

Agenda for Change	Version 10
Author: Claire Ackerman	Date: July 2016

#### Job Description

<b>Job Group (Delete as applicable):</b>	Healthcare Scientists
<b>Job Title:</b>	<b>Senior Specialist Cardiac Healthcare Scientist</b>
<b>Grade:</b>	7
<b>Care Group:</b>	Medicine Care Group
<b>Service Line:</b>	Cardiology Summary
<b>Department:</b>	<b>Cardiology</b>
<b>Location:</b>	<b>Derriford Hospital</b>
<b>Appraiser:</b>	<b>Lead Cardiac Physiologists</b>
<b>Accountable to:</b>	<b>Lead Cardiac Physiologists</b>
<b>Position Number:</b>	
<b>Date:</b>	June 2022

#### Job Purpose:

- To act as a Highly Specialised Cardiac Physiologist within the Cardiology department/team.
- To develop Invasive and Interventional or Echocardiographic Cardiology services with the Interventional, EP and CRM and/or imaging Cardiologists, Lead Cardiac Physiologists and Service line manager with an emphasis on Physiologist led services.
- To provide a leadership role for the EP and/or CRM and/or Physiologist team performing staff supervision, training and appraisals.
- To update existing and create new local policies, procedures and guidelines promoting best clinical practice.
- To deputise for the Lead Cardiac Physiologists as required.
- To use their highly developed specialist knowledge and practical experience to provide complex clinical investigations and interventions for the provision of cardiac services.
- To act as a source of expert advice and knowledge for others involved in difficult diagnostic and treatment scenarios. This can involve advising Consultants on the clinical-technical aspects of patient care / treatment.
- To undertake routine and complex diagnostic cardiac investigations and interpret results to provide accurate clinical reports that can be clearly understood by a physician not experienced in Cardiac Physiology or Specialist Intervention, adhering to local and national guidelines.
- To take an active part in promoting a culture of continuing professional development amongst scientific and medical staff.
- To act as a source of expert advice and knowledge assisting in the teaching and training of Cardiac Physiology students, junior medical and scientific colleagues and medical students.
- To continue to train and update as appropriate.
- To become proficient for career advancement.
- To assume an appropriate share in responsibilities for departmental efficiency, safety and clinical governance.

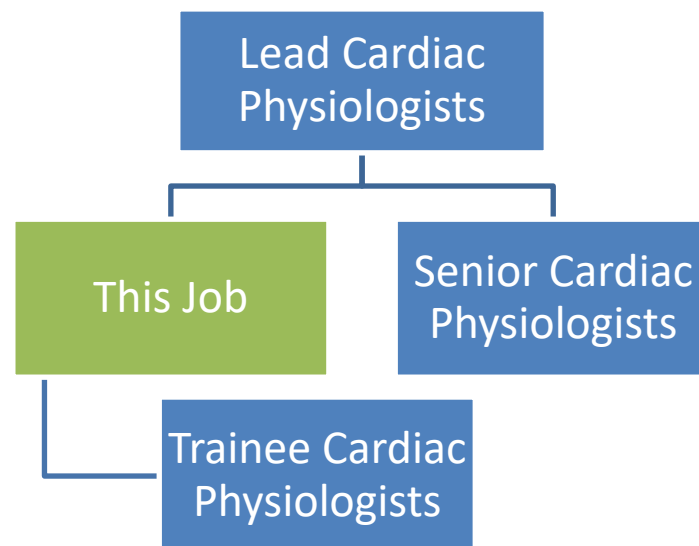
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### Key Dimensions:

We provide a Cardiology service to a local population of 450,000 and a tertiary service to 1.5million population.

We are the Cardiac surgical centre for the Southwest and as such see surgical patients from all of Devon and Cornwall.

### Organisational Chart



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## KEY RESULT AREAS, PRIMARY DUTIES & AREAS OF RESPONSIBILITY

### KEY RESULT AREAS

**KRA 1** - To be highly competent in performing a broad range of routine and complex Cardiac Physiology clinical-technical procedures / techniques and be an advanced practitioner in at least one specialist field.

**KRA 2** - As an advanced practitioner, to take a proactive role, together with the Lead Physiologists and other Cardiac Physiologists in the department, in developing and providing organised and efficient clinical-technical input to the diagnostic investigations and therapeutic services of the department.

