NEW VICTORIA HOSPITAL

**JOB DESCRIPTION**

|  |
| --- |
| **POSITION INFORMATION** |
| 1. **Job Details** |
| Post/Title: **Highly Specialised Cardiac Physiologist / Echo-cardiographer**  Responsible To: **Imaging Manager**  Accountable To: **Director of Clinical Services** |
| 1. **Job Summary**   (A brief description of the main purpose of the post) |
| * To be responsible and accountable for the development and delivery of a high quality, cost effective Cardiac Investigations service to patients and referrers.      * To be accountable for patient safety, staff management, service improvement and delivery of cost improvement programmes. * To understand and implement the agreed policies and procedures of New Victoria Hospital and maintain compliance with the Fundamental Standards of Care outlined in The Health and Social Care Act 2008 (Regulated Activity) Regulations 2014. |
| 1. **Role of the Department**   (The function of the department in which the post holder works) |
| To be part of a multidisciplinary team providing Cardiac Investigation services to Outpatient and In patients users. To produce reports in line with BSE and UK standards.    Modalities:   * Echocardiograms – BSE accredited * ECG and BP Holters – application and analysis * Wireless patch ECG monitors * Exercise Treadmill Tests * Pacing checks * Implantable Loop Recorders |
| 1. **Key Working Relationships**   (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose) |
| * Imaging Manager - Daily * Consultant Cardiologists * Imaging Administration Team * Marketing and GP Liaison Officers * Chief Executive - as required for financial decisions * Director of Clinical Services - as required for Clinical Decisions * External agencies as required (Manufacturers, Medical Physics, GP Practices) |
| 1. **Duties and Responsibilities of the Post** |
| * To maintain professional development and health registration. * To produce a high standard of imaging and report, ensuring all organisational and national policies/ procedures are adhered to. * To perform high quality examinations as required by referring Consultants according to departmental protocols. * To grow and develop the Cardiac Investigations Service * To assist the Imaging Manager is constructing Cardiac Policy’s, Standard Operating Procedures, Audit Programs and their implementation. * To have flexibility of hours to accommodate the demands/ coverage of lists. * To actively promote The New Victoria Hospital and the Cardiac Investigation service to potential users. * To form relationships with GP practices and aid in their education of our service and referral pathways. * To demonstrate excellent verbal, written and interpersonal communication * To ensure staffs are aware of incidents and incident reporting and all learning points are acted upon. * To ensure high standards of cleanliness and presentation are maintained within the department at all times. * To partake in departmental quality assurance and audit programme. * To be able to implement change and work under pressure. * To undertake any tasks as designated by the Imaging Manager. |
| **INDIVIDUAL RESPONSIBILITIES** |
| 1. **General** |
| The post holder is expected to:   * Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies * Understand and incorporate the organisational values into daily working practice:   + Compassionate   + Exceptional   + Ethical   + Evolving * Attend mandatory training as identified by the Hospital * Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning * Work as part of a team and collaborate with colleagues * Ensure good communication links are established with all other departments within the hospital * Maintain a high level of security awareness |
| 1. **Health and Safety** |
| Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. |
| 1. **Risk Management** |
| All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken. |
| 1. **Confidentiality and Information Governance** |
| The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.  It is important that the post holder processes personal identifiable information only in accordance with the Hospital’s Information Security policy.  The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, Data Protection Act 1998, Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.  It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant. |
| 1. **Equality and Diversity** |
| Employees are responsible for ensuring that they assist in the implementation of this the Hospital’s Equality and Diversity policy by:   * Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact. * Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management. |
| 1. **Infection Control** |
| It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas. |
| 1. **Safeguarding Children and Vulnerable Adults** |
| It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk. |
| 1. **Disclosure and Barring Service Check** |
| This post requires the disclosure of all criminal record information including details and dates of ‘spent’ convictions, cautions, reprimands, final warnings, police enquiries and pending prosecutions through a Criminal Records Bureau check. If necessary you will be asked to submit written details in relation to this requirement, as well as any other information that will allow us to make a fair decision as to your suitability. |

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| Factor | Essential | Desirable |
| Qualifications | Certificate of qualification as a Cardiac Physiologist.  Current British Society of Echocardiography accreditation. | Other professional body memberships and post graduate certificates ie BHRS |
| Knowledge | Minimum 5 years post grad experience |  |
| Experience | ECG  Echocardiography  Holters – ECG and BP | Pacing Checks  Exercise Treadmill Test  Implantable Loop Recorder |
| Skills and aptitude | Management or Leadership Roles  Ability to interact effectively at all levels of organisation with excellent communication and interpersonal skills  Ability to assist in writing policies and Standard Operating Procedures | Highly motivated  Proactive, calm pleasant and honest disposition |