



JOB DESCRIPTION

Job Title: Senior Cardiac Clinical Physiologist
Full time contract– 37.5 hours per week

Responsible to: Cardiac Manager

Accountable to: Chief Executive

Overall objectives: To manage the Cardiac service in the Clinic on a day to day basis while ensuring that the quality of diagnostic testing is maintained to a very high standard at all times.

Be an integral part of the team in the Clinic and will play a key role in maintaining this unique service offering to our patients.

Main duties and responsibilities

1. Working in a self-directed team, provide both accurate technical service and technical support to the Cardiac multi-disciplinary team.
2. Equally, and in conjunction with the Cardiac Manager, partake in the development of business strategies to ensure the continued success of this-service.
3. Provide overall leadership to the Clinic by identifying, developing, executing and managing the strategy and daily processes for the Service, in order to ensure tight deadlines are met and patients are satisfied.
4. Through enthusiasm and awareness of the organisation’s needs, provide the foundations for the continued development and success of the Service.
5. Recognise that people are the key to our success, and encourage and foster a high trust environment and challenge the ways of working.
6. Manage own time and make decisions regarding allocation of test slots etc.
7. Achieve target number of patients’ procedures per clinic.
8. Maximise efficiencies within the service and look for improvements in existing work patterns.
9. Gain an understanding of the Clinic’s long-term business plans and continue to review and improve practices to ensure attainment of business goals.
10. Build flexibility into all work-plans so that they-can be adapted to meet new and changing requirements.



11. Develop and maintain appropriate policies, procedures and guidelines in support of ongoing operational requirements and compliance objectives for the UIC
12. Be competent in the performing and interpretation of all diagnostic tests, where appropriate
13. Carry out relevant clinical procedures: Echocardiogram, Exercise Stress Testing, Ambulatory HR Monitoring, Electrocardiography and Blood Pressure Monitoring.
14. Be accountable for maintaining high standards of diagnostic testing.
15. Compile monthly, quarterly and annual data on performance of the Service.
16. Seek opportunities to develop the Service through Waiting List Initiatives etc.
17. Be responsible for accurate storage and filing of clinical reports in hard-copy or soft-copy.
18. Provide support to the consultant Cardiologist.
19. Support administration staff.
20. Provide guidance and educational support to all patients attending the service.
21. Focus on continued professional development and maintenance of accreditations.
22. Assist in the induction and training of new employees to ensure full competency in range of diagnostic tests
23. Demonstrate strong commitment to education and training of other AHPs (CPs/SpR etc.)
24. Frequently handle highly sensitive and confidential information.
25. Provide continued support and development of the UIC service.
26. Responsible for the careful use and cleanliness of cardiac equipment.
27. Takes personal responsibility for seeing things through, overcoming obstacles
28. Be professionally responsible for all aspects of your own work and for those staff under your direction and supervision.
29. Be responsible, under the overall direction of the Cardiac Manager, for the efficient day to day operational management of the department and use of resources.



30. Input and maintain patient records on the Patient Management System in accordance with Clinic and departmental policy.
31. Undertake Departmental audits and implement resulting outcomes as required. To assist with compiling and reviewing of operational policies as directed by the Cardiac Manager.
32. Participate in a Quality Assurance programme and be responsible for the operational aspects of quality in the unit.

General Duties

1. Read, understand and adhere to all Ulster Independent Clinic policies and procedures.
2. Communicate effectively with all users of the service, being courteous and respectful and ensuring confidentiality, at all times.
3. Actively participate and contribute to the continuous improvement of the service.
4. Attend all mandatory in-service training and lectures.
5. Comply with the Ulster Independent Equal Opportunities Policy at all times.
6. Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
7. Participate in annual performance review and maintain own personal development file.
8. Is responsible for own professional development and maintenance of knowledge and skills.
9. Adhere to and abide by professional code at all times (as applicable).

The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.

Personnel Specification

CATEGORY	ESSENTIAL	DESIRABLE
Experience	<p>Have at least a minimum of 2 years' post qualification experience in a Cardiac Department.</p> <p>Relevant experience in Echocardiogram, Exercise Stress Testing, Ambulatory HR Monitoring, Electrocardiography & Blood Pressure Monitoring.</p> <p>Good working knowledge of MS Office - Word, Excel, Outlook and PowerPoint</p> <p>Competent in working with Patient databases / IT systems</p>	<p>Previous experience in a similar Clinical setting</p>
Professional Membership	<p>Be an associate member of Registration Council for Clinical Physiologists (or equivalent)</p>	
Education / Qualifications / Training	<p>Bachelor of Science in Clinical Physiology or a Certificate in Medical Physics and Physiological Measurement or equivalent</p> <p>Keen interest in continual learning.</p>	<p>British Society of Echocardiography (BSE) Accreditation (or equivalent qualification from another country)</p>
Other	<p>The post holder will be required to be flexible in their working pattern to meet service needs.</p> <p>Current professional indemnity insurance.</p> <p>Satisfactory completion of the following checks:</p> <p>References</p> <p>**Evidence of right to live and work in UK</p> <p>Health screening</p> <p>Qualification checks</p> <p>Satisfactory *ACCESS NI clearance</p>	



Competencies

- Ability to work in a team or on own
- Effective Communication and Interpersonal Skills
- Planning and Organising
- Proven Accuracy and attention to detail
- Awareness and sensitivity towards patients' needs

Please refer to our website <https://ulsterindependentclinic.com/jobs/policies> for the following policies in relation to your application:

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on Secure Handling, Use, Storage and Retention of Disclosure Information

*Successful applicants will be required to have satisfactory Access NI checks. Having a criminal record will not necessarily be a bar to an applicant obtaining a position.

*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

*AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

*AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

** You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.