

## **JOB DESCRIPTION**

### **JOB DETAILS**

<b>Job Title:</b>	Clinical Physiologist (Neurophysiology)
<b>Band:</b>	Band 6
<b>Department/Directorate:</b>	Neurophysiology, Neurosciences
<b>Base:</b>	University Hospital of Wales
<b>Clinical Board:</b>	Specialist Services Clinical Board

### **ORGANISATIONAL ARRANGEMENTS**

<b>Accountable to:</b>	Clinical Neurophysiology Professional Services Manager
<b>Reports to:</b>	Lead Physiologist / Highly Specialist Team Manager at each site

### **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:

We care about the people we serve <i>and</i> the people we work with	Treat people as you would like to be treated and always with <b>compassion</b>
We trust and respect one another	Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things
We take personal responsibility	Be <b>enthusiastic</b> and take responsibility for what you do.
We treat people with kindness	<b>Thank</b> people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	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.

## **ROLE OF THE DEPARTMENT**

Provides a comprehensive, regional Clinical Neurophysiological Investigative service to patients of all ages from a large range of specialties suffering from a wide variety of medical disorders including those which may be neurological and/or psychiatric in nature

## **JOB PURPOSE**

1. Undertakes interpretation of results and provision of reports. This includes the use of analytical and judgemental skills in the analysis and provision of patient reports.
2. Works collaboratively on a day-to-day basis with others to contribute to the smooth and efficient running of the service.
3. Supervision of junior staff.
4. Participates in training and education of junior and/or other staff groups
5. Participates in quality assurance, audit and/or research and development programmes.

## **DUTIES AND RESPONSIBILITIES**

1. Maintain high professional standards of Neurophysiological services to patients.
2. Work collaboratively with colleagues to ensure service meets changing healthcare needs.
3. Provide support and assistance to Neurophysiological staff in dealing with difficult and conflicting situations including those that are of a clinical /professional nature.
4. Participates in the implementation of policies.
5. Plan, perform and interpret a range of basic and advanced Neurophysiological investigations to a high level of competence to patients of all age groups using complex and sophisticated equipment in the department and wards. This includes to,
  - Perform Electroencephalographic (EEG) investigations employing current standard techniques without supervision in the EEG laboratory taking appropriate action where necessary.
  - Perform emergency EEGs on ITUs (adults and paediatrics), SCBUs (Special Care Baby Units) or general wards - this will be at any specified

hospital in South East Wales and appropriate action should be taken where necessary.

- Perform EEG investigations using special activation techniques. These include recordings following sleep deprivation, recordings during administration of medication (e.g. melatonin) and recording during general anaesthesia, ambulatory and prolonged EEGs
  - Perform, or learn under supervision how to perform nerve conduction studies, multi-modality evoked potentials.
  - Perform / train in Adult ERG and EOG, taking appropriate action where necessary. Assist with Paediatric ERG.
  - Assist with EMG (Electromyographic) examinations, performing peripheral studies following training with Consultant input.
6. Write prompt factual technical reports that contain all appropriate elements relating to the patient, the test and the recording on a range of Neurophysiological investigations
7. The Technician will perform the test according to local and national standards as follows:
- Assesses the patient using a full range of communication skills to obtain a full and relevant history. To interpret this information to enable appropriate planning and performing of the test procedure
  - Obtains consent for activation techniques according to local and national standards and guidelines.
  - Prepares the patient: measure the head using the 10-20 system, apply electrodes with skill to ensure optimum impedances (as standard), parameters set according to guidelines
  - Patient data to be input accurately and with speed onto the relevant database, recording obtained according to local standards and with all appropriate annotations. Constant vigilance during recording for:
    - i. Clinical changes which should be assessed, the appropriate response taken and annotated on the recording as they occur
    - ii. All untoward clinical events which will be managed with the safety of the patient being paramount
    - iii. Changes to parameters which will be rectified on identification and annotated as events occur
  - To be competent or to develop competence in the use of all SE Wales digital video neurophysiological equipment and to perform the test according to local and national standards on these machines.
  - To calibrate the neurophysiology machines according to national guidelines.
  - To use acquired decision making skills based on knowledge of all aspects of the technical neurophysiology service to adapt the test to the specific requirements of the patient to obtain the optimum test record.

To provide a verbal report on clinical and EEG changes to relevant neurophysiology personnel.

