

JOB DESCRIPTION

JOB DETAILS	
Job Title	Healthcare Science Associate Practitioner - Cardiology
Reports to	Principal Cardiac Physiologist - Cardiology
Band	Band 4
Department/Directorate	Directorate of Medicine

JOB PURPOSE
<ul style="list-style-type: none"> The Healthcare Science Associate Practitioner will work as part of the cardiology team providing cardiac diagnostic tests and clinical interventions in both the inpatients and outpatients hospital care setting. They will be responsible for the detailed analysis and interpretation of ambulatory ECG monitors and writing detailed clinical reports. The post holder may contribute to the assessment of care needs and the delivery of planned and unscheduled care under delegation and direction of the senior healthcare scientist. This will include recording and documenting physiological observations and changes to the patient's clinical condition. To practice in accordance of Trust standards and policies and to work within the boundaries of their role and individual competence.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>Clinical Duties & Responsibilities:</p> <ul style="list-style-type: none"> To analyse and interpret ambulatory electrocardiographic recordings. To produce detailed and factual written reports on ambulatory electrocardiographic recordings, highlighting results directly with clinicians and ensure results are acted upon. To provide direct patient centred care in accordance with patient needs and in line with Trust policies. This may include providing personal care, such as supporting with toileting and continence needs Assess a person's clinical condition, within the individual's scope of competence using tools such as non-verbal signs of deterioration and know how to urgently escalate concerns appropriately. To provide support for the implantable loop recorder remote clinic service To support with exercise treadmill tests Perform follow-up clinics with Physiologists support as required To provide clear and accurate records of patient's investigations To assist the cardiac physiologists to carry out specialist procedures To be fully conversant with basic life support techniques To attend cardiac arrests and participate as required <p>Leadership Duties & Responsibilities:</p> <ul style="list-style-type: none"> Supervise the day to day running of the electrocardiography service. Assisting in the training and development of Healthcare Science Assistants Assist in the supervision, recording of attendance and sickness of Healthcare Science Assistants

Administration Duties & Responsibilities:

- Accurately record information, such as physiological observations and understand the importance of accurate and complete documentation. To record clearly and accurately all aspects of care given to the individual in relevant documents
- To undertake administration and clerical duties to support the job role
- To participate in general IT 'housekeeping' duties
- To perform quality control procedures correctly and monitor calibration trends.
- To support the clerical team with booking and out-comes of patients tests on the hospital computer system
- Answer telephone enquiries from internal and external sources
- Be familiar with various trust databases
- Responsible for consumable stock levels
- To comment and participate in service improvement
- Evaluate and assist in the selection of relevant equipment for use within the department
- Undertake machine checks and calibration to ensure correct functioning of equipment. Recognise machine faults and take corrective action.
- Manage the maintenance planning and servicing of ambulatory equipment with Spacelabs
- Assist with the recording and storage of information, manually and electronically, using facilities in place within the department.
- Contribute to the gathering of relevant information in decision making, problem solving and technical management.
- To be conversant with Health and safety legislation and guidelines relating to the workplace and ensuring safe working practices.

KEY WORKING RELATIONSHIPS

Areas of Responsibility:

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition, the post holder may deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.

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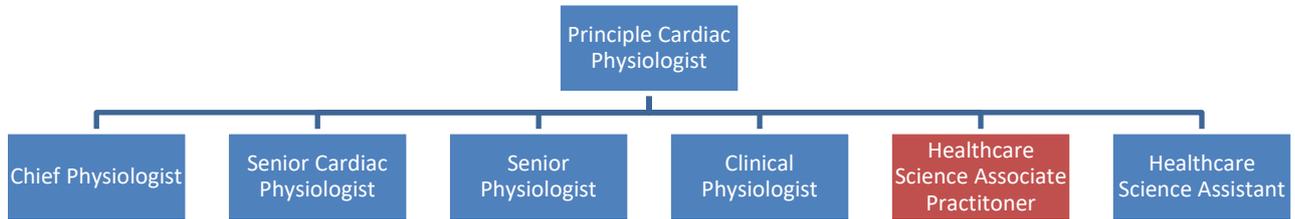
In addition, the post holder will deal with the wider healthcare community, external organisations and the public.

This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none">• Healthcare Scientists / Cardiac Physiologists• Doctors of all grades• Allied Health Professionals• Registered Nurses• Domestic & Housekeeping staff• Administrative staff• Facilities & Estates staff• Learning & Development team	<ul style="list-style-type: none">• Members of the public• Spacelabs• Primary Care• ICB• Transport Services

ORGANISATIONAL CHART



FREEDOM TO ACT

- The postholder will work autonomously, in line with Trust Policies and Standard Operating Procedures under the direction of the designated Registered Healthcare Professional (HCP). The post holder should raise concerns or any matter outside of their scope of competence, to the Registered HCP or appropriate person.

COMMUNICATION/RELATIONSHIP SKILLS

- The post holder will communicate effectively across a wide range of channels and with a wide range of individuals, the public and health social and care professionals.
- They will use both verbal and non-verbal methods of communication, dependent on the needs of the patient and address communication barriers.
- They should demonstrate the interpersonal skills that demonstrate empathy, compassion, courtesy, respect and trust. Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered, adhering to local and national guidance.
- Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times.
- The postholder should be able to challenge constructively within the multidisciplinary team, in an appropriate and professional manner, whilst acting as the patients advocate.
- To produce test reports, checking the results before forwarding to the appropriate department.
- To deal with enquiries from patients, carers and staff by email telephone and face to face in a professional and courteous manner.

