

JOB DESCRIPTION

JOB TITLE	Highly Specialised Respiratory and Sleep Clinical Physiologist
PAY BAND	7
DIRECTORATE / DIVISION	Medical Directorate / Unscheduled Care
DEPARTMENT	Cardio Respiratory
BASE	The Princess Royal Hospital, Telford
RESPONSIBLE TO	Cardio Respiratory Service Manager
ACCOUNTABLE TO	Service Manager for Unscheduled Care
RESPONSIBLE FOR	The delivery of a range of Highly Specialist Diagnostic investigations

Job Summary

- The role of The Highly Specialised Respiratory Physiologist is to provide a high quality, patient focused, efficient Respiratory service within the Shrewsbury and Telford Hospitals NHS Trust
- Work in conjunction with the department manager and other staff to ensure the service needs are met
- Performance of the full range of routine and more specialised Respiratory diagnostic tests
- Responsible for the monitoring and performance of calibration and quality control procedures for all equipment
- Supervision of less experienced staff
- Teaching and training of students, trainees and Trust staff
- Updates own professional knowledge
- Participation in research and development activities in Respiratory Medicine

Key Duties/Responsibilities

Patient Care/ Clinical Responsibilities

A highly specialist Respiratory Physiologist will independently perform a combination of the following specialist procedures.

- Cardiopulmonary exercise tests
- Full Lung Function Studies analysing complex results and producing accurate reports, including respiratory muscle function testing and skin prick allergy assessments

- Set up, download, analysis and interpretation of limited channel sleep studies, producing accurate diagnostic reports
- Issue continuous positive airway pressure treatment to sleep apnoea patients, monitoring progress, managing their care and reporting to the consultant and GP
- Detailed analysis and clinical decision making of possible complex sleep disorders from diagnostic and CPAP usage data
- Participate in the training of physiologists, medical and nursing staff as per departmental training programme
- Prioritise own duties and workload
- Communicate complex information with patients, relatives or carers, explaining the procedures taking into account any learning or physical disabilities, in order to obtain agreement and cooperation to any tests or procedures, ensuring privacy, dignity and confidentiality at all times.
- Ensure availability, cleanliness and maintenance of equipment.
- Ensure appropriate stock levels are maintained ordering stock as appropriate, via stock control or purchase requisition.

Professional

- Ensure personal compliance with regards to mandatory training, professional CPD and codes of conduct.
- Maintain state registration and personal competence
- Contribute to the training of junior staff
- Participate and contribute to monthly Respiratory meetings including presentation of interesting cases and audit data.

Planning and organising

- Contribute to meeting and sustaining the local and National diagnostic targets within the department.
- Works flexibly and contributes to participation in an efficient rota to ensure all service needs are met.

Communication

- Maintain good working relationships and be able to communicate complex information to a wide range of staff, patients and external agencies.
- Liaise with physiological, medical, technical, nursing, housekeeping, administrative and other staff as necessary.
- Contributes and participates in departmental meetings to support a high quality service for patients and support a strong team ethic.

Physical and Financial Resources

- Ensure machines are maintained and faults reported to Medical Engineering, liaise with relevant companies completing necessary feedback reports.
- To be responsible for the maintenance, calibration and accuracy of cardio-respiratory equipment.
- Understand electronic patient database systems, computer systems and applications. Comply with existing systems for the accurate recording, collation, monitoring and feedback of appropriate information.
- Responsibility for maintaining stock control

Human Resources

- Responsibility for providing junior staff with training regarding routine investigations and medical staff with specialist echocardiography training.
- Undertaking workplace assessments and appraisal of junior staff

Clinical Governance and Audit

- Work within agreed Trust and local policies and protocols.
- Contribute and participate in audit to ensure compliance with and development of professional and local policies and procedures and clinical standards/protocols/guidelines.

This list of duties is not intended to be exhaustive, but indicates the main areas of work and may be subject to change after consultation with the post-holder to meet the changing needs of the service

GENERIC CLAUSES FOR ALL JOB DESCRIPTIONS

To maintain a broad understanding of the work of the Service Line and Department, and of Trust as a whole, and actively contribute your ideas for the improvement of service provision.

To ensure own actions contribute to the maintenance of a quality service provision.

To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.

To participate in Trust's Performance and Development Review and to undertake any identified training and development related to the post.

To undertake statutory and mandatory training as deemed appropriate by the Trust.

To develop and maintain effective working relationships with colleagues.

To adhere to all Trust policies and procedures.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. 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; and
- 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; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous Improvement

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.