

**Cardiac Physiologist, Senior**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title and Grade** | **Cardiac Physiologist, Senior**  (Grade Code: 3003) |
| **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 the Chief II Cardiac Physiologist. |
| **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 Senior Cardiac Physiologist has a key role to play in the management and support of a high quality Cardiac Diagnostic Service in conjunction with the Chief Cardiac Physiologist. They are responsible for managing their own caseload and for the assessment, planning, implementation and evaluation of cardiac diagnostic services for service users according to service standards and best practice. |
| **Principal Duties and Responsibilities** | *The Senior Cardiac Physiologist will:*  **Clinical / Professional**   * Carry out duties to the appropriate standard under the supervision of the Chief Cardiac Physiologist and in cooperation with the Consultant Cardiologist or other persons as designated by the Health Service Executive. * Operate within the scope of practice of the Irish Institute of Clinical Measurement Science (IICMS) and in accordance with local guidelines. * Participate in in-patient care, including preparation and reassurance of patient. * Vet and schedule cardiology diagnostic tests on the National Integrated Medical Imaging System (NIMIS). * Perform 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.   + Assist with Transoesophageal echocardiography.   + Perform angiography laboratory duties, FFR, OCT, Impella, Balloon pump, Lucas, Angiojet, IVUS, Shockwave pericardiocentisis and any other new procedures.   + Assist with pacemaker, ICD, BI-Vent and Loop recorder implant.   + Pacemaker follow-ups: temporary and permanent. Has experience in a broad range of implantable device manufactures (desirable pacing qualification NASPE, BPEG, HRUK, BHRS, IBHRE or equivalent).   + Train and assist with Dobutamine Stress Echocardiography. * Initiate and participate in dealing with medical emergencies including cardiac resuscitation. * Carry out portable testing in some cases. * Perform procedures, report on findings and highlight abnormal recordings; communicate results, data interpretation and reports to the relevant team and consultants in accordance with service policy. * Ensure the quality of documentation of reports are in accordance with local service and professional standards in relation to confidentiality, ethics and legislation. * Have a clear appreciation of electrical safety requirements, and a clear understanding of potential sources of Macroshock and Microshock. * Provide first line maintenance, electrical safety checking and calibration of equipment, including sterilisation where necessary. * Support nursing, medical and technical staff in the implementation of patient care involving technology. * Contribute to the management of stock control in the cardiac diagnostics department including pacemaker, leads, accessories, batteries, discs, etc. * Follow instruction and directions given by Chief Physicist in relation to radiation protection. * Be responsible for adhering to existing standards and protocols and for the development and maintenance of standards / strategies for quality improvement and outcome measurement. * Participate as part of a multi-disciplinary team, communicating and working in co-operation with other team members. * Foster and maintain professional working relationships with others.   **Education and Training**   * Participate in mandatory training programmes. * Participate in continuing professional development including in-service training, peer support, attending and presenting at conferences / courses relevant to practice, contributing to research etc. Update knowledge and training as medical procedures change and developments are introduced. * Participate in the development of the continuous professional education program including the performance of national and /or international accreditation examinations provided by British Society of echocardiography, EACVI, NASPE, IBHRE or other programs as per departmental requirements. * Ensure newly qualified staff have adequate induction and clinical supervision and assist in implementing staff development and performance achievement reviews. * To manage, participate and play a role in 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. * Promote a safe working environment in accordance with health and safety legislation. * Actively participate in risk management issues, identify risks and take responsibility for corrective actions. * Report any adverse incidents in accordance with organisational guidelines. * Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s). * 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. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Management**   * In collaboration with the Chief Cardiac Physiologist, develop and implement service / business plans, quality initiatives, audits etc. and report on outcomes. * Be responsible for the co-ordination and delivery of service; review and allocate resources in collaboration with relevant others. * Ensure that staff in the department arrange and carry out duties in a timely manner, and in line with local policy guidelines. * Promote quality by reviewing and evaluating the cardiac department service regularly, identifying changing needs and opportunities to improve services, in collaboration with the Chief Cardiac Physiologist and relevant others. * Promote good working practice and uniformity of standards of best practice. * Promote good team working, and a culture that values diversity. * Supervise staff, prioritising and allocating work and promoting positive staff morale and team working in conjunction with the Chief Cardiac Physiologist. * Liaise with the Chief Cardiac Physiologist regarding the needs, interests and views of Cardiac Investigations staff. * Participate in the management of stock and equipment in conjunction with the Chief Cardiac Physiologist. * Represent the department at meetings and conferences as appropriate. * 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** | *The Senior Cardiac Physiologist will demonstrate:*  **Professional Knowledge & Experience**  *For example:*   * 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 and Managing Resources**  *For example:*   * The ability to effectively plan and manage resources, ensuring value for money and maximum benefit for the organisation within a model of person-centred care. * The ability to effectively manage large workloads, monitoring progress to ensure deadlines are met and reprioritising as required. * Flexibility in responding to changing service demands, being adaptable & able to work well under pressure.   **Managing and Developing (Self and Others)**  *For example:*   * Ability to work independently as well as part of a multidisciplinary team. * Leadership and management ability including the ability to manage a team and facilitate staff development by providing support such as supervising, mentoring, coaching and formal development planning. * An ability to adapt their management style to suit the demands of the situation and the people involved.   **Commitment to providing a Quality Service**  *For example:*   * A commitment to the provision of a high-quality service. * An awareness and appreciation of the service user and an ability to empathise with and treat others with dignity and respect. * Innovation including the ability to effectively challenge existing practices and procedures in developing and improving services to patients. * An openness to change and support others through the implementation of change. * Motivation and initiative   **Evaluating Information and Judging Situations**  *For example:*   * Sound clinical and professional judgement consistent with accepted models of practice. * Experience of gathering, interpreting, analysing /evaluating information to make well informed decisions. * A proven ability to solve problems / develop solutions to complex situations and make effective decisions especially regarding service user care. * An ability to communicate decisions comprehensively and ensure that the relevant people understand how to implement them.   **Communications and Interpersonal Skills**  *For example:*   * Effective communication skills including the ability to present information in a clear and concise manner. * Strong interpersonal skills; building and maintaining relationships and understanding and valuing individuals and their respective professional roles. * Sensitivity, diplomacy and tact when dealing with others * Strong negotiation skills, remains firm but flexible when putting forward a point of view. |
| **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, Senior**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **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. |

**\*\*\*\*\*\*\*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)