

JOB DESCRIPTION

JOB DETAILS:

Job Title:	Invasive Physiology Lead - Cardiology
Band:	8A – subject to matching under Agenda for Change
Service Group:	Medical Service Group
Department:	Cardiology
Base:	Cross-county
Responsible for:	Invasive cardiology service
Responsible to:	Service Manager - Cardiology

Job Purpose:

- The post holder will be responsible and accountable for the day-to-day leadership of the invasive physiology team/service across Somerset and provide leadership within the Department, ensuring compliance against standard operating procedures and performance metrics.
- The post holder will work closely with cardiology consultants, senior managers, Non-Invasive Physiology Lead, Cath Lab nursing and radiology leads taking lead responsibility for the operational management and strategic direction of the invasive physiology service to ensure the service provides responsive, high quality, safe and innovative patient care on a daily basis.
- To be visible, easily identifiable and accessible to patients, relatives and colleagues working within the clinical area as service needs, providing leadership, support and direction for the service.
- To lead the professional development of the multi-disciplinary physiologist team, including the implementation and development of relevant Trust guidelines, training and development of physiologist and recruitment and retention initiatives.
- Develop workforce plans, using and developing appropriate workforce and service redesign and skill mix models to deliver services and workforce infrastructures which are fit for purpose.
- To maintain National Accreditation in their particular area of clinical expertise by participating in regular clinical practice providing high quality face-to-face service provision in their field of expertise.

Date of Job Description: March 2024

Duties and Responsibilities

Communication and Key Working Relationships

- Exercise open and honest communication with all staff groups to ensure awareness of service priorities, plans and objectives.
- Create a culture which fosters staff involvement, a progressive attitude to work life issues, is free from harassment and bullying and respects the dignity and diversity of all staff.
- Take a lead role in communicating complex, sensitive or contentious issues, such as changes to service, roles and responsibilities, process and system changes. This will involve robust negotiation and influencing skills.
- Support the implementation of effective communication and engagement with patients, carers and other sectors.
- Ensure patients and their families/carers visiting the department are treated with dignity and respect and information is conveyed clearly and in a timely manner.
- Lead in the handling of complaints and incidents to ensure early and satisfactory resolution of concerns, ensuring actions are taken to support learning requirements.
- Communicates complex and sensitive information to patients.

Planning and Organisation

- Organise and plan own day-to-day workload or activities to meet the demands of the job role.
- Ensure that day to day staffing and resources meet the needs of services.
- Responsible for the effective management of staff sickness and absence including leave as well as maintaining an overview ensuring absence percentage targets are not breached, acting where required.
- Analyse departmental performance, identifying patient needs, staff issues, and improvement opportunities. Reporting findings and recommendations and lead the development and implementation of improvement actions.
- In conjunction with key stakeholders, assist in comprehensive service capacity mapping and demand profiling to inform the service delivery and workforce plans and to monitor achievements.
- Use information obtained from patients, families and colleagues to make changes to the patient environment and care, where appropriate or necessary.
- Assist with the production of business cases, options appraisals, briefing documents and bids, including new training programmes, service developments, and national bids. Collaborate with Service and Senior Operational Manager in business cases where appropriate to support increases in demand affecting capacity – assessing/ implementing different ways of working.
- Development of Action Plans in timeframe requested as required by Senior Leadership team.

Analytics



- Effectively use data and information resources to analyse waiting lists, demand management, capacity and assist the operational and service managers with performance trajectories.
- Analyse data and report highly complex specialist diagnostic clinical physiology investigations, made up of several components, which may have conflicting information.
- Responsible for ensuring the quality of the analysis and interpretation of all staff undertaking tests.
- Analyse departmental performance, identifying patient needs, staff issues, and improvement opportunities. Reporting findings and recommendations to the operational and service manager and lead the development and implementation of improvement actions.
- Review and co-ordinate plan for meeting local and national access targets including management of in-patient flow to drive productivity and efficiency within physiology services.
- Ensure processes are in place to monitor scheduling and prevention of cancellations of procedures, initiating action plans to assist the service to meet Trust and Government targets.

