

JOB DESCRIPTION

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| **JOB DETAILS**  |
| **Job Title**  | Trainee Echocardiographer |
| **Band**  | AFC Band 6  |
| **Reports to**  | Designated training coordinator / officer |
| **Accountable to** | Head of department |
| **Department/Directorate**  | Cardio-Respiratory / Medicine |
| **Tenure** | 24 months fixed term (supernumerary) |
| **Hours of work** | 37.5 hours per week |

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| **JOB PURPOSE**  |
| The two-year Echocardiography trainee programme is an intensive work-based learning programme that is directly related to Echocardiography and supporting cardiac diagnostic tests. The role will be a mix of in-house training and 20% off the job learning through our chosen educational provider. Upon successful qualification, there is an expectation that the post holder will commit to 2 years’ employment with this Trust at Band 7.The Trainee Echocardiographer will be employed for a fixed term of 24 months during which time they will work through a programme of learning.In conjunction with and supported by the Designated Training Officer, the Trainee Echocardiographer will be responsible for their own progression through a in house training programme, completing a mixture of work based competence and experience in NHS scientific departments, completing the learning outcomes as outlined in the training programme, undertaking the complementary academic Post Graduate Certificate in Clinical Echocardiography and preparing for and completing the BSE Transthoracic Accreditation process.At all times the Trainee Echocardiographer is expected to work within standard operating policies and procedures of the department and NHS organisation and adhere to high standards of professionalism, health and safety, risk reduction, confidentiality, patient care and dignity, and respect for equality and diversity as set out in the NHS Constitution.LocationBased in host training department with occasional travel to academic institution and rotation into hospitals usually local to host department for completion of curriculum and learning outcomes. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
|  **Principle duties and responsibilities*** To undertake training in echo ultrasound scanning techniques
* To learn and obtain standard echo ultrasound images and follow local and BSE guidelines in scanning and interpretation of echocardiograms. Working towards the PG Certificate in Echocardiography, attending University lectures and completing the education requirements of this course to pass level.
* To work towards and pass the British Society of Echocardiography Accreditation theory and practical exam and provide a 250-case log book.
* Carry out complex scientific and clinical roles, including those working directly with patients
* perform and interpret routine cardiac investigations
* perform specialised diagnostics investigations
* carry out complex scientific and clinical roles, including those working directly with patients
* analyse and interpret and data compare investigative and clinical options
* make judgements, including clinical and differential judgements, involving complicated facts or situations that impact on patients
* initiate and undertake innovation, improvement and R&D and be involved in the education of healthcare science trainees and other learners in the workplace
* carry out audit to continuously improve patient care and service needs
* participate in the training and development of both external university students and junior team members
* communicate and interact effectively within a multidisciplinary team to ensure a positive patient experience
* assist the Principal Cardiac Physiologist and other senior members of the team in the day to day organisation and delivery of the cardiothoracic diagnostic service
* They will be expected to complete all work-based training and assessment alongside the academic course to exit the programme with eligibility for registration with the BSE and the Academy for Healthcare Science (AHCS). Trainees must meet the AHCS Standards of proficiency for Healthcare Science Practitioners.
* In addition, they will be expected to undertake work-based experience to enable them to communicate complex technical, scientific and sensitive information to colleagues within their department in both verbal and written forms.
* Analyse and interpret and data compare investigations, including clinical and differential judgements, involving complicated facts or situations that impact on patients.
* To provide clear and accurate records of patient’s investigations, with systematic processing of all results, including audit and research
* To assist the cardiac physiologists to carry out specialist procedures
* Undertake machine checks and calibration to ensure correct functioning of equipment. Recognise machine faults and take corrective action.
* To be fully conversant with basic life support techniques
* Initiate and undertake innovation, improvements and be involved in education of healthcare science trainees and other learners in the workplace. To ensure personal development through continued professional development (CPD).
* To have work base across the site at North Devon District Hospital and at other sites when directed.
* To be conversant with Health and safety legislation and guidelines relating to the workplace and ensuring safe working practices.