**KRA 3** - As a professional Advanced Healthcare Scientist, manage accordingly the maintenance of standards and quality in the clinical-technical Cardiac Physiology services, including responsibility for the training of trainees, junior staff and peers when they are rostered to the specialist areas in which the post-holder is highly competent.

**KRA 4** - To foster and develop good working relationships – through adequate, timely and appropriate communication – with all other staff, and Patients, with whom the post-holder interacts during their work.

**KRA 5** - To participate in providing the out-of-hours emergency Cardiac Physiology clinical-technical service to achieve 24-hour/7-day/365-days cover.

### PRIMARY DUTIES

**1.1 - Routine resting 12-lead Electrocardiograms:** Record / Analyse / Interpret / Report / Sign-off / Final output = 'diagnosing' / As a solo operator.

**1.2 - Cardiac exercise ECG Stress / Tolerance Testing:** Record / Measurements (including non-invasive blood pressures) / Supervise / Report / Set-up / Monitor / Record/ As a solo operator.

**1.3 - 24-hour & 7-day Ambulatory ECG Monitoring:** Fit / Remove / Analyse / Interpret / Report/ As a solo operator.

### AND

#### 1.4 - Echocardiography:

- **Transthoracic Adult Echocardiography:** Preparing and manipulating Patient / operating ultrasound scanning equipment / imaging / recording / measurements / analysis / interpretation / diagnostic reporting / signing-off.
- **Contrast Echocardiography:** Preparing and manipulating Patient / operating ultrasound scanning equipment / preparing contrast agent / administering agent / imaging / recording / measurements / analysis / interpretation / diagnostic reporting / signing-off.
- **Physiological Stress Echocardiography:** Patient preparation / ECG recording / BP measurements / supervising exercise / operating ultrasound scanning equipment / imaging / recording / measurements / analysis / diagnostic reporting / signing-off.
- **Dobutamine Stress Echocardiography:** Patient preparation / ECG recording / BP measurements / operating ultrasound scanning equipment / imaging / recording / measurements / analysis / diagnostic reporting / signing-off.
- **Trans-Oesophageal (endoscopic) Echocardiography [TOE]:** Preparing Patient / operating ultrasound scanning equipment / manipulation of probe / operating pulse

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oximetry equipment / imaging / recording / measurements / analysis / interpretation / diagnostic reporting / signing-off.

- **Adult Congenital Heart Disease:** Preparing and manipulating Patient / operating ultrasound scanning equipment / imaging / recording / measurements / analysis / interpretation / diagnostic reporting / signing-off.

OR

#### 1.5 - Invasive/interventional procedures:

- Provide specialist technical support in Coronary angiography, Percutaneous Coronary intervention, Valvuloplasty and trans-aortic valvular insertion (TAVI).
- Intracardiac Pressure monitoring/recording/measuring/interpreting.
- Near-Patient real-time blood analysis & monitoring: coagulation monitoring/oxygen saturations, etc
- Intra-Aortic Balloon Pumps: set-up/maintenance/troubleshoot/'continuous care'
- Right heart studies: blood saturations/monitoring/calculations/record/measure/analyse
- External cardioversion: set-up/delivery of energy
- Intra-vascular ultrasound, pressure wires, rotablation, Optical Coherence Tomography and shockwave: set-up/measure/record
- Temporary pacing: equipment set-up/threshold testing/rapid pacing
- All as solo operator

#### 1.6 - Implantable device follow-up:

- Pacemakers – single chamber and dual chamber: interrogate/ analyse/ interpret/ program/ troubleshoot/ report/ administrate
- Implantable cardioverter defibrillators and CRT devices: interrogate/analyse/interpret/program/troubleshoot/report/administrate
- Implantable loop recorders: interrogate /analyse/ interpret/ program/ troubleshoot/ report/ administrate
- Remote follow-up/ Home monitoring: download/ interpret/ report/ administrate
- (*Auditing outcome, measurements, and comparison = 'diagnosing'*)
- All as a solo operator

With either:

#### 1.7 - Implantable device implantation:

- Device implantation: Pacemakers – single and dual chambers: Equipment set-up/ device prescription/ patient preparation/ monitor/ record/ measure/ test/ analyse/ interpret/ program/ troubleshoot
- Device implantation: implantable cardioverter defibrillators, CRT and SCD devices: Equipment set-up/ device prescription/ patient preparation/ monitor/ record/ measure/ test/ analyse/ interpret/ program/ troubleshoot
- System extraction: equipment set-up/ patient preparation/ monitor/ interpret/ troubleshoot
- Internal and external cardioversion: equipment set-up/safe delivery of energy
- All as a solo operator

