

**Respiratory Physiologist, Chief II**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Respiratory Physiologist, Chief II**  (Grade Code: 3009) |
| **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 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** | *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.   [**Delete/Include the bullets below or insert other procedures / tests, where relevant**]   * Conduct a full range of standard non-invasive respiratory diagnostic tests including:   + Spirometry   + Reversibility studies.   + Lung volumes by Gas Dilution Methods   + Lung Volume by Body Plethysmography   + Diffusing Capacity of the Lungs for Carbon Monoxide (DLCO).   + Tests 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 manage 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.** |
| **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**  *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. |
| **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. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **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. | |

**Respiratory 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 (€69,676 as at 01.10.2020) 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)