University College London Hospitals
NHS Foundation Trust

Job Description

Job title:	Specialised Clinical Physiologist (Neurophysiology)
Directorate:	Queen Square Division
Board/ corporate function:	Specialist Hospitals Board
Salary band:	Band 7
Responsible to:	Lead Clinical Physiologist
Accountable to:	Lead Clinician in Department
Hours per week:	37.5
Location:	Telemetry Unit at NHNN

University College London Hospitals NHS Foundation Trust

UCLH (University College London Hospitals NHS Foundation Trust) is situated in the heart of London. Our vision is to deliver top quality patient care, excellent education and world-class research. Our values of safety, kindness, teamwork and improving are at the core of everything we do, for our patients and staff.
UCLH comprises 8 main sites:

- University College Hospital (incorporating the Elizabeth Garrett Anderson Wing, the Macmillan Cancer Centre and University College Hospital at Westmoreland Street)
- National Hospital for Neurology and Neurosurgery at Queen Square, Cleveland Street and Chalfont
- Royal London Hospital for Integrated Medicine
- Royal National ENT and Eastman Dental Hospitals
- Institute of Sport, Exercise and Health
- Hospital for Tropical Diseases

We have an ambitious programme to improve our hospitals. We have just opened a new ambulatory building, the Royal National ENT and Eastman Dental Hospitals. Our new clinical facility for cancer and surgery on Tottenham Court Road is due to open in in 2020. This facility will be one of only two NHS proton beam therapy centres in the country.

UCLH provides acute and specialist services to a diverse local population and to patients from across England and Wales. We balance the provision of nationally recognised specialist services with delivering high quality acute services to our local population.

Division

This post is based at the National Hospital for Neurology and Neurosurgery (NHNN) which along with the Royal London Hospital for Integrated Medicine (RLHIM) forms the largest division within the Specialist Hospitals Board; Queen Square Division.
The NHNN is an internationally renowned hospital for clinical practice and world-class clinical research in neurosciences. It is closely associated with the Institute of Neurology (ION). Together, NHNN and ION are regarded as the premier neurosciences centre in the UK. In addition to Neurology and Neurosurgery, the NHNN provides comprehensive services in Neuro-rehabilitation, Neuro-Critical Care and Neuro-Psychiatry. The NHNN receives secondary, tertiary and quaternary referrals from across the UK and internationally.
The Royal London Hospital for Integrated Medicine (RLHIM) is the leading centre for complementary medicine in the NHS.

Dimensions

Telemetry Unit

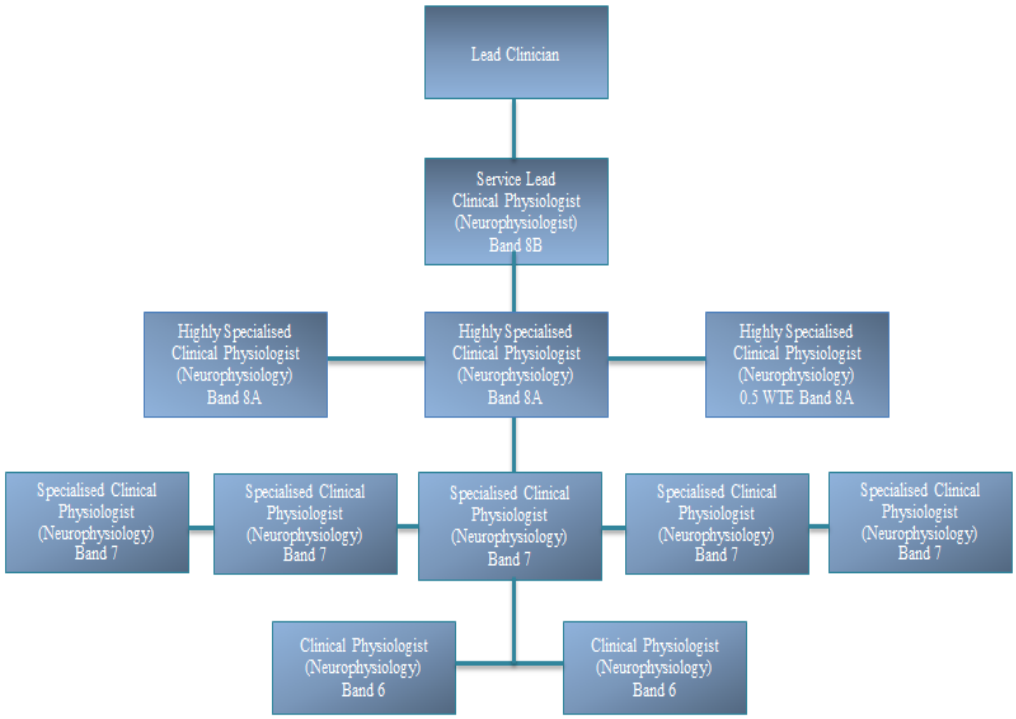
- The EEG-video telemetry unit is a self-contained dedicated unit for monitoring patients with a variety of neurological, neurosurgical and neuropsychiatric conditions, performing more than 510 video-EEG telemetry studies and over 150 actigraphy studies per year. There are 4.5 consultant neurologist/neurophysiologists attached to the unit and 1 epilepsy fellow and medical cover is provided by registrars and SHOs attached to Firm 1 (Epilepsy firm). There are more than 15 dedicated nursing staff for the unit (at least 3 on duty at all times) together with support facilities staff.
- The unit has a total of 7 beds with the majority of patients being pre-booked admissions directly onto the unit. The unit operates over a 7day period, and clinical physiologists work by rota covering the hours of 8am to 6:45pm 7days a week. NHS patients are seen on the unit with patients being referred to the unit from all over the country and occasionally overseas.
- A private patient telemetry bed is also available.
- The majority of patients are referred from consultants based either full or part-time at NHNN, however we accept referrals from consultants across the UK for this specialist service. The patients are continuously monitored whilst on the unit, with synchronous video/audio and EEG (brainwaves). Other physiological parameters may also be recorded and some of the patients will be recorded using invasive electrodes
- The investigations carried out on the telemetry unit form part of the assessment that patients undergo when considering surgery for epilepsy. These investigations include EEG-Videotelemetry with Ictal SPECT. We also provide a diagnostic and comprehensive sleep service.

