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| **Job Specification; Sample Content****Neuro-Physiologist Staff (3604)** |
| **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 the Senior / Chief I / Chief II Neuro-Physiologist <add / delete as appropriate>. |
| **Purpose of the Post**  | ***For Example:***The post holder will perform routine and non-routine work carried out in the Clinical Neurophysiology Department. This post provides the opportunity to gain experience of more complex / non routine work in a supervised environment. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Neuro-Physiologist, Staff Grade will:***Clinical / Professional*** Carry out duties to the appropriate standard under the supervision of the Chief Neuro Physiologist 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 legislation and local guidelines.
* Maintain professional standards in relation to confidentiality and ethics.
* Be responsible for the co-ordination and delivery of service in their assigned area / role.
* Be responsible for history-taking and interpretation of request forms

**[Delete/Include the statements below and/or insert other procedures / tests, as relevant to a particular role]*** Perform routine EEGs, EP (VEP/ BAEP/ SSEP) and surface NCS recordings unsupervised.
* Gain experience in non-routine procedures; portable EEGs on the wards and ITU / CCU and NICU (Neonatal) or other special situations (e.g. recording done in the Radiography Department during Sodium Amytal injections) with the assistance and supervision of senior staff.
* Become familiar with the techniques involved in long-term recording by Video Telemetry where required.
* Perform procedures, reporting on findings and highlighting abnormal recordings.
* Undertake cleaning, packing and preparation of equipment for sterilization. Routine repairs and maintenance of electrodes.
* Support, Medical Technical and Nursing staff in the implementation of patient care.
* Be involved in the development of new procedures which may be introduced.
* Participate in the development of operational policy and best practice.
* Act for other staff in their absence as required.
* Adhere to departmental patient policies at all times.

**Education & Training*** Participate in continuing professional development including in-service training, attending and presenting at conferences/courses relevant to practice, contributing to research etc.
* Update knowledge and training accordingly as medical procedures change and developments are introduced.
* Participate in mandatory training programmes.
* Engage in support with peer Neuro-Physiologists.
* Facilitate arrangements in the laboratory area for educating and training other scientific, student or medical personnel and others as appropriate.
* Participate 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*** Be aware of and implement agreed 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, adequately identifies, assesses, manages and monitors risk within their area of responsibility and take 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.

**Administrative*** Develop and implement service/business plans, quality initiatives, audits etc. and report on outcomes in collaboration with the Chief Neuro-Physiologist.
* Promote quality by reviewing and evaluating the service regularly, identifying changing needs and opportunities to improve services, in collaboration with the Senior/ Chief Neuro-Physiologist and relevant others.
* Review and allocate resources in collaboration with relevant others.
* Participate in the management of stock and equipment in the laboratory.
* Participate in the provision of appropriate statistical and management information.
* Promote good working practice and uniformity of standards of best practice.
* Promote good team working, and a culture that values diversity.
* 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.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*** *The Staff Grade Neuro-Physiologist will demonstrate:***Professional Knowledge & Experience** *For example:** Sufficient theoretical, practical, and clinical knowledge to carry out the duties and responsibilities of the role.
* Sufficient experience and knowledge to carry out the duties and responsibilities of the role in a competent and safe manner.
* Computer skills and a willingness to develop IT skills relevant to the role.
* A commitment to continuous professional development.

**Planning and Organising Skills***For example:** Effective planning and organising skills; the ability to plan and deliver services in an effective and resourceful manner within a model of person-centred care.
* The ability to manage self in a busy working environment; effectively managing deadlines and multiple tasks.
* An ability to foresee potential problems or competing priorities and take appropriate action.
* An awareness of the need for value for money and a sense of accountability for budgets.

**Team Player** *For example:** The capacity to work independently as well as part of a multidisciplinary team.
* Effective team skills; understanding and valuing individuals and their respective professional roles.
* The ability to both give direction / feedback, and take direction / feedback from others.

**Commitment to providing a Quality Service***For example:** A commitment to providing a high-quality service.
* 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.
* Motivation and an innovative approach to job and service developments, is flexible and open to change.

**Evaluating Information and Judging Situations** *For example:** The ability to evaluate information, solve problems and make effective decisions especially regarding service user care.
* Integrity; ensures that professional, ethical and safety factors are fully considered in decisions.
* The ability to communicate decisions comprehensively and ensure that the relevant people understand how to implement them.
* Sound clinical and professional judgement consistent with accepted models of practice.

**Communications and Interpersonal Skills***For example:** Effective communication and interpersonal skills including the ability to present information in a clear and concise manner.
* Demonstrate the ability to build and maintain relationships with a variety of stakeholders.
* The ability to empathise with and treat others with dignity and respect.
* Sensitivity to issues arising from multiple stakeholders, is patient and understanding in dealing with others.
* Good negotiation skills and is assertive as required.
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