

JOB DESCRIPTION

GENERAL INFORMATION

Title: Principle of cardiac Physiology (Non -Invasive)

Grade: 8B

Job base: Royal Brompton Hospital

Responsible To: Clinical Service Manager

Accountable to: Hospital Director RBH

Disclosure & Barring Service (DBS) checks (please delete as appropriate):

Enhanced



Job summary

To be responsible to the Clinical Services manager and Hospital Director for the effective provision and running of the non- invasive Cardiac Physiology Service.

To maintain a high standard of clinical practice and act as a role model for junior members of staff

To be responsive to the needs of the non- invasive cardiac physiology department both on a day to day basis and in developing long term strategies in line with service planning and the Trust's vision.

The post holder is to provide clinical leadership and the provision of high quality care. They will be a professional role model who will clinically lead, manage and be responsible for the continuing professional development and overall performance of all cardiac physiology staff in the cardiac catheter lab department.

To critically review working practices in the department and keep abreast of new developments in technology and trends in all invasive areas of cardiac physiology and will ensure that the needs and views of the patient and their carers contribute to the development of the service.

To be responsible for the implementation and updating of training programmes for cardiac physiologists, assessment of their progress and feedback on staff performance.

To be responsible for the control and review of budgets within their area and ensure that cost pressures and financial constraints are identified, analysed and discussed with the Clinical Services manager and Divisional Finance lead in a timely manner.

To play a major role in the continuous development of the Trust as a member of the cardiology management team, participating in a range of Trust quality and process improvement project groups.

Main tasks and responsibilities

- **Communication**

To provide leadership to team members, encouraging and directing innovation in ongoing cardiac physiology development

To utilise advanced communication skills to ensure the maintenance of high standards of care within the cardiac physiology service.

To act as a clinical expert both outside and within the Trust, disseminating their specialist skills and knowledge to others.

To succinctly and accurately communicate complex clinical information to a wide range of staff within a high-pressure environment.

To provide an environment where the sharing of ideas, training and presentation of learning is actively encouraged.

To communicate effectively with patients and relatives whilst handling sensitive and potentially distressing information.

To manage potentially aggressive situations and behaviours with patients, relatives or staff within the department.

To facilitate and promote effective communication within the cardiac catheter department, non- invasive cardiac physiology services and other departments within the trust across both sites.

To be aware of the procedures involving patient, staff, visitor complaints.

To maintain and facilitate positive staff morale within the invasive cardiac physiology department by motivating the team and providing access to staff wellbeing resources.

- **Patient/customer care (both direct and indirect)**

To ensure that the privacy, dignity religious and cultural beliefs of the patient are respected at all times.

To act as an advocate for the patient

Ensure that there are systems in place that mean the provision of care takes place in a suitable and safe environment for the physical and psychological well-being of staff, patients\clients and their relatives. Identify clinical risks across the service and ensure that appropriate action is taken, in accordance with the Trust Risk Management policy.

To ensure that there is the provision of safe staffing numbers relevant to the procedures being undertaken.

To be responsible for the provision and review of risk assessments relevant to the non - invasive cardiac physiology department.

Work with the catheter lab manager and service leads to prepare for and participate in annual Health and Safety inspections of the cardiac catheter lab with external contractors

To support the investigation of complaints, accident reports and untoward incidents within the unit in line with Trust framework for Clinical Governance.

Work in partnership with other service leads to ensure that care, treatment and service needs are met, ensuring a standard approach to the delivery of an excellent service.

- **Policy & Service development**

To develop and implement policies and protocols in conjunction with cardiac physiology specialist leads.

Proactively anticipate and plan service responses in relation to changing internal and external influences.

To establish and monitor effective audit systems for the invasive cardiac physiology department to review and improve current catheter lab service provision and develop new clinical initiatives.

To lead strategic developments within cardiac physiology that will enable the service to develop in line with Directorate and Trust priorities.

Ensure that all Trust policies and procedures relating to the invasive cardiac physiology department are effectively implemented and maintained

Work with the cardiac catheter lab service leads to ensure seamless patient care is provided through the development of protocols and pathways.

In conjunction with the Clinical Services Manager prepare business cases and where appropriate, secure additional resources for cardiac physiology services.

- **Resource management**

Be responsible for the non - invasive cardiac physiology budget.

To provide a safe and attractive working environment for team members within available resources

Organise the out-of-hours service cover provided by the department ensuring adequate staffing at all times

To work closely with the Clinical Services Manager and Schedulers to exploit scheduling opportunities and maximize patient throughput.

Responsible for ensuring the maintenance and procurement of all equipment relating to the cardiac physiology department

Ensure that stock is proactively managed.

Ensure the Department recruit, retain and select staff within the budgeted establishment.

In conjunction with the specialist service leads identify, analyse and discuss cost pressures and financial constraints in a timely manner.

- **People management**

Be responsible for all aspects of non-invasive cardiac physiology staff management including recruitment, training and development, performance review, professional guidance, counselling and discipline to appropriate level.

Be responsible for the recruitment of staff, the maintenance of safe and sufficient staffing numbers and ensure that a robust departmental orientation programme is in place.

Identification of learning & development needs of team members, taking advice as required from HR.

Provide accurate robust record of departmental staff hours including overtime, sickness etc.

To maximise the potential of all team members

To supervise non - invasive cardiac physiology staff to ensure appropriate staffing levels and skill mix are in place to reflect the changing workload and meet the needs of the theatre schedule.

To lead in the investigation and management of staff issues that relate to sickness and absence, poor performance, harassment, disciplinary and grievance issues using the relevant Trust policies, in order to develop an overview of the HR issues in the cardiac physiology department.