Or:

#### 1.8 - Electrophysiology and Ablation:

- **Electrophysiology studies and standard ablation:** Equipment set-up/ Patient preparation / Monitoring / Recording / Measuring / Analysing / Interpreting / Reporting / troubleshooting - using programmable stimulator, EP lab system and lesion creation technologies (radio frequency, cryo)

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- **Complex ablation** (ablation of atrial fibrillation and tachycardia / ablation of ventricular tachycardia): Equipment set-up / Patient preparation / Monitoring / Recording / Measuring / Analysing / Interpreting / Reporting / troubleshooting - using 3D non-fluoroscopic mapping and navigation systems (Carto 3, Velocity).
- **Intraoperative TOE:** Equipment set-up / Patient preparation / Monitoring / Recording / Measuring.
- All as a solo operator

**1.9 - Emergency TTE** – performing emergency echocardiography to FICE equivalent standard.

**1.10 - First-line clinical equipment maintenance**

- **Disinfecting** Requiring use of substances hazardous to health.
- **Routine maintenance and troubleshooting** requiring expert knowledge of equipment function.

**1.11 - Recognition of significance of findings:** Acting on outcomes

- **Prioritising clinical needs:** For investigations / procedures
- **Giving professional guidance:** To Doctors / Patients – Advising on outcomes / Suggesting courses of action
- **Clinical decision making:** Initiating further investigations & procedures / Admitting patients / without reference to other professionals in the multidisciplinary healthcare team
- **Final outputs:** Authorising / signing-off reports = 'diagnosing'

**1.12 -** To perform the recordings, measurements, analysis / interpretation and clinical-technical reporting for the cardiology procedures carried out, to the required standards.

**AREAS OF RESPONSIBILITY**

**2.0 -** To carry out the following range of organizational and / or supervisory duties:

- Coordinating and arranging meetings
- Dealing with conflict
- Drafting and implementing protocols, policies, guidelines and procedures.
- Emergency & out-of-hours service provision / cover
- Ensuring quality & safety standards of service(s) provided
- First line complaints handling
- Using supervisory skills / knowledge / abilities
- Health & Safety
- Helping run a professional team
- Liaising with other departments / Directorates
- Specialist equipment management
- Providing & organising staff training
- Prioritising tasks / clinical procedures
- Responsible for stock control (including high-cost items)
- Record management
- Self-management
- Active involvement in service development
- Sitting on interview panels
- Supervising junior staff

**2.1 -** To help maintain an ordered filing and retrieval system and/or electronic computer database / archive of Patients' physiological recordings, measurements, reports and attendance details.

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**2.2** - To be responsible for carrying out the following range of administrative, environmental and housekeeping duties:

- Agendas & Minutes: Taking / Typing / Issuing
- Appointments management
- Auditing & statistics generation
- Arranging equipment maintenance and repairs
- Correspondence
- Departmental security
- E-mails: Checking / reading / acting upon / replying to
- End of day shutdown
- Entering information into databases
- Filing / retrieval
- Health and Safety compliance
- Infection control compliance
- Liaison with other departments
- Policy compliance / adherence
- Record keeping & maintenance: Paper / Electronic / Video / CDs / Digital
- Result reproduction and distribution
- Scanning & photocopying
- Stock maintenance including ordering high costs disposable items in line with non-pay expenditure budget.
- Issue of appropriate (high cost) disposable equipment pertinent to procedure
- Telephone calls: queries / problems / appointments / complaints
- Waste management
- Use of computerised patient data systems, IT infrastructure and Trust area network, including password-controlled accounts
- Use of computerised patient data system
- Build and sustain effective communications with other roles involved in the Local Health Community as required to ensure good team working and collaborative working practices.
- Work collaboratively within a multi-disciplinary team and participate in the induction of staff to ward policies and routine.
- Liaise with external agencies as required.
- To demonstrate excellent communication skills using tact and empathy with members of the public and other healthcare professionals.
- Liaise with other healthcare professionals to ensure that work is neither overlooked nor duplicated

**3.1** - To be trained and accredited under the auspices of the Resuscitation Council (UK), and to partake in providing Immediate Life Support (cardio-pulmonary resuscitation) as and when required.