Responsibility for Patient / Client Care, Treatment & Therapy

- Be responsible for a complex caseload including providing expert opinion for other members of the multidisciplinary team, including medical staff, allied health professionals, own and other clinical departments.
- To demonstrate a high standard of clinical and physiological proficiency in a wide range of CRM/Cath Lab investigations and procedures.
- Undertaking more complex patient cases with a higher level of patient interaction required including obtaining and assessing history and interpreting results considering clinical information; assessing clinical status, discussing results with patients to ensure there is clear understanding, providing education and advice where there may be barriers to understanding.
- Ensure the highest possible standard of evidence-based care delivery within invasive physiology.
- Act always in a manner that upholds the reputation of the Trust and safeguards the well-being and dignity of patients and their relatives.
- Work collaboratively with colleagues within the Cardiology Directorate to promote a patient-centred culture that enhances care delivery.
- To ensure appropriate data collection tools are utilised to capture relevant clinical information and action plans are developed to meet identified needs.
- Work collaboratively with service leads and Infection Control to monitor standards and facilitate the development and implementation of policies and guidelines to maintain the highest standards of infection control and prevention.
- Provide a clinical presence across cardiology sites.

Policy, Service, Research & Development Responsibility

- To develop and regularly review local policies and protocols that incorporate national and international standards into local practice, and to ensure the continuous delivery of a high-quality service.



- In collaboration with the service manager, Clinical Leads and Clinical Service Lead demonstrate a commitment to research-based practice and clinical excellence, and ensure strategies are in place to promote the advancement of physiology services.
- Identify areas for service improvement and process redesign to improve and enhance patient safety and experience. Empower and encourage all staff to identify and contribute to continuous improvement.
- To actively develop and contribute to relevant audit programmes within the Cardiology service, raising the profile and enhancing the contribution of the Physiologist/Scientist team to this process and report findings through departmental, directorate and national meetings.
- Develop a culture that values and supports quality and innovation by promoting stimulating, relevant research and change within the Echocardiography service.
- Act as an advocate for clinical colleagues for the scientific collection of an evidence base and its application to inform judgement and improve clinical outcomes.

Responsibility for Finance, Equipment & Other Resources

- Responsible for safe use of equipment by others.
- Works closely with the senior management team monitoring the budget including pay and non-pay resources and expenditure.
- Contribute to the identification and delivery of cost improvement schemes, recognising and balancing finance versus quality/safety/efficiency.
- Act as authorised signatory for pay and non-pay.
- Responsible for the planning and organisation of information resources, ensuring effective and administrative patient reporting and data storage. This includes the archiving of all relevant investigative data.
- The Invasive lead will have oversight of stock control and will provide guidance when needed to the physiology team members managing stock.
- The Invasive lead will be expected to play an active part in PPSA and procurement processes.

Responsibility for Supervision, Leadership & Management

- To be responsible for the line management of the invasive cardiology workforce team.
- Work in collaboration with the Non- Invasive Physiology Lead ensuring cohesive team working and service delivery across invasive and non-invasive cardiology services.
- To cultivate an open performance culture ensuring staff can work to their full potential, enabling and supporting engagement and innovation at every level in the Trust.
- Ensure that an effective system of performance review and feedback is in place throughout the team, including implementing the Trust requirements for an annual appraisal system for all staff.
- To ensure that the equality and diversity agenda is fully incorporated into the business of the directorate and that all staff are treated fairly in line with trust policies.
- To act as an ambassador for Somerset NHS Foundation Trust and lead by example, promoting a 'can do' and proactive culture throughout the service.
- To undertake effective attendance and performance management in line with Trust policies in the most flexible and productive way possible.
- To deal with capability and disciplinary matters up to and including final written warning.



- To performance manage staff effectively and in line with Trust policies to undertake roles which meet patient needs in the most flexible and productive way possible.
- To be responsible for developing and implementing systems to ensure the engagement of staff in Trust business.
- To be responsible for the active promotion of staff well-being as a key business goal.
- To be responsible for the recruitment and retention of staff within the portfolio, including workforce development and identifying training needs, ensuring the professional registration and continuing education needs are recorded, planned and met.
- Develop workforce plans, using and developing appropriate workforce and service redesign and skill mix models to deliver services and workforce infrastructures which are fit for purpose.
- To manage staffing levels to ensure service is maintained during annual leave, sickness, training, or significant events.
- To support the organisation in developing business continuity plans for the services.
- Develop and maintain links with educational resources e.g., Link with local Universities.
- Lead, assist in education for the Cath Lab/ CRM services, actively maintaining a progressive learning environment for all grades of physiological and clinical staff.
- Act as a mentor and supervisor participating in clinical, physiological and scientific teaching and training of peers, undergraduates, postgraduates (i.e. BSc., PTP, MSc, STP, HSST and MD students) and other healthcare professionals within relevant areas of practice.
- Work with external organisations such as British Society of Echocardiography (BSE) Society of Cardiological Science & Technology (SCST), Academy of Health Care Science (AHCS) and Health and Care Professions Council (HCPC) to promote and develop the role of Cardiac Physiologists and Clinical Scientists within the field of Echocardiography.