8. Travel to satellite departments to take part in off-site neurophysiology clinics.

### **MANAGERIAL / LEADERSHIP**

1. Facilitates the management of junior neurophysiological staff.
2. Undertakes responsibility for the efficient and effective use of resources.
3. Contribute to the provision of statistical information as required for statistical and other management purposes.
4. Follows health and safety and quality assurance policies.
5. To attend Trust, Regional and National meetings relating to issues of Neurophysiological Service(s) provision.
6. Contributes to the recruitment and retention of staff in line with Trust policies and guidelines.
7. To take part in and contribute to, meetings with colleagues.
8. Participate in Trust/region wide projects.

### **INFORMATION MANAGEMENT**

1. Is computer literate and has a sound knowledge of common software applications such as word, excel and PowerPoint.
2. Store, archive and retrieve all patient data according to local and national guidelines and to be compliant with the Data Protection Act 1998.

### **EDUCATION, TRAINING AND DEVELOPMENT**

1. Participate in the education and training of Neurophysiology students and other staff groups in line with mandatory, professional and personal development according to service needs.
2. Provide clinical supervision/mentorship for junior staff.
3. May undertake responsibility for participating in teaching and training programmes at all levels for Neurophysiology services.
4. Participate in the teaching and training in Neurophysiology to a broad range of healthcare workers including medical, AHP, nursing, HCS, etc.

5. Ensure personal compliance in relation to mandatory, professional and personal development according to service needs.
6. Ensure personal compliance with CPD guidelines appropriate to the range of Neurophysiology services to patients, professional codes of conduct and evaluate the effect of development on service delivery.

### **PATIENT ENVIRONMENT**

1. Responsible for providing a clean and safe workplace for staff and their patients, making ready the clinical rooms prior to testing each day and cleaning of all patient and staff equipment

### **CLINICAL GOVERNANCE AND AUDIT**

1. Participate in audit to ensure compliance with and development of professional and local policies and procedures and clinical standard/protocols/guidelines in local and South Wales audits.
2. Contribute to facilitating patient and public involvement in the development of the Neurophysiology service by distributing patient satisfaction questionnaires.
3. Facilitate investigation of complaints regarding the service.
4. Work within agreed Trust and local policies and protocols.
5. Together with senior staff, to assess the effectiveness of, and implement improvements to, working methods and practices

### **FINANCIAL MANAGEMENT AND RESPONSIBILITIES**

1. Contribute to the maintenance of statistical information as required for statistical and other management purposes.

### **HUMAN RESOURCES MANAGEMENT RESPONSIBILITIES**

1. Supervise junior Neurophysiological staff.
2. Contribute to the recruitment and retention of all staff in line with Trust policies and guidelines.
3. Provide clinical supervision/mentorship for junior staff.
4. Promote and ensure equality, diversity and rights for all.

## **ASSET MANAGEMENT RESPONSIBILITIES (i.e. stock, equipment, buildings)**

1. Undertake responsibility for the efficient and effective use of physical resources.
2. Responsible for maintenance of stock levels and ordering of stock from supplies department and pharmacy.
3. Provide stock takes in conjunction with the service manager.
4. Undertake simple fault remedy, cleaning and maintenance of recording equipment or any apparatus within the department including care and maintenance of electrodes.
5. Responsible for ensuring maintenance, repair and safe storage of all patient equipment in the departments.
6. To update log books on all faults/repairs of all equipment

## **WORKING RELATIONSHIPS**

Communicate with: Patients, carers and relatives. Medical staff, nursing/ward staff, all grades of Neurophysiologist within the Clinical Neurophysiology Department, administrative and Clerical staff within the Clinical Neurophysiology Department. National professional body. Directorate and senior management as necessary.

## **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.
- **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. 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 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.
- **Health & Safety:** The post holder is required to co-operate with the health Boards 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.

- **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 required level of safeguarding children and adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. The post holder is required to comply with current procedures/policies for the control of infection, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **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.
- **Code of Conduct:** All staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations e.g. GMC, NMC, HCPC etc. or the All Wales Health Care Support Worker (HCSW) Code of Conduct if you are not covered by a specific code through professional registration. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements.
- **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:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying by others. The post holder will be responsible for

promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.

- **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: 12<sup>th</sup> April 2021**

**Prepared By: Lucy Coates**

**Amended by: Laura Lea-Thomas 09/01/2024**