 **Cardiac Physiologist, Chief II**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Cardiac Physiologist, Chief II**  (Grade Code: 3002) |
| **Remuneration** | The salary scale for the post is:  Insert the relevant salary scale for this position.  For example:  XX,XXX - XX,XXX - XX,XXX - XX,XXX - XX,XXX - - **XX,XXX LSI** (DD/MM/YY)  Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **Campaign Reference** | To be completed by Recruiter. |
| **Closing Date** | To be completed by Recruiter. |
| **Proposed Interview Date (s)** | To be completed by Recruiter. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Insert location  There is currently xx permanent / specified purpose / part time / whole-time vacancy available in xxxxxxxxxx  A panel may be formed as a result of this campaign for xxxxxxxxxxx from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Please provide name & contact details for person who will deal with informal enquiries. |
| **Details of Service** | Provide details to the following types of questions:   * What service does the unit provide? * What client group is served by the unit? * What are the possible future developments for the service? * What is the team structure? * What area is covered by this service?   There is no limit to the text that can be inserted here. Please use this section to highlight the service and generate interest in the service and job being recruited for |
| **Reporting Relationship** | Please outline reporting relationships associated with the post:   * To whom will the job holder report? * Who will report to the job holder?   *For example:*  The post holder will report to Clinical Services Manager / Operations Manager. |
| **Key Working Relationships** | Provide a brief overview of the types of people that the job holder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with the role. |
| **Purpose of the Post** | What is the overall high-level purpose of the job?  *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** | *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 and 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, identifying risks and taking responsibility for corrective actions. Report any risks, incidents or near misses within the Cardiac investigations unit as per the Hospitals risk management processes. Participate in 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 and departmental statistics are kept, maximising the use of ICT. Have statistics and 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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**  **Please insert Eligibility Criteria for the post - see HSE website at:** [**http://hse.ie/eng/staff/Jobs/Eligibility\_Criteria/**](http://hse.ie/eng/staff/Jobs/Eligibility_Criteria/)  **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post specific Requirements** | **This section may be used to specify that candidates must demonstrate particular experience deemed necessary for safe and effective performance in the role**  **e.g.**   * **depth and breadth of experience in providing a service to marginalised communities** * **depth and breadth of experience of working in a High Dependency Unit in an Acute setting** * **depth and breadth of experience of delivering concurrent, multiple projects.**   **Post Specific Requirements are not additional qualifications. It is not possible to include other qualifications in this section, without engaging in having those qualifications recognised as an essential part of the role. Essential requirements form part of the Eligibility Criteria. Eligibility Criteria must be agreed with National HR and are applied to all roles at this grade, not a job in a particular site or service.** |
| **Other requirements specific to the post** | **Please outline if there are specific practical requirements that are specific to the post**  **e.g.**   * **have access to appropriate transport to fulfil the requirements of the role** * **participate in an on-call rota** |
| **Skills, competencies and/or knowledge** | *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 applying 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 primacy 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. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Cardiac Physiologist, Chief II**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent/temporary** and **whole time/part-time.**  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: **PLEASE INSERT (Pro Rata - part-time)**  **PLEASE INSERT the most recent salary scales for the role and grade code.**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  **Please include the following paragraph for posts that traditionally worked 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7-day week.**  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **Infection Control** | Have a working knowledge of 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. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <https://www.sipo.ie/>. |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete any prompts and / or tables (in dark blue) in the sections above**

**2) Ensure all fonts are now in black**

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)