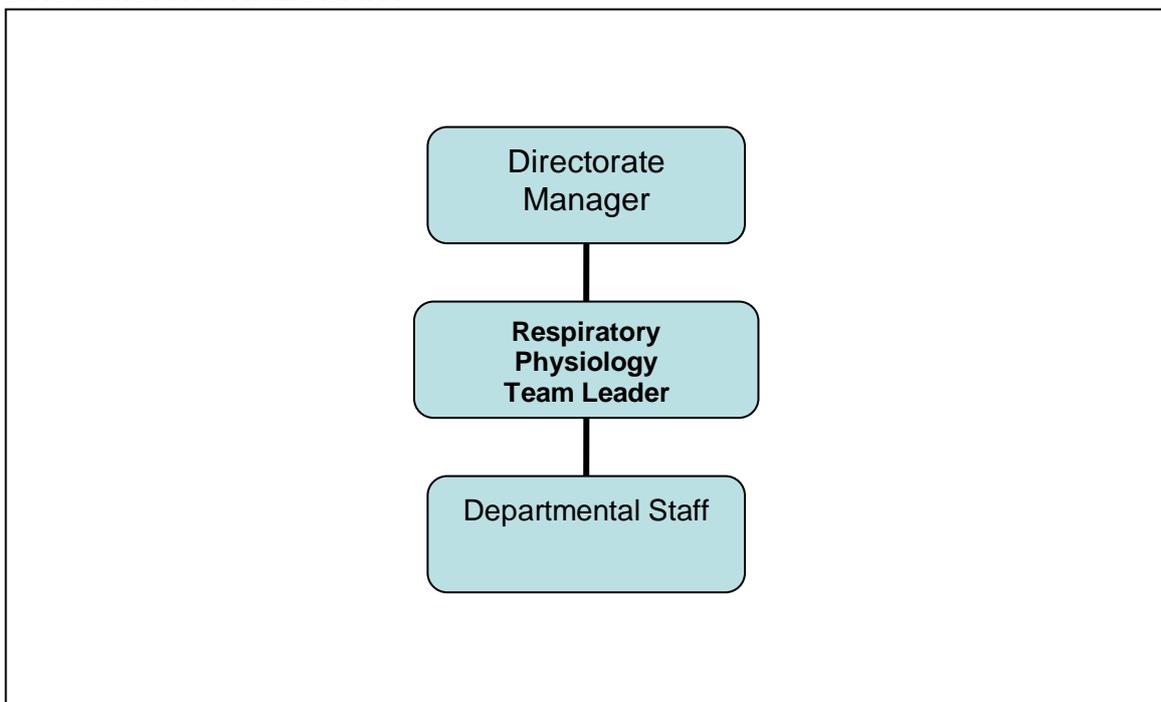


JOB DESCRIPTION

DIRECTORATE:	Respiratory		
DEPARTMENT:	Respiratory Physiology and Sleep Department		
JOB TITLE:	Health Science Practitioner (Respiratory Physiology and Sleep)		
BAND:	6		
BASE:	Rawtenstall Health Centre		
REPORTS TO:	Team Leader, Respiratory Physiology and Sleep Department		
RESPONSIBLE FOR:			
DRB DISCLOSURE REQUIRED:	YES ✓	NO <input type="checkbox"/>	Standard <input type="checkbox"/>
			Enhanced ✓

ORGANISATIONALCHART



JOB SUMMARY

The post holder will provide specialist clinical physiology expertise within respiratory and sleep specialisms and will ensure optimal standards of care are provided to patients.

The job holder will:

MAIN DUTIES

1. The Post holder will undertake specialist clinical physiological tests in the areas of respiratory physiology and sleep. They will only undertake tests they are trained in and currently competent in. They will work to the Protocols and Standard Operating Procedures of the Department and Trust to undertake the procedures and analyse results, reporting on outcomes and advising clinicians.
2. The list of tests will develop and change over time to the needs of the service and further training may be necessary. Current tests include Pulmonary Function tests, Spirometry, Field Tests, Oximetry and Sleep Studies.
3. Tests will be in inpatient, outpatient and community settings on different sites, at the direction of the Team leader, as per Job Plan and needs of the service.
4. Where necessary monitor the patients' condition and report changes to the Doctors or Nurses as applicable, for example: Home Monitoring of CPAP
5. Undertake any reasonable specific delegated tasks as requested by the Team Leader, in line with competencies and the needs of the service.
6. Contribute to the development, modification and evaluation of individual treatment plans in co-operation with the rest of the team.
7. Undertake risk assessments and report back on, and document risk, seeking advice as required, in accordance with policy and procedures.
8. Clearly document each intervention in the patient's case notes, as outlined in organisational policy and procedures.
9. Prescribe equipment/ assistive technology and minor adaptations to facilitate independence within agreed guidelines – for example: CPAP and Home NIV.
10. Assist with the day to day running of the department.

