

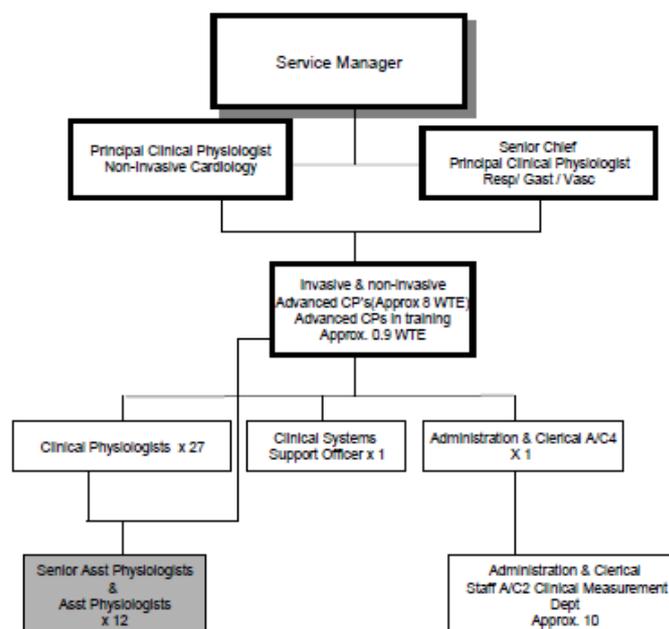
## Job Description

<b>JOB TITLE</b>	<b>Assistant Physiologist</b>
<b>GRADE</b>	<b>Band 3</b>
<b>REPORTS TO</b>	<b>Advanced Clinical Physiologist</b>
<b>ACCOUNTABLE TO</b>	<b>Principal Clinical Physiologist</b>
<b>DEPARTMENT</b>	<b>Clinical Measurement Department (Derby Hospitals)</b>
<b>DIVISION</b>	<b>Medicine</b>
<b>DATE</b>	<b>January 2021</b>

### JOB PURPOSE

- To perform a range of standard diagnostic clinical measurement investigations from various departmental sections.
- To work independently in remote locations when required.
- To demonstrate and train junior members of staff and other healthcare professionals in standard clinical measurement investigations e.g electrocardiograms (ECG's)

### ORGANISATIONAL CHARTS



## KNOWLEDGE, SKILLS AND EXPERIENCE

### *Essential:*

- GCSE grade C or above or equivalent in English, Maths and Science (preferably Biology)
- To be prepared to undertake training as and when required
- Demonstrates an understanding of patient confidentiality

### *Desirable:*

- Certificate in Electrocardiography (National qualification)
- Certificate in BLS/HLS

## KEY RESULT AREAS

- Perform and record electrocardiograms, spirometry, doppler pressures, ambulatory BP, ambulatory ECG and autonomic function testing.
- Assist the Clinical Physiologists as and when required e.g. urodynamics.
- Liaise with admin and clerical staff to provide clerical support when needed .eg Assist in the process of booking patients
- Maintain and calibrate recording equipment and associated stock control.
- Input data onto the computer system.
- Functional checking, maintenance of relevant documentation and quality control of spirometers and electrocardiogram machines and other devices in Clinical Measurement within Medicine and defibrillators across the Trust.
- Collaborate and implement practical training and assessment of standard diagnostic clinical measurement investigations within the trust and across the health care community.
- Deal and answer patient queries, passing on to appropriate personnel if and when necessary.
- Responsible for the smooth running of clinics in remote locations, ensuring the work load is completed making adjustments as necessary if workload becomes unpredictable. Eg off-site working: ECG clinic at Ripley Hospital, MH.

## INTERNAL AND EXTERNAL WORKING RELATIONSHIPS

- Communicate and liaise with colleagues, patients, clinical and non-clinical staff across the Trust.
- Communicate and liaise as appropriate across the healthcare community.

## **TRAINING**

- Undertake annual competency-based assessments on colleagues and other health care professionals.
- Will be assessed periodically in accordance with local competency-based assessments.
- To attend Trust and local Mandatory Training eg Fire, Local health and Safety, Basic Life support.
- Will be required to undertake professional qualifications specific to job role i.e. Certificate in Electrocardiography

## **PLANNING AND ORGANISING**

The post holder will be required to prioritise between urgent and non urgent ECG's, and plan their work accordingly.

