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



## Job Description

|  |   |
|--|---|
| <b>Job Title</b>   | <b>Cardiac Physiologist / Cardiac Scientist</b> |
| <b>Pay Band</b>  | <b>Band 5</b>                                   |
| <b>Delivery Unit</b>   | <b>Surgical Services</b>                        |
| <b>Service</b>   | <b>Clinical Physiology</b>                      |
| <b>Department</b>  | <b>Cardiac Physiology</b>                       |
| <b>Reports to (Line Manager):</b>  | <b>Highly Specialised Clinical Physiologist</b> |
| <b>Accountable (Professionally/managerially):</b>  | <b>to Head of clinical physiology</b>           |
| <b>Safeguarding Children Training</b>  | <b>Level 2 – enhanced DBS check required</b>    |
| <b>Our Values</b><br>In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”. |   |

## Organisational Chart



**Job Summary**

Based at Swansea Bay University Health Board, you will 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. Work will be carried out across the health board, as the service and training require.

This role is a preceptor post, during which time the incumbent practitioner will gain competencies consistent with those of a band 6 specialist cardiac physiologist. A formal process of training will be undertaken at Morriston Hospital (Tertiary centre) and Singleton Hospital (Secondary care including paediatrics)

Ability to adapt to flexible working patterns is essential.

**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.

**Key Tasks and Responsibilities of the Post****Clinical**

1. Actively participate in a broad range of service provision, including,
  - Resting ECG
  - Exercise ECG – Assist with medically supervised and cardiac physiologist led stress testing. Produce a written report under supervision.
  - Ambulatory Monitoring – Work unsupervised to deliver an ECG and BP monitoring service.
  - Permanent Pacemaker Implant – Provide supervised 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, with 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.
3. Able to prioritise workload.
4. Recognise technical/equipment faults and take steps to correct them following the departmental written guidelines.
5. Ensure all equipment is operated safely, cleaned and stored according to department and Health board procedure.
6. Provide training and support to undergraduate trainees, nursing staff and medical students.
7. Develop skills in the interpretation of clinical information to enable prompt response when changes occur.
8. To be aware of own limitations and knowledge and actively seek to address any issues with line manager and at annual appraisal.
9. Participate and support in audit and research projects.
10. Maintain accurate and legible patient records in line with Health board policy.
11. Assist senior staff in the introduction and evaluation of new equipment and technology.
12. Respond/assist as appropriate in the event of cardiac or life-threatening emergency

**Professional**

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

**Service Delivery**

1. Assist in stock maintenance of consumable items
2. Perform a range of clerical duties – answering the telephone and dealing effectively with a wide range of enquiries from internal and external sources.
3. Actively maintain a safe working environment in accordance with

Health Board policies.

4. Comply with requests made by line manager and section managers.

### **Communication**

1. Demonstrate effective communication skills when dealing with patients, relatives, colleagues and other healthcare staff.
2. Be able to use a range of communication skills with an ability to communicate orally (both in person and via the telephone/video link), through written reports, e-mails and in delivery of presentations.
3. Communicate with a wide range of patients to include vulnerable adults (those with learning difficulties, mental illness, chronic and terminal illness), limited or no hearing, limited English (interpreter may be required), limited or no sight.

### **Information Resources**

1. Have basic I.T skills with a knowledge of Microsoft Office
2. Use hospital based I.T systems
3. Accurate data entry

### **Effort & Environmental Factors**

1. The post holder should be sufficient of stamina and health to be capable of long periods of walking and bending, moving, handling and positioning of patients and equipment (high level of manual dexterity requires with frequent fine repetitive hand and wrist movements required for prolonged periods). Equipment may be awkward or heavy. Working in low light conditions for long periods, often in poorly controlled temperature.
2. The post holder is required to move patients in wheelchairs/beds and to comply with manual handling with regards to use of patient movement aids.
3. There is a frequent requirement to wear lead coats for long periods
4. The post involves daily close contact with infection (including MRSA, Gram negative bacilli, HIV, Hep A and B plus other infectious conditions), patients with poor hygiene (occasionally with infestation), open wounds and also frequent predictable and non-predictable contact with blood, body fluids, vomit, sputum, urine, faeces and dirty linen.
5. Maintain a clean and safe working environment being aware of infection control policies.
6. The post holder requires daily frequent and prolonged periods of concentration during investigations and at other times. Much time is spent with very high levels of concentration on VDU screens for clinical purposes.
7. The post holder will also be expected to perform investigations on terminally or critically ill patients who may in the last few hours of life.
8. The post holder will be required to work to tight schedules and achieve deadlines.

## General Considerations

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour framework 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.
- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the Health Boards individual performance review process to ensure continued professional development.
- **Job Limitations:** 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 / Supervisor / Consultant. 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 Act 1998, the post holder will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. 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.
- **Health & Safety:** The post holder is required to co-operate with the health Boards Health and Safety Policy 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.
- **Quality Improvement:** The Health Board is keen to promote an understanding of the principles of continuous quality Improvement and encourages all staff to undertake IQT ("Improving Quality Together") training.
- **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.
- **Corporate Governance:** The post holder is required to ensure the highest standards of corporate governance and probity are maintained by ensuring all staff work within the provision of Standards of Business

Conduct, Standing orders and Standing Financial Instructions.

- **Risk Management:** The Health Board is committed to protecting its staff, patients, assets and reputation through an effective risk management process.
- **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.
- **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 contact with patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Disclosure Barring Service Enhance check as part of the Health Board's pre-employment check procedure.
- **Safeguarding Children:** The Health Board is committed to safeguarding children and adults at risk. All staff must therefore attend the required level of safeguarding children & adult training. This post requires minimum level 2
- **Cognitive Dysfunction:** Some degree of cognitive impairment is now common in the communities that we serve. We encourage all our staff to undertake online training for dementia awareness, so as to understand and be responsive to the particular needs of people with cognitive dysfunction.
- **Infection Control:** The Health Board is committed to meet its obligations to minimise infection. The post holder is required to comply with current procedures for the control of infection, not to tolerate non-

compliance by colleagues, and to attend training in infection control provided by the Health Board.

- **Records Management:** The post holder has a legal responsibility to treat all records created, maintained, used or handled as part of their work within the Health Board in confidence (even after an employee has left the Health Board). This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Job Description:** This job description is not exhaustive 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.

**For Clinical Staff Only:** All clinical staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations NMC, GMC, GDC, HCPC etc. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements.

- **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. Healthcare 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.
- **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.