 **Scientific and clinical practice*** Undertake a range of clinical and scientific investigations as appropriate to the role.
* Acquire and maintain a high level of professional competence in the performance of all tests, investigations and measurements carried out.
* Interpret and act upon results of tests, investigations and measurements in accordance with departmental policies, procedures and quality systems.
* Comment and advise on new proposals and protocols, especially for service improvements.
* Assist in the provision of advice to medical, nursing and other healthcare staff on the optimal and safe use of scientific procedures and highly complex equipment, including assisting in the design of new facilities.
* Assist with the procurement, acceptance and use of medical devices and consumables.
* Be responsible for the safe use of complex scientific and medical equipment, including recording all maintenance and calibration procedures performed and any corrective actions undertaken.
* Use reagents, consumables, hazardous materials and equipment safely and in accordance with Health and Safety policies.
* Participate in risk management procedures including risk assessment and the investigation and reporting of adverse incidents.
* Participate in internal and external audit processes and quality systems
* Undertake R&D within the department as an integral part of training and acquire relevant skills to undertake clinical audit.
* Assist with supervision and training of support staff, students and new appointees, and participate in departmental seminars and scientific meetings to disseminate knowledge acquired through study or research.

**Education and learning*** Successfully complete the training and assessment programme in conjunction with the local Training Coordinator and designated Academic institution to achieve certified competence awarded by the BSE.
* Undertake suitable training within the department and other placements to successfully acquire core competencies and thereafter maintain the required standards of competence when undertaking duties.
* Take responsibility for own learning and development by recognising and taking advantage of all opportunities to learn, including appraisal, supervision, academic courses and problem based learning and maintaining a personal portfolio of learning.
* Ensure that own learning needs, identified with the Training officer and reflecting the requirements of the curriculum, are met.
* Retain sufficient flexibility and adaptability in learning in order to ensure full contribution to improving services in response to changing health care needs.
* Maintain knowledge of recent scientific developments and undertake supplementary training to develop both knowledge and skills.
* Attend mandatory training (both vocational and academic) as required.
* Participate in internal and external assessment processes.

**Patient management and clinical care** Delivery of patient care – experience and contribution in the following areas:* Provide support to specialist clinics and specialist treatment interventions
* Perform, report and interpret a range of investigations undertaken indirectly for or directly with patients within a range of care settings
* Specialist care and treatment interventions for patients across the range of clinical pathways and health care settings
* Appropriate clinical and scientific advice and interpretation of analytical results
* Participate in multidisciplinary meetings
* Apply and promote evidence based practice and use of relevant clinical protocols and procedures
* Ensuring that all equipment used on patients and the public is handled and applied in accordance with health and safety requirements and other national or international guidelines

**Communication*** Communication and interpretation of complex clinical, scientific and technical information to a wide range of people including clinicians, managers, patients and the public
* Liaise with senior scientists and clinical users of the service on appropriateness of investigations, interventions and tests
* Under guidance develops good interpretative skills in the formulation of advice to multi-disciplinary team members on diagnosis and appropriate treatment of patients

**Quality audit*** Contribute to audits to inform patient management and clinical care
* Contribute to quality audits relating to accreditation and regulation
* Perform quality assurance, process and outcomes audits relevant to the specialty

**Clinical governance*** Maintain standards for health and safety procedures
* Comply with quality and governance procedures within the department including risk management and risk mitigation
* Maintain high standards of professional and personal conduct
* Ensure that patient safety and experience and effectiveness of service are maximised.
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| **KEY WORKING RELATIONSHIPS**  |
| The trainee will work closely with the training coordinator/officer and more senior members of staff to follow the curriculum for the Echocardiography Training Programme.The trainee will work in specified areas of the department and be responsible to the Designated Training Coordinator/Officer for their own work and progression through the scheme.All trainees will be expected to travel to national academic and other courses regularly throughout their training. In some cases this may involve overnight and/or residential stays. Trainees will undertake a Post Graduate Certificate in Clinical Echocardiography at a designated academic institution specific for the training pathway. Trainees will mainly be based in the host department, but may need to attend other local/regional/national scientific services, in order to complete the required pathway work based curricula, as deemed appropriate by the Designated Training Officer.Of particular importance are working relationships with:

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| **Internal to the Trust**  | **External to the Trust**  |
| * Cardio-Respiratory physiologists and support staff
 | * Patients and visitors
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| * Cardiologists and trust doctors
 | * Universities and lecturers
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| * Cardiac support services
* Ward staff
* Administrative staff
 | * British society of Echocardiographer examination body
* Academy for healthcare science (AHCS)
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| **ORGANISATIONAL CHART**  |
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| **FREEDOM TO ACT**  |
| The post holder will, initially, work under direct supervision, and will work towards being fully competent in echo ultrasound scanning and reporting the echo results guided by standard operating procedures |
| **COMMUNICATION/RELATIONSHIP SKILLS**  |
| To communicate with clinical staff, patients, relatives, delivering highly complex routine and non-routine cardiac investigation results to colleagues verbally and written. Contribute to Multi Discipline Team discussions across the Trust and external hospitals.  |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Interpreting and analysing echocardiogram ultrasound images to generate a written diagnostic report, which involve answering the clinical questions for the referral and making a judgement on the echo findings that require analysis and comparison and offering evidence of cardiac diseases. Frequency is with every patient study preformed and report analysed. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Ability to plan and prioritise own and others workload in own area using strong organisational skills. Methodical approach to training, scheduling of study, self-directed learning and meeting a ratio of 20/80 study/work base during working week with the expectation of self-directed learning at weekends.  |
| **PATIENT/CLIENT CARE**  |
| Direct patient contact. Patients are required to undress and the post holder is responsible for maintaining patient’s privacy and dignity. May have to use manual handling techniques and equipment to help patients to transfer onto the echo couch. |
| **POLICY/SERVICE DEVELOPMENT**  |
| Ensures implementation of policies and standard operating procedures. Assists with formulation of SOPS. Proposes changes to work practice in-line with latest evidence base for speciality. |
| **FINANCIAL/PHYSICAL RESOURCES**  |
| A Responsible for safe use of equipment by self and others. Requests consumables for cardiac and respiratory services, via the line manager |
| **HUMAN RESOURCES**  |
| Supports and assistant practitioners in delivery of the echo service and training program for the trust. |
| **INFORMATION RESOURCES**  |
| Records personally generated test data for patients echo scan results. Recording own information for British Society of Echography log book, provide analytical data for completion of PG certificate in Echocardiography and BSE practical examination which may be used for research. |
| **RESEARCH AND DEVELOPMENT**  |
| May participate in R&D activities. Evaluate new equipment prior to purchase. Partake in annual clinic audits.  |
| **PHYSICAL SKILLS** |
| High level of motor skills required in manipulation of the ultrasound probe and maximising image quality obtained on screen, requires excellent hand eye co-ordination. Scanning patients for prolonged periods, holding oneself in a fixed static position. Pushing patients in wheelchairs. Standing for long periods. Standard keyboard skills |
| **PHYSICAL EFFORT** |
| Scanning patients for prolonged periods, holding oneself in a fixed static position. Pushing patients in wheelchairs. Standing for long periods. Standard keyboard skills  |
| **MENTAL EFFORT** |
| Prolonged concentration required throughout tests. Can be performed on noisy wards or busy areas. Can be interrupted. Frequent mental effort - 6-8 scans preformed per day, each scan lasting 1 hour.  |
| **EMOTIONAL EFFORT** |
| Able to deal with agitated or confused patients. Will work with patients or relatives who have recently received a poor / life changing diagnosis, frequency 2-3 times per week |
| **WORKING CONDITIONS** |
| Will work in an area with contained atmospheric pressure i.e. unable to ventilate with open windows even in hot weather or work in a more open environment experiencing cold conditions in winter. No room ventilation. May be exposed to body fluids. May be subject to verbal or aggressive behaviour. |
| **OTHER RESPONSIBILITIES**  |
| Take part in regular performance appraisal.To carry out any other reasonable duties to achieve learning and experience that may be required, which are commensurate with the grade and nature of the postThis job description outlines the main current duties and responsibilities of the training post. The job description will need to be reviewed and subsequently may be altered. Any resulting changes will be subject to consultationIn addition to regular assessment and planning meetings, the trainee will have a biannual meeting to discuss progress and to consider issues relevant to the wider training programmeThe post holder will undertake other duties as may be required to achieve the Trust’s objectives, commensurate with the grading of the post.Undertake any training required in order to maintain competency including mandatory training, e.g. Manual HandlingContribute 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 infectionAs 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.
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| **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. Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.T*his is*  |