Information Resources & Administrative Duties

- The post holder will be competent in a variety of IT packages including Microsoft Word, Excel, Outlook, and PowerPoint in order to complete tasks.
- The post holder will be competent in the use of clinical computer software used in the department and must be competent to use the equipment necessary to complete the investigations required.
- The post holder may be required to participate in equipment testing, data input and extraction, data collection and support in development changes in IT software.

Any Other Specific Tasks Required

- To be able to accommodate change in a rapidly changing environment and encourage team members to embrace necessary change. Have a positive attitude to challenges and their solutions.

Personal and professional development

- Take responsibility for maintaining own professional growth, identifying training needs and maintaining a portfolio of Continuing Professional Development in line with requirements of professional registration (HCPC, AHCS or RCCP)



- Maintain knowledge of current practices and technological advances likely to influence service delivery

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the General Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.



Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the General Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Smoking

The Trust operates a 'non-smoking' policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.



Person Specification

This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).

Requirement	Essential / Desirable	How Assessed
<u>PROFESSIONAL REGISTRATION</u> <ul style="list-style-type: none"> HCPC registration as clinical scientist or clinical physiologist 	E	Interview & Application form
<u>QUALIFICATIONS & TRAINING</u> <u>Evidence of Qualifications required</u> <ul style="list-style-type: none"> MSc Clinical Science (cardiac science) or Degree in Clinical Physiology (cardiology) with equivalent professional training to Masters level. CRM accreditation holder (BHRS, IBHRE or EHRA) BSE Accreditation Teaching/Mentoring qualification Immediate Life Support or Advanced Life Support Management/Leadership qualification 	E E E E E D	
<u>KNOWLEDGE</u> <ul style="list-style-type: none"> Substantial experience in a senior physiology role in a specialist field within invasive. physiology e.g. Cath Lab, Pacing. Extensive physiology experience including significant sub-specialty experience. Ability to work as an independent practitioner in their specialist field. High level IT systems including Microsoft office. 	E E E E	
<u>EXPERIENCE</u> <ul style="list-style-type: none"> Experience to analyse complex clinical issues and make decisions. Change management. Experience of leading and motivating a team Financial procedures, budget setting and financial processes. Evidence of continuing professional development Track record of managing multi-disciplinary services Project management experience. Experience of performance management leading to a positive outcome 	E D E E E E E E	
<u>SKILLS & ABILITIES</u> <ul style="list-style-type: none"> Professional and patient focussed approach with inspirational skills, acting as a role model to colleagues and junior staff members. Able to demonstrate highly developed communication skills, both written and verbal 	E E E	



<ul style="list-style-type: none"> • IT literate and competent in the use of standard IT applications within Microsoft Office and Outlook • Audit and analytical skills with evidence of successful use in complex option appraisal and planning • Presentation skills both written and verbal. • Experience of dealing with human resource management including the management of poor performance • Proven achievements in delivering service objectives, establishing, and implementing innovative solutions. • Able to demonstrate sound judgment and decision making. • Listens to others' views respecting and valuing individual needs. • Excellent organisational skills, ability to manage own time and plan timed activities. • Ability to recognise and manage challenging situations in a calm and professional manner. • Able to take instruction and direction and work effectively as part of a team. • Ability to record and retrieve information on paper/electronic records as appropriate. 	E E E E E E E E E E E E E	
COMMUNICATION SKILLS <ul style="list-style-type: none"> • Evidence of a good standard of Literacy / English language skills 	E	
PLANNING & ORGANISING SKILLS <ul style="list-style-type: none"> • Demonstrates Leadership and motivational skills. • Self-starter able to demonstrate innovation and a strong determination to succeed. • Demonstrates a can-do approach with commitment to service quality and patient safety at the forefront. • Ability to adapt to accommodate the needs of the situation. • Ability to work effectively in collaboration with partners and maintain effective multidisciplinary working relationships. • Excellent communication skills with the ability to communicate complex, sensitive, contentious information considering barriers to understanding. • Commitment to the development of others • Ability to think creatively and laterally. • Emotionally resilient showing stamina, energy, and enthusiasm • Compassionate, open minded and treats colleagues, patients, carers and relatives with dignity and respect. • Act in a way that support equality and diversity. • To be able to demonstrate an awareness and responsibility whilst recognising the impact frequent exposure to distressing circumstances has on care and compassion. 	E E E E E E E E E E E E E E	
PHYSICAL SKILLS <ul style="list-style-type: none"> • Keyboard skills 	E E	