11. Share information as per Trust policies and in accordance with relevant legislation as required.
12. Maintain treatment areas and equipment used to an appropriate standard in accordance with health and safety, infection control and other relevant guidance.
13. Gain valid informed consent from the patient for any individual intervention that is carried out.
14. Carry out general administrative duties as required e.g. filing, making appointments etc.
15. Assist with petty cash and reimbursement as required.
16. May be delegated responsibility for material stock levels, including maintenance and ordering of stock as required.

COMMUNICATION

1. Communicate appropriately and professionally with doctors, Nurses, Therapy staff, other professionals, patients and families.
2. Liaise with other agencies.
3. Be responsible for maintaining written or electronic records in line with relevant policies, legislation and guidance.
4. Have IT skills including use of Internet and Email and to be able to use any special programmes relevant to the service.
5. Advise patients and carers in a variety of ways which may include suggesting techniques/strategies to manage their condition, use of equipment, etc.
6. Attend and participate in team meetings.
7. Assist in involving service users, their carers and family in service improvements.
8. Act as an advocate on behalf of patients.
9. Deal with challenging situations including verbal aggression or distress seeking support as necessary.

TRAINING AND DEVELOPMENT

1. Participate in regular monthly supervision, annual development review and undertake other required in service training as identified in order to develop the skills required for work area.
2. Be willing to undertake relevant further/higher education/training as required.
3. Keep professional registrations up to date and maintain core competencies
4. Complete all required mandatory training.
5. Share knowledge and experience with other staff members and students. This may involve providing mentor or clinical supervision roles for other staff.
6. Develop the skills required for area of work.
7. Maintain own development portfolio to evidence ongoing Continuous Professional Development activities.

ORGANISATIONAL RESPONSIBILITIES

1. Deputise for the Team Leader, if required, in their absence.
2. Participate in team and service development and governance activity as required.
3. Assist in the wider development and delivery of services within the Respiratory Directorate and Trust
4. Assist with the induction of new staff.
5. Work towards achieving service and organisational objectives.
6. Able to deal sensitively with complaints following procedures and directing them to an appropriate person within the team.

PROFESSIONAL RESPONSIBILITIES

1. Comply with the professional bodies' Codes of Ethics and Professional Conduct as they relate to role, national and local policies, and procedures and guidance.
2. Be aware of and fulfil responsibilities under the Health and Safety at Work Act, organisational and departmental policies around Health and Safety, and other procedures and guidance in this area, including compliance with individual risk assessments and mandated Occupational Health requirements for the role.
3. Understand the need to act in the best interests of service users at all times.
4. Understand the need to respect, and so far as possible uphold the rights, dignity, values and autonomy of every service user.
5. Understand your role in the diagnostic and therapeutic process and in maintaining health and well-being.
6. Practise in a non-discriminatory manner.
7. Exercise a professional duty of care.
8. Know the limits of your practice and when to seek advice.

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

JOB DESCRIPTION AGREEMENT

Jobholder's Signature:..... **Date:**.....

Head of Department's Signature:..... **Date:**.....

Head of Department's Job Title:.....

EFFORT FACTORS
Healthcare Scientist BAND 6

• PHYSICAL EFFORT

WHAT PHYSICAL EFFORT IS REQUIRED FOR THE JOB?	HOW OFTEN?	FOR HOW LONG?	WHAT WEIGHT IS INVOLVED?	ANY MECHANICAL AIDS?
<ul style="list-style-type: none"> • Driving 	Weekly	Up to 30 minutes at a time.	N / A.	Car.
<ul style="list-style-type: none"> • Moving and handling patient for assessment and treatment purposes. 	Daily.	Up to 1 hour at a time.	<ul style="list-style-type: none"> • No physical lifting of adults but may facilitate movement. 	<ul style="list-style-type: none"> • Moving and handling equipment.
<ul style="list-style-type: none"> • Carrying equipment between cars and stores/houses. 	Daily.	Up to 30 minutes at a time.	<ul style="list-style-type: none"> • Variable depending on equipment. • Sometimes awkward in size. 	Trolley.

IS THE JOB HOLDER EXPECTED TO SIT / STAND IN A RESTRICTED POSITION?	HOW OFTEN?	FOR HOW LONG?	WHAT ACTIVITY IS INVOLVED?
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Every shift <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Less often <input type="checkbox"/>	Up to and hour at a time.	Facilitating and positioning of patients for tests.

