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| **Job Specification; Sample Content****Respiratory Physiologist, Chief II (3009)** |
| **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 Chief II Respiratory Physiologist is primarily responsible for the delivery of the Pulmonary Function and Sleep Laboratory service. This includes the management and delivery of the full range of assessment tests carried out in the Respiratory Laboratory and Sleep Laboratory. They are responsible for the supervision and line management of other Respiratory Physiologists working in the department. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Respiratory 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 legislation and local guidelines.
* Ensure that professional standards are maintained in relation to confidentiality and ethics.
* Engage in modernisation and implementation of change according to best international practice.
* Ensure that the highest possible standards of treatment and care are provided to the patient and to ensure that the quality of patient’s services is a prime concern of all staff members.
* Develop and implement evidence based department protocols.
* Be responsible for managing own caseload and for the assessment, planning, implementation and evaluation of respiratory services for service users according to service standards and best practice.
* Carry out daily duties of the Respiratory Lab including making appointments, dealing with queries, filling reports and record keeping, patient education, history taking and interpretation of request forms.
* Conduct audits on patient outcomes, equipment, hygiene etc., and peer review test reports, as requested by hospital management.
* Ensure Quality Control & Quality Assurance checks are performed within the department.
* Conduct a full range of standard non-invasive respiratory diagnostic tests including: Ensure that professional standards are maintained in relation to confidentiality and ethics.
* Engage in modernisation and implementation of change according to best international practice.
* Ensure that the highest possible standards of treatment and care are provided to the patient and to ensure that the quality of patient’s services is a prime concern of all staff members.
* Develop and implement evidence based department protocols.
* Be responsible for managing own caseload and for the assessment, planning, implementation and evaluation of respiratory services for service users according to service standards and best practice.
* Carry out daily duties of the Respiratory Lab including making appointments, dealing with queries, filling reports and record keeping, patient education, history taking and interpretation of request forms.
* Conduct audits on patient outcomes, equipment, hygiene etc., and peer review test reports, as requested by hospital management.

**[Delete / Include the bullets below or insert other procedures / tests, where relevant]*** Spirometry
* Reversibility Studies
* Lung volumes by Gas Dilution Methods
* Lung Volume by Body Plethysmography
* Diffusing Capacity of the Lungs for Carbon Monoxide (DLCO)
* Test of respiratory muscle function including Maximum Inspiratory (MIP) and Expiratory Pressures (MEP) and Sniff Nasal Inspiratory Pressure (SNIP) testing.
* Fractional Exhaled Nitric Oxide (FeNo) & Indirect Calorimetry
* Conduct invasive respiratory diagnostic tests including:
* Bronchoprovocation challenges
* Skin Allergy Tests
* Cardiopulmonary Exercise Testing
* Hypoxic Challenge.
* Attend & support the Consultant Sleep Clinics in the Assessment of Patient Referrals for Sleep Disordered Breathing & other Sleep Disorders.
* Assist in the Sleep Service in the Non-Invasive ventilation:
* Conduct and supervise overnight diagnostic Polysomnography (Full and Limited studies & Multiple Sleep Latency Tests (MSLTs)).
* Assess and set up patients for overnight titration studies on nasal Continuous Positive Airway Pressure (CPAP) therapy.
* Analysis / scoring of studies and report preparation
* Ensure along with the Consultants in Respiratory Medicine, that investigations performed in the department are clinically indicated.
* Perform required procedures, reporting and highlighting abnormal or inconsistent results.
* Demonstrate skill at interpreting complex clinical information, anticipating potential problems and responding to changes promptly and effectively and developing specialised plans of care.
* Foster and maintain professional working relationships with colleagues, front line managers, and other healthcare personnel in the team.
* Carry out daily maintenance, calibration and cleaning of equipment.

**Education and Training*** Participate in mandatory training programmes.
* Participate in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice, contributing to research etc.
* Maintain and update professional knowledge on relevant scientific research and practice development. Promote and participate in research projects.
* Provide induction and mentoring to professional colleagues.
* Engage in career and personal development planning.
* Encourage and promote the on-going professional development of all staff, encouraging reflective practice.
* Participate in the development and evaluation of education resource material as required.
* 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*** Ensure and promote the safety of self and others and the maintenance of the environments 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 to HSE and department policies in relation to the procurement, care and safety of any equipment supplied for the fulfilment of duty. Be responsible for the safe and competent use of all equipment and appliances both by clients and staff under their supervision.
* Follow health and safety procedures according to hospital policy, for example, cardio-pulmonary resuscitation, fire evacuation, infection control, handling hazardous materials, etc.
* Actively participate in risk management issues, adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Report any adverse incidents or near misses. Participate in the investigation and remedial action.
* 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.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Management** * Lead and manager a team of senior, junior and student Respiratory Physiologists; have overall responsibility for student respiratory physiologists during placements.
* Facilitate and support junior staff in adopting and implementing new techniques and enable processes that ensure that all Respiratory Physiologists, and other relevant health care professionals, are kept up to date with new techniques.
* Implement HR processes and procedures in accordance with National policies.
* Participate in selection and interviewing for departmental staff when the time arises.
* Demonstrate determination and initiative in achieving results as well as sustaining and improving the service within resource limitations; review and evaluate the respiratory service regularly, identifying changing needs and opportunities to improve services.
* Manage the department within agreed objectives and within its financial allocation in conjunction with the hospital’s Finance Manager; ensure the effective and efficient deployment of available resources.
* Collect and evaluate data about the service and demonstrate the achievement of the service.
* Promote the Hospital’s commitment to continuous quality improvement.
* Plan and prepare Annual Service Reports including Work Force Planning, monthly and annual statistic reports of all activity within the department, Cost Containment Analysis including Equipment Service Contracts.
* 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** *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 & Managing Resources***For example:** 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)***For example:** 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***For example:** 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***For example:** 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***For example:** 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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