<ul style="list-style-type: none"> • Skills for the manipulation of tools or people where there are narrow margins for error. • Concentrate for long periods daily. • Complete work whilst being subjected to frequent unpredictable interruptions 	E E	
OTHER <ul style="list-style-type: none"> • Willingness to use technology to improve standards of care and support to our patients. • Must be a car driver with a valid driving licence or have access to transport with appropriate business insurance to travel throughout the Trust, to meet the needs of the service. 	E E	
SUPPORTING BEHAVIOURS To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values. <ul style="list-style-type: none"> • Kindness • Respect • Teamwork 		



SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions	✓		On occasion if echo needs to be performed on ward
Working in physically cramped conditions	✓		On occasion if echo needs to be performed on ward
Lifting weights, equipment or patients with mechanical aids		✓	
Lifting or weights / equipment without mechanical aids		✓	
Moving patients without mechanical aids		✓	
Making repetitive movements	✓		Scanning and Keyboard
Climbing or crawling		✓	
Manipulating objects		✓	
Manual digging		✓	
Running		✓	
Standing / sitting with limited scope for movements for long periods of time	✓		Requires standing/sitting for periods of 20 – 30 mins when performing scans
Kneeling, crouching, twisting, bending or stretching	✓		May require stretching for short periods when performing scans
Standing / walking for substantial periods of time		✓	
Heavy duty cleaning		✓	
Pushing / pulling trolleys or similar		✓	
Working at heights		✓	
Restraint ie: jobs requiring training / certification in physical interventions		✓	
Mental Effort	Yes	No	If yes - Specify details here - including duration and frequency
Interruptions and the requirement to change from one task to another (give examples)	✓		May be required to provide advice to others whilst performing own or planned activity
Carry out formal student / trainee assessments	✓		BSE. PTP/STP students
Carry out clinical / social care interventions	✓		



Analyse statistics	✓		Clinical results and information data
Operate equipment / machinery	✓		Daily echo machines/computers
Give evidence in a court / tribunal / formal hearings		✓	
Attend meetings (describe role)	✓		As per JD
Carry out screening tests / microscope work		✓	
Prepare detailed reports		✓	
Check documents	✓		Clinical reports, polices etc.
Drive a vehicle	✓		
Carry out calculations		✓	
Carry out clinical diagnosis	✓		Within specialist physiologist remit
Carry out non-clinical fault finding		✓	
Emotional Effort	Yes	No	If yes - Specify details here - including duration and frequency
Processing (eg: typing / transmitting) news of highly distressing events		✓	
Giving unwelcome news to patients / clients / carers / staff	✓		Staff management - rare
Caring for the terminally ill		✓	
Dealing with difficult situations / circumstances	✓		Staff management - occasional
Designated to provide emotional support to front line staff	✓		Leadership role
Communicating life changing events		✓	
Dealing with people with challenging behaviour	✓		Unlikely but may be occasion in dealing with patients with challenging behavior
Arriving at the scene of a serious incident		✓	
Working conditions – does this post involve working in any of the following:	Yes	No	If yes - Specify details here - including duration and frequency
Inclement weather		✓	
Excessive temperatures		✓	
Unpleasant smells or odours		✓	
Noxious fumes		✓	
Excessive noise &/or vibration		✓	
Use of VDU more or less continuously	✓		VDU use for clinical and administrative activities



Unpleasant substances / non household waste		✓	
Infectious Material / Foul linen		✓	
Body fluids, faeces, vomit	✓		There may be circumstances where there is exposure to some bodily fluids, but this would be occasional.
Dust / Dirt		✓	
Humidity		✓	
Contaminated equipment or work areas		✓	
Driving / being driven in Normal situations	✓		Required to work across hospital sites
Driving / being driven in Emergency situations		✓	
Fleas or Lice		✓	
Exposure to dangerous chemicals / substances in / not in containers		✓	
Exposure to Aggressive Verbal behaviour		✓	
Exposure to Aggressive Physical behaviour		✓	