- MENTAL EFFORT

ARE THERE ANY DUTIES REQUIRING PARTICULAR CONCENTRATION?	HOW OFTEN?	FOR HOW LONG?
<ul style="list-style-type: none"> • Driving car to complete movement between sites • Computer inputting. • Complex treatment interventions. • Assessment tasks. • Case note completion. • Attending training sessions. 	Weekly Daily. Daily. Daily. Daily. Weekly / Monthly.	Up to 30 minutes at a time. 30 minutes at a time. Up to 1 hour. Up to 1 hour. Up to 1 hour at a time. 2 hours at time.
ARE THERE ANY DUTIES OF AN UNPREDICTABLE NATURE?	HOW OFTEN?	FOR HOW LONG?
<ul style="list-style-type: none"> • Dealing with patients/carers who can be angry/upset/distressed or have unpredictable behaviour. • Responding to urgent requests. • Moving and Handling of patients or objects. 	Daily. Daily. Daily.	Up to 1 hour. Up to 30 minutes. Up to 30 minutes.

- EMOTIONAL EFFORT

DOES THE JOB INVOLVE DEALING WITH ANY DISTRESSING OR EMOTIONAL CIRCUMSTANCES?	DIRECT / INDIRECT EXPOSURE	HOW OFTEN?
<ul style="list-style-type: none"> • Dealing with emotionally upset patients, carers and staff. • Dealing with patients that have life limiting conditions, severe disability or terminal illness. 	Direct. Direct.	2 – 3 times week. Daily.

• Dealing with complaints.	Direct.	Weekly.
• Dealing with varied caseloads demands and pressures associated with this.	Direct.	Daily.
• Dealing with people that have challenging behaviours.	Direct.	2 – 3 times week.

- WORKING CONDITIONS

DOES THE JOB INVOLVE EXPOSURE TO UNPLEASANT WORKING CONDITIONS?	HOW OFTEN
• Working in variety of locations	Weekly.

EMPLOYMENT ACTS AND CODES OF PRACTICE

All employees are required to comply with employment legislation and codes of good practice.

- **EQUALITY AND DIVERSITY**

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

- **HEALTH AND SAFETY**

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

All employees must comply with Prevention and Control of Infection polices, Risk Assessments and attend any related mandatory training.

- **RISK MANAGEMENT**

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

- **DATA PROTECTION ACT**

All members of staff are bound by the requirements of the Data Protection Act 1998.

- **RULES, REGULATIONS, POLICIES, STANDING ORDERS AND FINANCIAL INSTRUCTIONS**

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

Respiratory and Sleep Practitioner B6 JD and PS – 23.04.20

- RESEARCH AND DEVELOPMENT PROJECTS

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

- DEVELOPMENT REVIEW

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

- TRAINING

Post holders are required to attend any relevant and mandatory training for the post.

- OUTSIDE EMPLOYMENT / OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of ELHT. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

- REVIEW OF JOB DESCRIPTION

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

- The Trust operates a mandatory Smoke Free Policy on all sites.

PERSON SPECIFICATION

Healthcare Scientist (Respiratory Physiology and Sleep) BAND 6

KNOWLEDGE TRAINING AND EXPERIENCE REQUIRED FOR THE POST	ESSENTIAL AT RECRUITMENT ✓	DESIRABLE BUT CAN BE DEVELOPED WITHIN THE ROLE ✓	HOW ASSESSED A – APPLICATION I – INTERVIEW P – PRESENTATION T – TEST
Qualifications <ul style="list-style-type: none"> • Degree or equivalent in Health Care Sciences with Respiratory or Sleep Specialism • Registered on the ARTP register or equivalent for relevant respiratory and sleep 	✓ ✓		A A
Experience <ul style="list-style-type: none"> • Have worked within a NHS trust as a Health Care Scientist within the Respiratory and Sleep setting. • Ability to prioritise and organise the clinical caseload within a designated area, including the planning and organisation of expected and acute workload and deployment and supervision of more junior staff • Ability to exercise initiative as a specialist practitioner in the designate specialty area demonstrating highly specialist in-depth knowledge and theory. This includes the individual using his/her discretion to re-adjust plans as the clinical situation/need of the patient changes • Have had experience of working alone. • Experience of deputising for Team Leader 	✓ ✓ ✓ ✓	✓	A and I A and I A, P and I A and I A and I

<ul style="list-style-type: none"> • Have experience of administration and computer systems 	✓		A and I
<p>Work Related Knowledge and Skills</p> <ul style="list-style-type: none"> • IT literacy including Email and Internet. • Understanding of disability and illness. • An understanding of Respiratory clinical pathways • Numerate. • Health safety and risk awareness. • Able to manage own workload. • Ability to present reports and maintain standards for record keeping. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 		<ul style="list-style-type: none"> A I I I I I A
<p>Personal Attributes</p> <ul style="list-style-type: none"> • Being able to work under pressure. • Have a problem solving approach. • Enthusiastic and keen to learn and develop. • Flexible to different work demands/environments. • Commitment to client centred, non-discriminatory practice. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 		<ul style="list-style-type: none"> I I A and I A I I
<p>Other</p> <ul style="list-style-type: none"> • Commitment to lifelong learning. • Car driver and has access to a car undertake visits in the community as required. • Able to undertake moving and handling tasks. 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> A and I A A