- We have an ‘at home’ Videotelemetry service, predominantly for the diagnosis of sleep disorders but also for diagnostic studies. Patients are connected onsite.

Job Purpose

- Provide a highly complex, specialist Clinical Neurophysiology service to the full range of patients with neurological and psychiatric disorders referred to the telemetry unit.
- Provide a specialist clinical physiologist led service providing electrocorticography recording during surgery for epilepsy and brain tumours in particular when the procedure is carried out with the patient awake and cortical stimulation is required.
- Undertake interpretation of results and provision of written factual reports, communicating directly with consultant staff regarding any findings.
- Work collaboratively on a daily basis with other staff members to contribute to the smooth and efficient running of the service.
- Present the findings of the video telemetry studies at the weekly multidisciplinary meeting, and contribute to daily ward rounds and weekly teaching sessions held on the unit on and remotely.
- Provide assistance with and actively participate in research projects carried out on the telemetry unit.
- Education and training of techniques to new members of staff and demonstration of the telemetry unit activity to professional visitors.
- Provide support to more junior staff on the unit.
- Participate in quality assurance and audit within the department and on a regional basis.

Key Working Relationships



The post holder has a supervisory responsibility to any students, permanent or temporarily employed within the department and to the clinical physiologists, but has no staff reporting directly to them.
The post holder reports to the clinical lead of the telemetry unit (Consultant Neurologist) and the lead Clinical Physiologist. They are also accountable to Clinical Physiologists who have areas of special responsibility within the unit.
The Telemetry Unit is multi-disciplinary and there is close liaison with the staff from the Department of Clinical Neurophysiology and the Department of Clinical and Experimental Epilepsy.
There are also working relationships with many departments throughout the hospital both clinical and non-clinical.

Key Results Areas

- To record complex and specialist investigations, video-EEG telemetry, to be able to modify and choose the appropriate protocols to achieve the best results. This includes studies done as part of the assessment for epilepsy surgery, those performed for diagnostic purposes, and sleep studies. To prepare factual reports on these investigations and be able to relay verbal reports to departmental medical staff when required.

- To learn the more complex investigations performed in the department and to increase expertise and experience of the more routine tests. This includes both the practical skills and the underlying knowledge.
- To gain proficiency in supervision and teaching of students.
- To participate in audit and research studies and be able to present findings locally or to a wider audience if applicable.

Main Duties and Responsibilities

Communications

- Liaise with Consultant medical staff and other members of the multidisciplinary team
- To communicate face to face and on the telephone with patients and relatives in a friendly and courteous manner.
- To be able to encourage and motivate patients with a range of complex conditions to perform routine tests.