To actively support the implementing of flexible working practice, in line with Improving Working Lives Standards and Trust Change Management Policy.

Participate in the Trust's appraisal and personal development plan schemes by meeting with the non - invasive cardiac physiology staff annually and taking the lead on the knowledge and skills framework for individual staff members.

To work with the specialist area leads to ensure that training and teaching programmes are in line with Trust objectives.

Ensure that all statutory and mandatory training are documented and remain current

To ensure that a suitable learning environment is maintained for all grades of staff and implement teaching programmes.

To take the lead on planning, implementing and evaluating a programme for clinical supervision for all cardiac physiologists, as required, working in the department in line with Trust guidance. To be responsible for taking the lead in the continuing professional development of department staff and self.

To ensure that all non -invasive cardiac physiologists provide effective orientation of staff and students, mentorship and in-service training for others.

To co-ordinate and liaise with the specialist lead cardiac physiologists and the Non - Invasive Cardiac Physiology manager to set up and run a comprehensive training rotation for the Cardiac Physiology department to ensure that all cardiac physiology staff are working to the highest technical and safety standards

To ensure that staff meet the requirement for state registration through the Health Professions Council and to provide such assistance as is necessary to aid staff in completing professional registration with the appropriate bodies.

- **Information management**

To ensure that all data relating to patient procedures is held securely with provision of back up strategies to prevent data loss.

To ensure that information and information technology provide timely management information for both departmental and Trust requirements and that all necessary records are maintained to manage resources and recommend change when required.

To be responsible for adequate documentation of all patient records including data management for both statistical and research purposes for all procedures.

To be responsible for the maintenance and development of department protocols, ensuring that these are subject to continuous review and evaluation.

To ensure that all data held on information database systems and departmental systems is registered in compliance with Information Governance regulations

Research and development

To encourage the initiation of research programmes by cardiac physiologists and the participation of cardiac physiologists in research programmes within cardiology

To participate in and assist in the supervision of Cardiac physiologists in research projects and development of new techniques within the department and specifically within their areas of expertise

To assist in the development of new techniques in their area of expertise

To utilise information to ensure that clinical practices are research based

To support medical staff in their research.

Further sections

- To ensure all team members have a real voice in the development of the invasive cardiac physiology service to patients/customers
- To maximise the potential of all team members and to ensure that all team members have a meaningful appraisal/personal development plan that includes feedback to the individual from a selection of internal customers and team members
- To provide a safe and attractive working environment for team members within available resources
- To attend and play a part in corporate groups as a representative of the directorate and team to represent the Trust at regional and national conferences and on working groups as appropriate
- To abide by the NHS Code of conduct for managers, the Trust's Core behaviours for staff and managers and all other Trust policies, codes and

practices, including standing financial instructions, research governance, clinical governance, patient and public involvement and health and safety.

Other duties

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.

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

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 spent 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:

PERSON SPECIFICATION

GENERAL INFORMATION

Post: Principle Cardiac Physiology (Non- Invasive)

Grade: Band 8B

Department/directorate: cardiology

REQUIREMENTS	ESSENTIAL	DESIRABLE
<u>EDUCATION & QUALIFICATIONS</u>	<p>Hold an HNC or HTEC in MPPM or a BSc in Cardiology</p> <p>Hold or be studying for an advanced qualification in cardiology MSc or a management qualification</p> <p>Qualifications showing expertise in at least two areas of Cardiology i.e. BSE, NASPEExAM EP, NASPEExAM Pacing /ICD, MSc. in Cardiology</p> <p>ILS/ALS</p> <p>Be registered with RCCP or Health Professions Council</p> <p>All staff are expected to take responsibility for their own continual personal development</p>	<p>Higher degree</p> <p>Management qualification i.e.</p> <p>Other recognised qualifications i.e. NASPE Pacing BSE</p>
<u>EXPERIENCE &</u>	Previous management	Have an expert

<u>KNOWLEDGE</u>	<p>experience</p> <p>Have an expert knowledge of at least two areas of cardiac physiology</p> <p>Have a good working knowledge of other areas of cardiology</p> <p>Experience of training, education</p> <p>Experience of writing protocols/ standards/ KSF standards</p> <p>Ability to oversee a departmental budget</p> <p>Ability to work independently as required</p>	<p>knowledge of other areas in cardiology i.e. Echo / Pacing/ / Invasive cardiology/ EP</p> <p>Advanced IT skills</p> <p>Experience of working in 'industry'</p>
<u>SKILLS & ABILITIES</u>	<p>Excellent communication skills</p> <p>Able to produce 'high' level documents for the advancement of trust initiatives.</p> <p>Able to produce clinical opinions on procedures within their area of expertise and take autonomous decisions on this</p> <p>Able to balance competing priorities and meet personal and directorate targets with fluctuating and demanding workload</p> <p>Ability to concentrate on and analyse</p>	<p>Presentation skills</p>

	<p>complex information for prolonged periods of time</p> <p>Able to extrapolate and analyse complex clinical data to inform decision making</p> <p>Able to wear a lead apron for a working day when required to do so.</p> <p>Able to use a VDU for a whole working day.</p> <p>Able to deal with hazardous materials and bodily fluids.</p>	
<u>PERSONAL QUALITIES</u>	<p>Appreciate need for excellent communication skills with all disciplines</p> <p>Confidence to liaise with medical team and community</p> <p>Positive attitude to work</p> <p>Positive attitude to change</p> <p>A strong commitment to personal continuing professional development</p>	