

JOB DESCRIPTION

GENERAL INFORMATION:

TITLE:	Paediatric Sleep/Respiratory Physiologist
GRADE:	Band 6
JOB BASE:	Royal Brompton Hospital
RESPONSIBLE TO:	Chief Paediatric Sleep Physiologist
ACCOUNTABLE TO:	General Manager, Paediatrics.
CRB checks:	CRB – enhanced

JOB SUMMARY:

1. To be part of a specialist team performing physiological measurements on children requiring a considerable degree of responsibility and autonomy.
2. To be able to perform with minimal supervision the physiological tests listed under main responsibilities, obtaining accurate and informative results.
3. To be able to supervise and help train more junior members of staff.
4. To assist in the day-to-day running of the service
5. To assist with lectures and training of staff within the multidisciplinary team.
6. To demonstrate care and respect, for both patients and fellow members of staff.

It is our aim that each child and their family should be treated as individuals. We acknowledge the importance of the family to their child and will work in partnership to provide the best possible care in a safe and caring manner.

Main tasks and responsibilities

- **Patient / customer care**

To undertake the following procedures listed under physiological tests, obtaining accurate results, following department protocols with minimal supervision.

Physiological Tests

- Sleep studies measuring varying parameters including oximetry/transcutaneous CO2 studies, cardio-respiratory polygraphy, full polysomnography, multiple sleep latency tests
- Spirometry
- Bronchodilator tests
- Exhaled Nitric Oxide (NO) measurements
- Oesophageal pH and Impedance studies
- PCD investigations including nasal NO measurements and nasal ciliary brushings
- Any other tests as deemed necessary by the head of the Department

To actively participate in the establishment and follow up of CPAP and Non-Invasive Ventilation therapy in children

To analyse test data to produce accurate reports in a timely manner, following department and national guidelines

To explain tests clearly to children in an age appropriate manner to enable them to perform physiological tests, working with the child, family and multidisciplinary team members to obtain accurate results and achieve best possible outcomes

To establish priorities for tests requested with the physician and liaising with members of the multidisciplinary team to meet requirements of the service

To organise, prioritise and adjust own workload in a manner that maintains and promotes a quality and efficient service, providing excellent standards of care at all times

To be responsible for maintenance, calibration and disinfection of equipment used

To provide teaching and training of staff within the department and across the multidisciplinary team

To participate in the unit rota to cover all aspects of the service including day, late and in the future if the service demands weekend shifts

To ensure all mandatory training courses such as Manual handling, Fire, Resuscitation, health and safety are attended on an annual basis and the knowledge gained adhered to.

- **Communication**

Communicate effectively with patients and parents, demonstrating politeness, courtesy and respect at all times

Liaise closely with all members of the multidisciplinary team ensuring collaborative working practices and professionalism at all times

- **People management**

To participate in own performance review with manager to create a meaningful personal development plan, completing objectives set

Attend study lectures, courses and conferences as agreed with manager to fulfil personal development plan

To assist the Chief Physiologist in the daily running of the service

In the absence of the Chief Physiologist take responsibility of the day-to day running of the service

Maintain good relations with colleagues

- **Service development**

To implement departmental procedures and policies ensuring best practice at all times

To assist in development of departmental procedures and policies

To assist in research projects and audits within the paediatric respiratory department

To be aware of developing technologies to then give expert advice to clinicians and managers for potential developments in patient monitoring

- **Policy development**

To implement the trust policies & protocols within the department

- **Resource management**

Safe use of equipment involving routine calibration, maintenance, quality control, problem solving and reporting faults

To order non-stock items of supplies /equipment up to value of £5,000

- **Information management**

To ensure all patient data is stored in a suitable manner adhering to trust information governance policy

Further sections

- To abide by the Trust's Core behaviours for staff and all other Trust policies, codes and practices including standing financial instructions, research governance, clinical governance, patient and public involvement, codes and practices, and health and safety.

Other duties

To undertake any other duties commensurate with the grade as requested.

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

ADDITIONAL INFORMATION

About the Trust

Guy's and St Thomas' NHS Foundation Trust comprises five of the UK's best known hospitals – Guy's, St Thomas', Evelina London Children's Hospital, Royal Brompton and Harefield – as well as community services in Lambeth and Southwark, all with a long history of high quality care, clinical excellence, research and innovation. We are among the UK's busiest, most successful foundation trusts. We provide specialist care for patients including heart and lung, cancer and renal services as well as a full range of local hospital and community services for people in Lambeth and Southwark. We have a long tradition of clinical and scientific achievement and – as part of King's Health Partners – we are one of England's eight academic health sciences centres, bringing together world-class clinical services, teaching and research. We have one of the National Institute for Health Research's biomedical research centres, established with King's College London in 2007, as well as dedicated clinical research facilities. We have around 22,700 staff, making us one of the largest NHS Trusts in the country and one of the biggest employers locally. We aim to reflect the diversity of the communities we serve and continue to develop new and existing partnerships with local people, patients, neighbouring NHS organisations, local authorities and charitable bodies and GPs. We strive to recruit and retain the best staff as the dedication and skills of our employees lie at the heart of our organisation and ensure that our services are of the highest quality, safe and focused on our patients.