Clinical Responsibilities

- To maintain high standards of clinical practice in accordance with RCCP / HCPC code of practice.
- Plan, perform and interpret Video-EEG telemetry investigations to a high level of competence, performing current standard techniques without supervision. The post holder must be able to modify the test according to the circumstances or the patient's condition. They should be able to record using both standard and non-standard electrode placement.
- Perform Video-EEG telemetry with activation procedures e.g. hyperventilation and photic stimulation when indicated.
- The post holder should be aware of and follow departmental policies and standard operating procedures to ensure that the services meet changing healthcare needs
- Responsible for ensuring that, where possible, all the neurological investigations are effective on all patients, including those who are exhibiting challenging or difficult behaviour. Patients will range in age from adolescents to the elderly; and will have a variety of neurological, neurosurgical and neuropsychiatric conditions. They may be aggressive or confused and vary in their mental abilities. They may also have difficulty co-operating because of their inability to understand.
- Performance of these clinical recordings includes all stages from preparing the patient for the investigations, including applying and checking the electrodes to reviewing and interpreting the recording and providing a detailed factual report. It will include being able to give a verbal description to the medical staff in the department.
- In each case, the post holder must be able to clearly explain the test procedures to the patient and their relatives/carers, and where necessary, obtain their written consent.

- They should sympathetically deal with any fears and concerns the patient may have.
- They should be able to recognise faults and artefacts during recordings, and rectify them where possible.
- They should be able to present their findings at the weekly multidisciplinary meeting. These are formal meetings attended by senior consultant staff and are instrumental in planning the patient's future care and course of treatment/investigations including epilepsy surgery.
- They should also be able to contribute to ward rounds and teaching sessions as appropriate.
- Gain competence in the more specialist techniques provided on the telemetry unit, for example electrocorticography and invasive video-EEG telemetry.
- Gain experience in performing video-EEG telemetry on patients with invasive electrodes either subdural or intracranial. This will include being present in theatre at the time of implantation, reviewing the data, assisting the consultant staff to carry out cortical stimulation if needed and preparing a factual report. The postholder will be supported and supervised for these cases by more senior/experienced staff as necessary.
- Assist the more senior Clinical Physiologists in the performance of acute intraoperative electrocorticography. These are recordings performed in the operating theatre usually with the patient awake and acute cortical stimulation being carried out.
- The post holder needs to show flexibility regarding their hours of work to deliver the clinical needs of the department, and must participate in the rota system which provides physiologist cover across 7 days between the hours of 08:00 and 18:45.
- The post holder will be encouraged to spend time in the department of clinical neurophysiology either refreshing existing skills or increasing their expertise in other more specialised techniques offered in the department, in particular in evoked potential recordings, nerve conduction studies and intra-operative monitoring.

Managerial and Administrative

- Ensure accurate data entry of patient details into the recording system and report database and make sure that all patient-related documentation relating to studies is accurately logged and filed within Epic.
- Ensure that all work complies with the regulations of the Data Protection Act.
- Liaise with other clinical physiologists and clinical engineers over faults or problems with the equipment used in any part of the service and be aware of any subsequent changes in the operating procedure.
- Assist the lead clinical physiologist in supporting junior staff at all times and in particular with clinical and professional issues.
- Assist ward administrative staff with patient queries and bookings this may include prioritising urgent requests from medical staff and re-organising the planned workload.
- Work with more senior staff in reviewing and developing working practices and procedures.

Education, training and development

- Participate in the education and training program for trainee Neurophysiologists in line with mandatory, professional and personal development according to service needs.
- Demonstrate the work of the department to visitors. These visitors can range widely from school students to medically qualified personnel.
- Assist with specialist training of clinical physiologists, in the basic and more specialist techniques.
- To keep up to date with new techniques and developments within the field of Clinical Neurophysiology. Teaching in relevant techniques new to the post holder will be provided.
- Assist visiting research fellows and departmental medical staff by providing information from the departmental computerised databases and accessing old data and reports.
- The post-holder is encouraged to actively participate in research projects in collaboration with other senior medical staff, the level of involvement being dependent on the project.
- The post-holder will be expected to participate in the departmental practice of 'continued improvement and development' and are compliant with regards to mandatory training.
- Attendance at the regular departmental meetings and seminars is expected and attendance at scientific meetings organised by the professional body, and also study days will be supported.
- Ensure they are actively involved in adhering to Continual Professional Development (CPD) guidelines and professional codes of conduct.

Clinical Governance and Audit:

- Perform audits to ensure compliance with the development of professional and local policies and procedures and clinical standards. Audits will be supervised and supported by more senior staff (medical or non-medical). Audit studies may be local, regional or countrywide.
- Contribute to the process of patient and public involvement in the development of Neurophysiological services.
- Work within Trust policies and protocols.
- Attend departmental Quality and Safety meetings so ensuring continued awareness of Health and Safety and quality assurance policies within the Department, and issues arising.
- Assist with the facilitation of the investigation of complaints regarding the service of the department and to report findings to the Trust in accordance with the local procedure, and take remedial action where appropriate.