## **DECISION MAKING**

The post holder will be required to bring to the attention of Senior colleagues any abnormal test result they have generated and act accordingly in the event of a patients condition deteriorating.

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Communication and relationship skills</b>	Communicate factual information to patients using persuasion, reassurance, tact and sensitivity; overcome barriers to understanding eg when patient's first language is not English, dealing with stroke victims, patients with learning disabilities, psychiatric patients, paediatrics and patients with hearing difficulties. Also, establish rapport with colleagues.	
<b>Knowledge, training and experience</b>	GCSE grade C or above or equivalent in English, Maths and Science (preferably Biology) Knowledge of departmental procedures, clinical observations. Demonstrate an understanding of patient confidentiality	Certificate in Electrocardiography or equivalent. CPR to HLS level.
<b>Analytical and judgemental skills</b>	Assess patient's condition through basic test results; assess comfort of patient; instigate emergency procedures. Alert senior colleagues of any abnormal test result they have generated and act accordingly in the event of a patient's condition deteriorating. Provide a report for normal 12 lead ECG's/ambulatory ECG's/BP's	Be able to write provisional statements from results obtained through ambulatory blood pressure monitoring, measuring them against set criteria in readiness for the Clinical Physiologist to verify.
<b>Planning and organisational skills</b>	Be flexible within Clinical Measurement Department and ensure own day-to-day work tasks or activities are completed and pass on outstanding tasks where appropriate. Prioritise between urgent and non-urgent investigations and plan work accordingly.	
<b>Physical skills</b>	The post requires good hand to eye co-ordination in order to manipulate and place electrodes and other devices associated with clinical measurement equipment accurately upon a patient to produce consistent and comparable results.	Standard keyboard skills.
<b>Responsibilities for patient / client care</b>	To provide a range of standard diagnostic clinical measurement investigations for patients ensuring privacy and dignity are maintained at all times. May have to advise the patient in the event of an abnormal test result: A doctor may be consulted re abnormal findings, the patient will be informed that a Doctor has been notified.	

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<p><b>Responsibilities for policy and service</b></p>	<p>Follows policies and procedures within own role. Maybe required to comment on proposed changes to procedures.</p>	
<p><b>Responsibilities for financial and physical resources</b></p>	<p>Responsible for the safe use of equipment. Would report equipment faults and consumable shortages to senior members of staff. Responsible for maintaining stock control</p>	
<p><b>Responsibilities for human resources</b></p>	<p>Provide advice, demonstrate own activities or workplace routines to new or less experienced employees in own work area. Occasionally responsible for professional supervision of a small number of qualified staff or students.</p>	
<p><b>Responsibilities for information resources</b></p>	<p>Responsible for data entry into a clinical database.</p>	
<p><b>Responsibilities for research and development</b></p>	<p>Occasional requirement to participate in research and development/clinical trials as required by the job.</p>	
<p><b>Freedom to act</b></p>	<p>Follows established codes of conduct, occupational, Trust and Departmental policies and procedures within own role. May be required to comment on proposed changes to procedures.</p>	
<p><b>Physical effort</b></p>	<p>Occasional requirement for moderate physical effort for several short periods during a session when manoeuvring patients.</p> <p>The post holder will be required to move small pieces of equipment around the Trust on a frequent basis throughout the day this involves walking to the wards, standing and testing the patients, then moving on to the next patient, which could be on another ward. This is on a sessional basis.</p>	

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<b>Mental effort</b>	Daily concentration during testing. Work pattern is generally predictable. Occasional interruptions due to untoward events/emergencies.	
<b>Emotional effort</b>	Occasional exposure to distressing or emotional circumstances, e.g. direct contact with acutely ill patients	
<b>Working conditions</b>	Frequent Exposure to bodily fluids on a weekly basis, e.g. assisting in cystometrograms.	

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

<b>Signed: (Member of staff)</b>		<b>Date</b>	
<b>Signed: (Line Manager)</b>		<b>Date</b>	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

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Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



## Our Vision & Identity

Our UHDB Identity is that we provide *'Exceptional Care Together'*, which is our 'Why?'. It is the fundamental purpose that guides all that we do.



## Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness and Excellence...**



## Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

## Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

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The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

### **Freedom to Speak up**

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

### **Data Protection**

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

### **Confidentiality**

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

### **Infection Control**

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

### **Health and Safety at Work Act**

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

### **Smoke free Trust**

The smoke free policy applies to staff, patients, resident's visitors and contractors.

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**Research:**

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".