|  |
| --- |
| **Job Specification; Sample Content****Vascular Physiologist Chief II (3054)** |
| **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 Clinical Lead of Vascular Services on all clinical matters relating to the Vascular Laboratory and to the Business Manager of the Peri-Operative Directorate on administrative matters. |
| **Purpose of the Post**  | ***For Example:*** The Vascular Physiologist, Chief II is responsible for the provision of a comprehensive vascular ultrasound diagnostic service consistent with the resources allocated and evolving requirements. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Vascular 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.
* Ensure that professional standards are maintained in relation to confidentiality, ethics and legislation.
* Carry out daily lab duties including making appointments, dealing with queries, filling reports and record keeping, patient education, history taking and interpretation of request forms.
* Triage patient referrals, prioritising / reprioritising patient appointments according to urgency.
* Identify patients that require follow-up / review appointments and organise same.
* Provide supervision of and participate in the diagnostic work carried out in the Vascular Laboratory including: Ankle/Brachial Index & Digital pressures, Exercise Testing, Aortic Duplex, Carotid Duplex, Upper & Lower limb Arterial Duplex, Upper & Lower limb Venous Duplex, Graft Surveillance, Visceral & Renal Artery Duplex, AVF Assessment & Vein Mapping. [**Delete or insert other procedures, as relevant to the given role**]
* Interpret test results, compiling a professional report.
* Recognise and report any limitations to an assessment.
* Assist in the care and maintenance of all equipment in the Vascular Laboratory.
* Ensure that the resources of the Vascular Laboratory are utilised effectively and efficiently.
* Be responsible for assessing and monitoring the need for new equipment and participate to the process to select new equipment including the tendering process for new / replacement equipment as required.
* Attend meetings / conferences as required / designated. Represent the Lab at multi-disciplinary meetings.
* Liaise with educational institutions in the practice education and training of Clinical Measurement Students.

**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 and promoting research etc.
* Keep abreast of up-to-date developments in Vascular Technology and participate in appropriate courses, seminars as agreed from time to time, nationally and internationally.
* Participate in teaching programmes and engage in the training of staff / students / trainees.
* Ensure newly qualified Physiologists have adequate induction and clinical supervision.
* 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.
* Ensure 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.
* Actively participate in risk management issues, adequately identify, assess, manage and monitor risks taking any corrective actions within their area of responsibility.
* Report accidents and incidents. Participate in the investigation and remedial action.
* Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).
* Assist in the development, implementation and review of Health and Safety statements, as appropriate.
* 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 on the preparation and implementation of service plans, operational plans, practices and procedures which are quality driven, patient focused and which help to improve deficiency and effectiveness of services, while maintaining / enhancing standards and reducing costs where feasible.
* Hold overall responsibility for the leadership and management of the Vascular Laboratory services, developing vascular diagnostic investigations / services and policies in conjunction with relevant others.
* Manage the Department within agreed objectives, spend and budget.
* Ensure that the highest standards of safety, quality assurance, test validation and accuracy are maintained.
* Oversee the evaluation of service delivery; using audit processes to identify opportunities for the improvement of service and service performance.
* Be responsible for Vascular Physiology personnel; for the supervision, orientation, training and performance appraisal of staff with the aim of promoting good staff relations, staff development and the retention of staff.
* Implement HR processes and procedures in accordance with local and national policies.
* Participate in selection and interviewing for departmental staff when the time arises.
* Develop an effective communication process for the Department by arranging and participating in regular meetings and by generating relevant management information.
* Maintain a high level of professionalism when potentially distressing or upsetting situations arise, managing any issues of conflict promptly and effectively to support and promote effective working.
* Ensure accurate patients records and departmental statistics are kept, using computerised systems as appropriate and have these statistics and records available as required.
* Undertake and facilitate data collection and participate in research programmes related to the Vascular Service.
* 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.
* Act as spokesperson for the organisation as required.
* Demonstrate pro-active commitment to all communications with internal and external stakeholders.
* 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, e.g.
* experience in managing patients presenting for investigation.
* full knowledge of ethical principles, standards and protocols required in Vascular Diagnostics.
* The necessary experience and knowledge to carry out the post in a competent and safe manner e.g. a clear appreciation of electrical safety requirements.
* 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.
 |