Financial Management Responsibilities

- Responsible for using resources, both staff and equipment in an efficient manner at all times.
- The post holder should be responsible for the safe and correct working of all equipment used and ensuring that it is kept clean.

Planning and organisational skills

- Plan own work on a day to day basis taking into consideration the service requirements and working with other team members.
- Ensure forward planning and good handover arrangements during absence on off-duty days.
- Take responsibility for maintaining and developing own CPD and training record.

Technical Skills

This post requires technical skills with a high degree of accuracy. These include use of the following:

- Perform complex clinical neurophysiological investigations, this involves placement of electrodes both on the surface of the skin in locations determined by the clinical condition and the test being performed. A high degree of dexterity and accuracy is required for this test.
- Use complex technical equipment to perform the investigations carried out in the department. Be able to do first line fault finding and correction, able to teach staff how to use equipment and have a good understanding of the capabilities any equipment in use.
- Use computer software – either commercial or developed in house which enables not only data acquisition, but review, analysis and reporting.
- Able to write factual reports for these recordings using commercial and in house software and be able to interrogate the database holding the reports.
- Able to use Microsoft Office (Word, Excel, Powerpoint, Access and Outlook).
- Competent in the use of patient information systems including the Electronic Healthcare records System or Epic.

Other

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

You will be expected to actively participate in annual appraisals and set objectives in conjunction with your manager. Performance will be monitored against set objectives.

Our Vision and Values

The Trust is committed to delivering top quality patient care, excellent education and world-class research.

We deliver our vision through values to describe how we serve patients, their families and how we are with colleagues in the Trust and beyond.

We put your safety and wellbeing above everything

Deliver the best outcomes	Keep people safe	Reassuringly professional	Take personal responsibility

We offer you the kindness we would want for a loved one

Respect individuals	Friendly and courteous	Attentive and helpful	Protect your dignity

We achieve through teamwork

Listen and hear	Explain and involve	Work in partnership	Respect everyone's time

We strive to keep improving

Courage to give and receive feedback	Efficient and simplified	Develop through learning	Innovate and research

Person Specification

REQUIREMENTS	HOW WILL CRITERIA BE ASSESSED? APPLICATION / TEST / INTERVIEW / REFERENCES				
	ESSENTIAL / DESIRABLE*	**A**	**T**	**I**	**R**
Knowledge & Qualifications					
BSc (Hons) in Clinical Physiology (Neurophysiology) or equivalent	E	X		X	
IRCP Part I or equivalent	E	X		X	
Post Graduate Diploma or equivalent experience	E	X		X	
Member of Professional Organisation	D	X		X	
Experience					
Must be able to show that they can perform the full range of neurophysiological investigations, EEG,EPs,NCS. This will include reviewing and preparing factual reports on these studies	E	X	X	X	
Able to work autonomously in respect of standard clinical work and under supervision for more complex procedures e.g. invasive recordings and ECoG	E	X		X	
Able to demonstrate underpinning knowledge of more specialist skills. They must also demonstrate that they can perform long term monitoring - video-EEG telemetry/ ambulatory recording, to include reviewing and preparing a factual report on these studies.	D	X	X	X	
Able to demonstrate knowledge of specialist procedures acquired through accredited courses or equivalent experience.	E	X	X	X	
Evidence of experience of supervising students or trainees	D	X		X	
Evidence of continued professional development.	E	X		X	

Communication and Relationship Skills					
Able to communicate effectively and sensitively with all patients, some of whom may have communication difficulties or challenging/aggressive behaviour	E	X		X	
Able to communicate with departmental medical staff regarding the complex specialist data recorded.	E	X		X	
Able to communicate effectively with other health care professionals from various disciplines.	E	X		X	
Able to demonstrate and inform visitors about the work of the department.	E	X		X	
Skills and abilities					
Provide evidence of practical skills to record routine neurophysiology investigations	E	X		X	
Provide evidence of ability to work in challenging environments.	E	X		X	
Demonstrate ability to work with patients with challenging or confrontational behaviour.	E	X		X	
Demonstrate ability to organise and prioritise their own work.	E	X		X	
Personal and people development					
Experience in supervising student staff and visitors.	D	X		X	
Specific requirements					
The post holder will be required to work flexibly and participate in an on call rota.	E	X		X	
Post holder must have enough manual dexterity to be able to apply the electrodes accurately.	E	X		X	

A= Application I= Interview R= References T/P = Test/Presentation