**3.3** - To ensure that all equipment in use within the Cardiac Services section in which the post-holder is based at any time is in safe working order and fully functional.

**3.4** - To have some responsibility for the training of graduate and trainee Cardiac Physiologists, and Cardiac Physiologists from other disciplines, in the specific techniques and skills in which the post-holder is highly competent. To train and supervise other technical and medical staff in the cardiological techniques in which the post-holder is competent and experienced, and to provide relevant clinical-technical support and advice as and when required.

**3.5** - To be self-motivated and resourceful, developing one's own personal knowledge, skills, professionalism and expertise in the Cardiac Physiology field, so showing evidence of continuous growth and personal, as well as professional development.

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**3.6 - To be responsible for the following range of professional tasks within the post-holder's discipline / department:**

- Maintaining personal and departmental accreditation in specialist area
- Clinical Governance considerations
- Clinical prioritising of patients
- Specification and procurement of specialist resources for cardiological investigations and procedures, including the assessment of new products
- To share the responsibility for the management of departmental budget.
- CPD: Attending meetings / courses / conferences / undertaking exams
- Dealing professionally with the full range of 'Patient behaviours'
- Demonstrations & training to medical students / other staff
- Emergency & out-of-hours service provision / cover
- Handling clinical queries
- Interviewing: Recruitment
- Maintaining externally imposed standards: Patient confidentiality / Data Protection Act / Freedom of Information Act, European Working Time Directive, etc.
- Mentoring: Professional (Quality assurance / monitoring staff capabilities, etc.)
- Patient / relative / carer support: Emotional & physical wellbeing – communication / care / advocacy / dignity / respect
- Possessing & maintaining an adequate level of professional clinical acumen / expert knowledge, skills & experience appropriate for this grade / level
- Presenting at meetings
- Professional communications
- Research and Development
- Data quality & integrity and Database management
- Standards: ensuring maintenance
- Teaching – formal / informal
- Testing, checking & setting-up of (clinical / medical) equipment
- Training and appraising – formal / informal (of trainees, new & more junior staff)

**3.7 - To partake in the invasive on call rota providing out-of-hours emergency services with reference to the 24-hour/7-day/365-days service provision.**

**3.8 - To provide a competent cardiac service for in-patients and outpatients within the department and throughout the hospital as required. Occasional need for work within the community setting.**

#### **OTHER**

- Unpredictable working patterns – This post requires night working in the form of participation in the 24/7 emergency on-call rota. The post holder will also need to co-operate with the requirement for overtime as necessary to ensure any operation/investigation in progress can be completed safely.
- Physical effort – using highly developed physical skills to accurately position patients for tests and treatment and use a high degree of precision and hand eye co-ordination to operate complex systems.
- Emotional effort – Exposure to distressing and emotional situations involving ill, upset, and distressed patients and careers including breaking bad news and witnessing the death of patients. Additional involvement in meeting and consoling relatives of deceased patients.
- Working conditions – working in restricted positions for long periods of time including awkward stretching and sustained postural changes, which have the potential for musculo-skeletal strain. Frequent exposure to unpleasant odours and biohazards including bodily fluids. Frequent exposure to ionising radiation requiring the wearing of heavy lead PPE for prolonged periods. Frequent simultaneous use of multiple VDU screens often in subdued lighting. Frequent working in isolation.

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#### **All Job Holders are required to...**

- Work to the Trust values - Put patients first, take ownership, Respect others, Be positive, Listen, learn and improve.
- Adhere to Trust policies and procedures, e.g., Health and Safety at Work, Equal Opportunities etc.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Attend statutory, essential and mandatory training.
- Respect the confidentiality of all matters relating to their employment and other members of staff. All members of staff are required to comply with the requirements of the *UK Data Protection Act 2018/UK General Data Protection Regulation (UK GDPR)* or "*Data Protection legislation*" which encompasses both laws.
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- Comply with the Corporate Governance structure in keeping with the principles and standards set out by the Trust.
- Comply with the codes of professional conduct set out by the professional body of which registration is required for the post.
- Ensure they are familiar with the Risk Management Framework, follow policies, procedures and safe systems of work, make known any hazards or risks that they identify and take all necessary actions to reduce risk.
- Ensure the welfare and safety of children within their care. This includes staff who come into contact with children and families in the course of their work as well as those staff who have a specific role with children and families.
- Ensure they attend Child Protection training at the appropriate level within the specified time frame.
- Staff must comply with Safeguarding Policies and Procedures in order to promote safeguarding and prevent abuse to vulnerable people using Trust services.
- Maintain the prevention and control of infection and fully comply with all current Trust Infection Control policies and procedures.
- Take responsibility for any records that they create or use in the course of their duties, in line with the Public Records Act and be aware that any records created by an employee of the NHS are public records and may be subject to both legal and professional obligations.

