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| **Job Specification; Sample Content****Cardiac Physiologist, Chief II (3002)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Reporting Relationship** | ***For Example:*** The post holder will report to Clinical Services Manager / Operations Manager. |
| **Purpose of the Post**  | ***For Example:*** The Cardiac Physiologist, Chief IIwill have overall charge of the administration of the Cardiac Investigations Department. They will participate at leadership level in providing high quality and efficient Cardiac Investigations Services to Consultants, Doctors and their patients within the hospital and the community. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Cardiac Physiologist, Chief II will:***Clinical / Professional*** Operate within the scope of practice of the Irish Institute of Clinical Measurement Science (IICMS) and in accordance with local guidelines.
* Be responsible for the maintenance of standards of practice of self and staff appointed to clinical / designated area(s).
* Be responsible for adhering to implementing policies and protocols and for the development and maintenance of standards/strategies for quality improvement and outcome measurement.
* Be familiar with the techniques and range of equipment used in current medical practice for the diagnosis, treatment and care of cardiac patients including resuscitation equipment.
* Be responsible for managing own caseload and for assessment, planning, implementation and evaluation of cardiac diagnostic services for service users according to service standards and best practice.
* Carry out history taking and interpretation of request forms.
* Ensure full utilisation of the CVIS, NIMIS, RIS/PACS management system and PAS patient administration system for management of clinical studies, appointments and waiting lists.
* Supervise and conduct the clinical/technical aspects of a full range of cardiac diagnostic procedures in the Cardiology Department including measurements, analysis and reporting.
* Conduct a full range of cardiac testing and procedures including: **[Delete/Include the bullets below or insert other procedures, where relevant]**
* ECG performance, interpretation and analysis.
* Physiologist Managed Exercise Stress Testing (as per British Society protocols): Performance, interpretation and analysis for reporting.
* Fit and analysis of ambulatory ECG and BP recordings.
* Perform pacemaker, ICD/CRT, Bi-Vent and loop follow-up.
* Manage device home monitoring.
* Event recorder monitoring and analysis.
* Perform trans-thoracic echocardiography and report on same.
* Transoesophageal echocardiography
* Adult Echocardiography and reporting.
* Pharmacological stress echo.
* Cardiac catheterisation laboratory: diagnostic and interventional including the use and maintenance of all equipment associated with this area, balloon pump etc.
* ICD/CRT follow-up.
* Loop recorder implant and follow-up.
* Pacemaker implantation temporary and permanent.
* Pacemaker follow up to high standards to include AV optimisation etc.
* Perform procedures, report and highlight abnormal recordings.
* Demonstrate skill at interpreting complex clinical information, anticipating potential problems and responding to changes promptly and effectively and developing specialised plans of care.
* Provide immediate life support to patients including defibrillation as required.
* Act as a clinical/technical specialist within the cardiac investigations unit and provide clinical/technical advice as required to cardiac physiologists and medical colleagues.
* Liaise with the Consultant Physicians with specialist interest in Cardiology on all clinical issues.
* Provide first line maintenance, electrical safety checking and calibration of equipment. Sterilisation of equipment where necessary.
* Remain abreast of clinical/technical developments across a broad range of manufacturers, acting as a point of contact for company representatives in conjunction with the Clinical Engineering and Medical Physics Department.
* Provide clinical/technical support for interrogation and resetting of functional assessment of implantable devices.
* Be aware and take appropriate consideration of Medical Device Alerts for Pacemakers/ICD, Leads and other applicable devices.
* Conduct audits according to best practice and ensure that the highest standards are being achieved within the team.
* Supervise staff, prioritising and allocating work and promoting positive staff morale within the team.
* Foster and maintain professional working relationships with colleagues, front line managers, and other healthcare personnel in the team.
* Participate in research projects where necessary.
* Ensure that professional standards are maintained in relation to confidentiality, ethics and legislation.