Trust mission

To be the leading national and international centre for the diagnosis, treatment and care of patients with heart and lung disease, creating and disseminating knowledge through research and education

Confidentiality

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to patients and staff.

In order to comply with the Data Protection Act 1998 you must not at any time use personal data held by the Trust for any unauthorised purpose or disclose such as data to a third party.

You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trust, unless expressly authorised to do so by the Trust.

Health & Safety

Smoking

It is the policy of Royal Brompton & Harefield NHS Foundation Trust that all people who work for the Trust or, while on its premises, obtain treatment or visit the Trust in any capacity, do so without exposure to tobacco smoke, and so smoking of cigarettes and E-cigarettes is not allowed anywhere on any Trust premises.

The Trust aims to provide appropriate support, in partnership with local Occupational Health and Community Services, to ensure that Trust staff and patients can access practical help and support in their attempts to stop smoking.

This policy is based on clear evidence that, in addition to the health risks taken by smokers themselves, others who breathe in exhaled tobacco smoke (passive smokers) have increased risk of disease.

NHS Estates have notified all NHS agencies that E-Cigarettes and the charging there of are not permitted within any Trust property (including accommodation).

Diversity

You are at all times required to carry out your responsibilities with due regard to the Trust's Diversity policy and to ensure that colleagues or staff that you manage receive equal treatment throughout their employment with the Trust.

Risk management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

Conflict of interests

You may not without the consent of the Trust engage in any outside employment. In accordance with the Trust's Conflict of Interest policy, you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment in the Trust. Interests that might appear to be in conflict should also be declared to your manager.

In addition, the NHS Code of Conduct and Standards of Business Conduct for NHS Staff (HSG 93/5) requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interest and your NHS duties.

CODE OF CONDUCT FOR PROFESSIONALLY QUALIFIED STAFF GROUPS

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

Disclosure & Barring Service checks (where relevant)

If the post has been identified as being an 'eligible position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* or, in some cases, the *Police Act 1997*, it meets the eligibility criteria for a disclosure to be requested through the Disclosure and Barring Service (DBS). Where a DBS check is indicated above applicants who receive a conditional offer of employment will need to complete a satisfactory DBS check prior to the appointment being confirmed.

With the exception of Basic disclosure certificates which only contain information about unspent convictions, all other DBS level checks will disclose both spent and unspent convictions, cautions (including reprimands and final warnings) which are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 (as amended)*. Enhanced disclosures may also include other relevant police information where this is deemed relevant to the position you are applying for.

A criminal record will not necessarily bar you from appointment - that will depend on the nature of the position for which you are applying and the particular circumstances of the incident(s).

You are obliged to inform the Trust if at any time in the course of your employment you are the subject of a police investigation, or are convicted of a criminal offence.

You must also inform the Trust immediately if at any time during your employment you are the subject of an investigation by the Independent Safeguarding Authority or are Barred from either its Children's Barred List or Adults' Barred List. Failure to comply with these requirements may result in disciplinary action. You will be committing a criminal offence if you seek to undertake or undertake any Regulated activity while Barred by the Independent Safeguarding Authority from either its Children's Barred List or Adults' Barred List.

Core behaviours for all Trust staff

All staff will:

- Act with honesty and integrity at all times
- Demonstrate respect for others and value diversity
- Focus on the patient and internal and external customer at all times
- Make an active contribution to developing the service
- Learn from and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as ambassadors for their directorate and the Trust
- Be aware of the impact of their own behaviour on others
- Be discreet and aware of issues requiring confidentiality

In addition, all managers and supervisors will:

- Value and recognise the ideas and contributions of all team members
- Coach individuals and teams to perform to the best of their ability
- Delegate work to develop individuals in their roles and realise their potential
- Give ongoing feedback on performance, and effectively manage poor performance
- Provide support and guidance to all team members
- Encourage their team to achieve work/personal life balance
- Actively listen to comments/challenges and respond constructively
- Lead by example, setting high standards
- Ensure that there are sufficient resources for their team and rebalance priorities accordingly
- Provide a safe working environment

Infection and Prevention Control

All Trust staff will:

- Act as a role model and champion for the highest standards of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.
- Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

The Royal Brompton & Harefield NHS Foundation Trust is a non-smoking Trust.

Confirmed as accurate by post holder:.....

Date:.....

Confirmed as accurate by manager:.....

Date:.....

Date: 27/06/18