#### **All Managers are responsible for...**

- Assessing risks and implementing the necessary actions to minimise these risks within their sphere of responsibility. They must also enable staff to attend the relevant statutory and essential training.
- Managing attendance in accordance with the Trusts Attendance Management Policy.

#### **All Heads of Departments are responsible for...**

- Ensuring all necessary risk assessments are carried out within their division, Service Line or department in liaison with relevant sources of specialist support and expertise within the Trust. They must also ensure that the risk management process is completed appropriately.

#### **Note**

This job description is neither definitive nor exhaustive and is not intended to be totally comprehensive. It may be reviewed in the light of changing circumstances following consultation with the post holder. This job description is to be read in conjunction with all current Plymouth Hospitals NHS Trust policies, procedures & guidelines.

#### **Budget Holder Responsibilities**



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The Trust has a devolved management structure, guided by Responsibility Accounting principles, whereby financial duties are delegated from the Accountable Officer (the Chief Executive) to Executive and Clinical Directors, then to Service Line Managers/Heads of Department and then to nominated Budget Holders. Each Budget Holder's areas of responsibility are defined by the cost centres assigned to them.

Service Line Managers are required to take responsibility for the budget setting process and confirm the details of the Delegated Budget Holders who are responsible for setting budgets for each cost centre. Budget Holders will be the primary point of contact for exchange of information on the budgets to be set, be involved in setting their budgets, considering any financial restraints or targets, and sign off their budgets as a correct record of the budget discussions. A list of all Budget Holders will be maintained by the Finance Department.

**Budget Holders' key responsibilities in relation to budgets are to:**

- Confirm formal agreement of their final budget in the Budget Holder Monthly Checklist.
- Deliver the required level of services within the budget; and
- Act where required and work with their Service Line Manager to ensure the above, agreeing budget changes as appropriate.

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#### PERSON SPECIFICATION TEMPLATE

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Post qualification clinical experience</li> <li>• Demonstrable experience in a similar highly specialized role</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable experience in similar specialist lead or cardiac managerial role</li> <li>• Demonstrable experience working in a centre with a range of complex interventional techniques/services</li> <li>• Professional registration eligibility</li> <li>• Demonstrable experience of large clinical setting budgetary and procurement processes</li> <li>• Demonstrable experience in a position of clinical leadership</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Proven relevant BSc (Hons) or equivalent professional qualification (BTEC, ONC or HNC (MPPM), Dip HE in Clinical Physiology</li> <li>• Post-graduate professional qualification in the specialist area of Electrophysiology, Cardiac Rhythm Management or echocardiography (IBHRE / BHRS / EHRA/ BSE or equivalent professional accreditation)</li> <li>• Current ILS or BLS certification</li> <li>• Manual Defibrillation competency</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching qualification or work-based assessor certification</li> </ul>
<b>APTITUDE &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Proven record of teaching and mentorship in cardiac physiology</li> <li>• Excellent organisational and administrative skills with a proven ability to organise own time</li> <li>• Ability to work well within a busy environment and endure long periods of concentration</li> <li>• Accept responsibility</li> <li>• Proven evidence of leadership skills</li> <li>• Highly self-motivated, with willingness to keep abreast of new developments</li> </ul>	<ul style="list-style-type: none"> <li>• Conceptual flexibility – holds different options in focus simultaneously and evaluates their pros and cons</li> <li>• Able to think laterally to identify innovative solutions to problems</li> </ul>
<b>DISPOSITION / ATTITUDE / MOTIVATION</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills, able to relate and communicate with staff of all levels and from different professions</li> <li>• Able to work with frequent distractions</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable ability to lead, manage and sustain change in a clinical environment</li> <li>• A keen desire and innovative approach to develop current practices and bring services in line with current and future best practice</li> </ul>
<b>OTHER FACTORS</b>	<ul style="list-style-type: none"> <li>• Moderate computer literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of HR processes</li> </ul>

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