PERSON SPECIFICATION

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| **Job Title** | Trainee Echocardiographer |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING*** **Honours degree (1st or 2.1) in Cardiac Physiology (PTP) or a relevant scientific subject or equivalent experience and appropriate underpinning knowledge and skills in cardiology as evidenced by relevant voluntary registration (AHCS/RCCP).**

**(Examples include Diagnostic Radiography, Sonography, Pure or Applied Physics, Human Biology, Sports Science or equivalent level, or in the final year of study in the Bsc Health Sciences (cardiac Physiology program)** | E |  |
| **KNOWLEDGE/SKILLS*** **Has an understanding of the role of an Echocardiographer in healthcare and disease and its application in a healthcare setting.**
* **A committed, in depth interest in Echocardiography and its application to direct clinical care of patients in a clinical environment.**
* **Highly developed co–ordination skills with good dexterity and hand-eye co-ordination and those skills required for the performance of fine analytical techniques.**
* **Knowledge acquired through study and experience to formulate appropriate advice and judgements, including clinical judgements involving facts or situations that impact on patients.**
* **Able to identify problems associated with scientific equipment, inappropriate testing, incompatible results and to investigate these, plan corrective action confirming appropriateness with senior colleagues and follow up**
* **Ability to analyse and assess scientific, technical and medical literature**
* **Ability to explain analytical, scientific and clinical aspects of the work to a variety of people including scientific colleagues, clinical professionals, service managers and patients and to listen to their needs.**
* **Ability to support patients (or their carers) including those with a range of acute or chronic clinical conditions and disabilities in a variety of healthcare settings.**
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| **EXPERIENCE*** **Previous employment in a healthcare setting**
* **Previous knowledge of cardiology and cardiac diagnostics**
* **Have an understanding of quality control and management assurance in a science or work based context**
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| **PERSONAL ATTRIBUTES** * **Ability to develop proficiency in the performance of routine and complex techniques currently in use where they are training (ability to follow Standard Operating Procedures accurately)**
* **Excellent patient care.**
* **Good IT skills and knowledge of common computing packages for word processing, spreadsheets, presentation packages and databases. Ability to troubleshoot equipment issues.**
* **Ability to work both independently and within a multidisciplinary team.**
* **Ability to analyse complex information.**
* **Excellent interpersonal and communication skills, both writing and speaking in English language**
* **Self-aware and flexible enough to adopt a range of evaluative or empathising listening styles according to the needs of the listener and the situation**
* **Able to make formal presentations to groups of colleagues.**
* **Ability to work autonomously in the planning and execution of their own work and under the guidance of their Departmental Supervisors.**
* **Ability to work under pressure (emotional resilience and ability to prioritise and plan work)**
* **Flexible and enthusiastic.**
* **Good personal organisational skills.**
* **Effective team worker, willing to adopt a role working in collaboration with others.**

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| **OTHER REQUIREMENTS** * **The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.**
* **Ability to meet the travel requirements of the training role.**
* **Good understanding of ethics and professional practice, the NHS constitution and the importance of patient-centred care**
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|  | **FREQUENCY****(Rare/ Occasional/ Moderate/ Frequent)** |
| **WORKING CONDITIONS/HAZARDS** | **R** | **O** | **M** | **F** |
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| **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 |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y | XXXXXX | x |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel) | Y | x |  |  |  |
| Animals | Y |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **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 |  |  |  |  |
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| **Other General Hazards/ Risks** |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | X |
| Heavy manual handling (>10kg) | Y |  |  | X |  |
| Driving | Y |  | X |  |  |
| 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 |  |  |