ANALYTICAL/JUDGEMENTAL SKILLS

- The postholder will exercise personal responsibility and work independently within defined parameters of practice and their scope of competence, taking the initiative in a variety of situations and performing a range of clinical interventions, consistent with their role, responsibilities and professional values.
- The ability to provide technical reports from a wide range of data.

PLANNING/ORGANISATIONAL SKILLS

- The postholder will be responsible for working in an effective and organised manner, prioritising the clinical needs of their patients, demonstrating excellent time management and organisational skills to effectively deliver person centred care.
- The postholder will deliver care based on the risk assessments completed by the registered nurse and following the individual patient's care plan.

PATIENT/CLIENT CARE

- The postholder will be in continual direct contact with patients, providing personal care, performing clinical interventions and supporting the health and well being of the patient. The frequency and level of contact will be determined for each patient based upon their individual needs, as set out in the patients care plan.

POLICY/SERVICE DEVELOPMENT

- The postholder will promote health and safety at all times. Share ideas with colleagues to improve care and suggest ideas for innovation. Participate in audit activity undertaken in area of practice. Adhere to legislation, policies, procedures and guidelines, both locally and nationally.

FINANCIAL/PHYSICAL RESOURCES

- The postholder will exercise personal duty of care in the safe use and storage of equipment. Be environmentally aware and prudent in the use of resources and energy. Ensure safe keeping of patient property, in line with Trust policy.
- Ensure that adequate stock levels are maintained through standard ordering procedure, non-stock requisition and sourcing individualised resources through procurement.

HUMAN RESOURCES

- Supervises and trains assistant practitioners for ambulatory ECG. Support an ambulatory ECG training program for the trust.
- Assisting in the training and development of Healthcare Science Assistants
- Assist in the supervision, recording of attendance and sickness of Healthcare Science Assistants
- Act responsibly in respect of colleague's health, safety and welfare following safety at work practices, whilst working in compliance with local health and safety policy and guidance.
- Recognises and respects equality and diversity, demonstrating an inclusive approach in all environments.
- Understands the importance of role modelling and participates in the training and their own supervision of staff as appropriate to the postholders' competency.

INFORMATION RESOURCES

- The postholder will be expected to develop skills to maintain professional standards of record keeping. They should follow all information governance guidance and policies, maintain confidentiality as outlined within Trust policies.

RESEARCH AND DEVELOPMENT

- The postholder will engage with local audit in their clinical areas focused of maintaining and improving standards.
- May participate in R&D activities.
- Evaluate new equipment prior to purchase.

PHYSICAL SKILLS

- The postholder will demonstrate skills of manual dexterity and manipulation of clinical instruments and equipment, in line with appropriate training.
- The postholder will need to demonstrate keyboard skills to support their own learning and entering information into the patient record system.
- To analyse and interpret complex clinical data

PHYSICAL EFFORT

- The postholder will be required to use a combination of standing / walking / bending / stretching / pushing / pulling / carrying throughout the shift.
- Frequent and moderate effort will be required when undertaking moving and handling of individuals and equipment, in line with organisational guidelines

MENTAL EFFORT

- The postholder may be required to work a variety of irregular shift patterns, in line with the Roster policy. A continual level of concentration will be required throughout the clinical shifts in order to provide a safe and harm free environment.
- Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviours.
- Support individuals, families and carers when faced with life changing diagnoses and through periods of end of life care.
- Prolonged concentration when analysing and interpreting clinical data and writing detailed clinical reports.

EMOTIONAL EFFORT

- The post holder will be required to support the emotional needs of patients, families, and carers experiencing a range of complex and varied clinical conditions, which may be life changing or life limiting.

WORKING CONDITIONS

- The postholder will be working in a busy and potentially noisy environment and will be subjected to a range of bodily odours, with the expectation of being able to support patients with these in a professional and non-judgemental manner.
- The postholder may be exposed to a variety of challenging behaviours and should respond, within their individual competence whilst maintain their own health and safety and that of their colleagues and other patients.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING English & maths at GCSE grade A-C (9-4) NVQ level 4 in Healthcare Science Cardio-Respiratory or equivalent demonstrable experience/ qualification Good evidence of advanced ECG skills and training Completed SCST course/exam in ECG interpretation	X X X 12 months	 X interview
KNOWLEDGE/SKILLS Good computer / keyboard skills Must be aware of all diagnostic procedures available in Cardiology Evidence of supervisory skills Good interpersonal and communication skills Good evidence of organising work rotas Good understanding of computers and Cardiology databases Understands the need for strict confidentiality. Able to work under instruction, under pressure and as part of a team. Record keeping competency in handwritten and electronic records.	X X X X X X X X	
EXPERIENCE Experience of ambulatory monitoring analysis and reporting Experience in stress tests Teaching and training	X X X	
PERSONAL ATTRIBUTES Able to demonstrate empathy, sensitivity, and to adapt communication style to circumstances. Able to manage stress in themselves and others. Able to offer support at times of emotional distress. Willingness to undertake new skills and training Physical ability to undertake demanding moving and handling tasks, maintaining ward hygiene and stock levels. Able to work as a team member or independently Ability to adapt behaviour to changing and challenging situations. To be flexible, adaptable, reliable and punctual.	X X X X X X X	
OTHER REQUIREMENTS The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. Ability to travel to other locations as required. Works well in a busy environment Must be able to work unsocial hours and have a flexible approach to work.	X X X X X	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	Y		X		
Blood/body fluids	Y		X		
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y				X
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	Y	X			
Driving	N				
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y	X			
Mental Effort	Y				X
Emotional Effort	Y		X		
Working in isolation	Y			X	
Challenging behaviour	Y	X			