

|  |  |
| --- | --- |
| **JOB DESCRIPTION** |  |
| **Job Title:** | **Senior Cardiographer** |
| **Band:** | **AfC Pay scale:**  **Band 4** |
| **Responsible To:** | **Senior Chief Cardiac Physiologist** |
| **Accountable To:** | **Medical Directorate General manager** |
| **Section/Department/Directorate:** | **Cardiology and respiratory/Cardio-respiratory/Medicine** |

**Job Purpose:**

|  |  |
| --- | --- |
| * To interpret and report on ambulatory electrocardiographic recordings. * To perform a range of electrocardiographic and sphygmomanometer recordings * To supervise the day to day running of the electrocardiography service * To support the cardiac Rhythm Management team with the Implantable loop recorders remote clinic service * To participate in training in Respiratory diagnostics / pulmonary lung function testing * To support the Senior Cardio-respiratory Physiologist in the provision of the Cardiac services. * To have work based across the site at North Devon District Hospital and at other sites when directed. * To ensure personal development through continued professional development (CPD). * To carry out duties and responsibilities according to Directorate and Trust policies. | |
| **Context:** |
| The Cardio-Respiratory Senior cardiographer will be based at North Devon District Hospital and may be required to visit community hospitals   |  | | --- | | **Key Working Relationships:**  The cardiology and respiratory physicians  The administration staff in the department, wards and outpatients  Cardio-respiratory physiologists and support staff.  The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. | |

**Level 4 Apprentice**

**Cardiographer**

**Organisational Chart:**

**Senior Cardiographer**

**Senior Chief Cardiac Physiologist**

**Chief Cardiac Physiologist**

**Senior Cardiac / Respiratory Physiologist**

|  |
| --- |
| **Main duties and procedures you will be required to fulfil:**   * To provide an electrocardiograms (ECG) service (adult and paediatric) * To provide an ambulatory monitoring service * To prioritise inpatient workload within the ECG service * To analyse and report ambulatory ECG and BP monitors * To provide support for the implantable loop recorder remote clinic service * To provide pulse oximetry * To train and meet ARTP standards to preform lung function tests * To attend cardiac arrests and participate as required * To provide clear and accurate records of patient’s investigations * To assist the cardiac physiologists to carry out specialist procedures * To undertake administration and clerical duties to support job role * To participate in general IT ‘housekeeping’ duties * To perform quality control procedures correctly and monitor calibration trends. * To be fully conversant with basic life support techniques * To support the clerical team with booking and out-coming of patients tests on the hospital computer system * Answer telephone enquiries from internal and external sources * Be familiar with various trust databases * Systematic processing of all results * 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 EBME * Maintain high standards of patient care. * 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. |

|  |
| --- |
| **Communication and Relationship Skills**  To confirm patient’s suitability for the test and checking for contraindications to the test required.  To communicate with patients effectively to ensure full knowledge of the test procedure and its requirements are understood, involving persuasion, motivation and explanation to achieve accurate results.  To use verbal and non-verbal communication skills with patients where barriers to normal language occur e.g., deafness, blindness, language.  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.  To communicate effectively and collaborate with the MDT within the department.  **Analytical and Judgement Skills**  The ability to provide technical reports from a wide range of data.  **Planning and Organisational Skills**  Ability to plan and prioritise own and others workload in own area using strong organisational skills.  **Physical Skills**  High level of manual dexterity and sensory observation for the following:  To attach sensitive machinery accurately to patients.  To be able to time sample collection points to correct point in patients’ respiratory cycles.  **Responsibility for Patient and Client Care**  Direct patient contact. Requirement to observe patient’s privacy and dignity.  **Responsibility for Policy and 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.  **Responsibility for Financial and Physical Resources**  Responsible for safe use of equipment by self and others. Orders consumables for cardiac and respiratory services.  **Responsibility for Human Resources**  Supervises and trains assistant practitioners for ECG and spirometry. Support an ECG and spirometry training program for the trust.  **Responsibility for Information Resources**  Records personally generated test data.  **Responsibility for Research and Development**  May participate in R&D activities. Evaluate new equipment prior to purchase.  **Decision Making**  Works within the team to local and national guidelines and policies.  **Physical Effort**  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.  **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.  **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. Work in different environments internal and external. May be subject to verbal abuse. |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

The Trust operates a 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

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.

**STAFF HEALTH AND WELLBEING**

You must take responsibility for your workplace health and wellbeing:

* Be physically active at work (i.e., take breaks away from your desk, taking the stairs where possible)
* 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.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature:** ................................................................................................................

**Date:** ................................................................................................................

**Manager’s Signature:** ................................................................................................................

**Date:** ................................................................................................................

**PERSON SPECIFICATION**

**POST: Cardiographer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| REQUIREMENTS | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS AND TRAINING:   * GCSE at grade C/4 or above Maths, English (and Science is desirable) * SCST Certificate in ECG * SCST Diploma in ECG * Minimum of 2 years’ experience as a cardiographer | E  E  D  E | Application Form |  |  |
| KNOWLEDGE/SKILLS:   * Previous employment as a cardiographer * Previous knowledge of ECG interpretation and report writing | E  E | Interview  Interview/  referances |  |  |
| EXPERIENCE:   * Experience in ECG ambulatory monitoring analyses * Spirometry/ pulmonary function test | E  D | Interview/  references |  |  |
| PERSONAL REQUIREMENTS:   * Excellent patient care. * Computer literacy. * Ability to troubleshoot equipment issues. * Ability to work both independently and within a multidisciplinary team. * Excellent interpersonal and communication skills. * Quality control of own work. * Able to work under pressure and multi task. * Flexible and enthusiastic. | E  E  E  E  E  E  E | Interview/  references |  |  |
| 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 | E  E | Interview  Interview |  |  |

\*Essential/Desirable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HAZARDS:** | | | | | |
| Laboratory Specimens  Proteinacious Dusts |  | Clinical contact with patients |  | Performing Exposure  Prone Invasive Procedures |  |
| Blood/Body Fluids |  | Dusty Environment |  | VDU Use |  |
| Radiation |  | Challenging Behaviour |  | Manual Handling |  |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation |  |
| Cytotoxic drugs |  | Night working |  |  |  |