**Education and Training*** Participate in mandatory training programmes.
* Be responsible for supervision orientation, training and performance achievement of staff with the aim of maintaining good staff relations, improving staff development and the retention of staff.
* Encourage and promote the on-going professional development of all staff within their area(s) of responsibility. Demonstrate a commitment to and maintain Continuous Professional Development (CPD) continuing to develop specialist knowledge and experience sufficient to maintain professional registration such as BSE, EACVI, NASPE/IBHRE.
* Maintain and enhance expertise through on-going education, training and attendance at relevant courses and conferences.
* Develop patient educational materials and to continually review these with reference to changes in clinical practice and technological advances.
* Be responsible, in partnership with local General Management for the practice education of students.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Quality, Risk Management, Health & Safety*** Implement policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
* Actively participate in risk management issues, adequately identifies, assesses, manages and monitors risk within their area of responsibility. Report any risks, incidents or near misses within the Cardiac investigations and remedial action.
* Ensure the safety of self and others and the maintenance of the environment and equipment used in the workplace in accordance with the Health and Safety and Welfare at work Act 2005 and local policies and procedures.
* Adhere at all times to Fire Safety Regulations and assist with fire tests, checking access to fire escapes etc.
* Be familiar with Hospital and Department Disaster plans and their implementation.
* Be responsible for the safe and competent use of all equipment and appliances both by clients and staff under their supervision.
* Ensure that heightened protective care is taken in any patient case with communicable disease.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Maintain and work to set standards of care and promote the team to adhere with all the policies, procedures etc.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Management*** Provide leadership and support to ensure that the corporate & service objectives of the hospital are understood by all cardiac diagnostic staff.
* Develop cardiac diagnostic investigations / services and policies in conjunction with the Operations Manager, Clinical Director and Consultant Cardiologist.
* Promote and facilitate the preparation and implementation of service plans, operational plans, practices and procedures which are quality driven, patient focused and which help to improve efficiency and effectiveness of services, raise standards and reduce costs.
* Manage and control department spending in conjunction with the hospital’s Finance Manager.
* Manage The Department within agreed objectives. Collect and evaluate data about the service and demonstrate the achievement of the service.
* Review and evaluate the cardiac diagnostic service regularly, identifying changing needs and opportunities to improve services.
* Manage, co-ordinate and supervise Cardiac Physiologists within their area(s) of responsibility ensuring that tasks are allocated based on priority and utilising delegation as appropriate.
* Promote positive staff morale and team working in conjunction with hospital management; motivate team members on a day-to-day basis by agreeing goals and objectives.
* Oversee the efficient deployment of available resources, identifying opportunities to improve services and continuously reviewing service performance.
* Ensure that the highest possible standards of treatment and care are provided to the patient and that the quality of patient service is the prime concern of all staff members.
* Demonstrate the use of highly advanced communications skills and maintain a high level of professionalism when potentially distressing or upsetting situations arise, manage any issues of conflict promptly and effectively to support and promote effective working.
* Promote the hospital’s commitment to continuous quality improvement.
* Implement HR processes and procedures in accordance with national policies.
* Participate in selection and interviewing for departmental staff when the time arises.
* Ensure accurate patients records available as required.
* Work in collaboration with the clinical engineering department, procurement, maintenance department to facilitate and monitor the purchase, loan and maintenance of new and existing equipment through appropriate channels.
* Represent the department/team at meetings and conferences as appropriate.
* Act as spokesperson for the Organisation as required.
* Demonstrate pro-active commitment to all communications with internal and external stakeholders.
* Oversee the upkeep of accurate records in line with best clinical governance, organisational requirements, GDPR and the Freedom of Information Act, and render reports and other information/statistics as required.
* Engage in IT developments as they apply to service users and service administration.
* Keep up to date with developments within the organisation and the Irish Health Service.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*** *Candidates must demonstrate:***Professional Knowledge & Experience*** Sufficient theoretical, practical and clinical knowledge to carry out the duties and responsibilities of the role and to develop, maintain, monitor and evaluate new and emerging trends.
* The necessary experience and knowledge to carry out the post in a competent and safe manner.
* Up-to-date knowledge of best practice in delivering a quality service in accordance with relevant legislation and standards.
* Evidence of computer skills and a willingness to develop IT skills relevant to the role.
* A commitment to continuous professional development.

**Planning & Managing Resources*** Effective planning and organising skills including the ability to meet deadlines, work on own initiative and multi-task.
* Organisational and time management skills, including an ability to deliver objectives within an agreed timeframe.
* Flexibility including an ability to adapt and respond positively in a rapidly changing environment.
* Effective planning skills including awareness of resource management and importance of value for money.
* Evidence of apply a fair, consistent and objective approach to their work practices.

**Managing and Developing (Self and Others)*** Leadership ability particularly in the context of a changing clinical and technical environment.
* Effective team management skills including the ability to work with multi-disciplinary team members.
* The ability to create and support an atmosphere of cohesiveness and cooperation within the department, encouraging teamwork and open communication between all levels of staff.
* A commitment to sharing knowledge and/or new ideas with staff and colleagues.

**Commitment to providing a Quality Service*** A commitment to providing a quality service in an effective and resourceful manner; has a quality focus and approach to all activities and work practices.
* A commitment to innovation including a willingness to challenge existing practices and procedures in developing and improving services to patients.
* An awareness of the primary of the patient in relation to all hospital activity and the importance of providing a high quality, person-centred service.
* An openness to change; the ability to plan, introduce and adapt to change, supporting others through the change process.
* A proactive approach to quality control, risk management and making improvements in efficiency and effectiveness of service.

**Evaluating Information and Judging Situations*** Evidence of gathering, analysing and interpreting information from a variety of different sources, and of evaluating benefits and consequences, in making informed decisions.
* Evidence-based clinical knowledge in making decisions regarding client care.
* The ability to make decisions and solve problems in a timely manner.
* Good problem solving and decision making skills and the ability to develop solutions to complex situations.

**Communication / Interpersonal Skills*** Effective communication skills, verbal and written, including the ability to; present information in a clear and concise manner; facilitate and manage groups through the learning process and give constructive feedback to encourage learning.
* An ability to empathise with and treat patients, relatives and colleagues with dignity and respect.
* The ability to deal confidently and professionally with all patients groups and their families.
* Is assertive as appropriate to the situation at hand.
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