

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Specialist Clinical Physiologist (Neurophysiology)
Responsible to:	Principal Lead Physiologist
Department(s):	Clinical Neurophysiology Service based at Royal Hospital for Children and Young People (RHCYP) & Department of Clinical Neurosciences (DCN), Edinburgh.
Directorate:	Department of Clinical Neurosciences
Operating Division:	NHS Lothian-University Hospitals
Job Reference:	062627

2. JOB PURPOSE

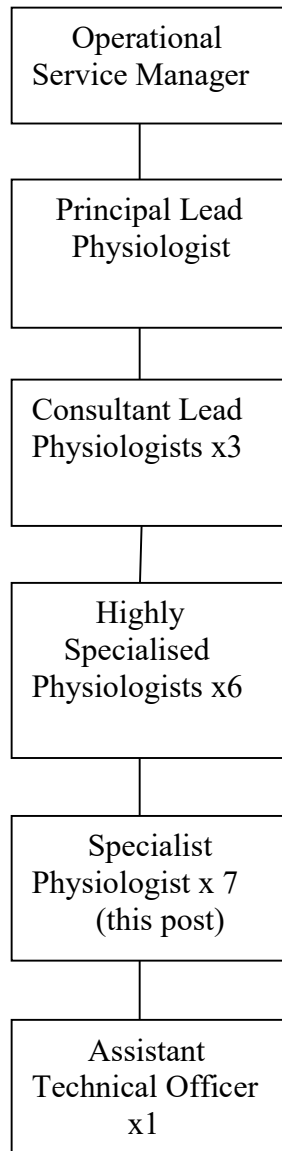
- The post holder provides complex, specialist Clinical Neurophysiology services(s) to patients of all ages from a range of specialities suffering from a wide variety of medical disorders including those, which may be neurological and/or psychiatric in nature.
- Ensure the highest standard of care is delivered to patients and their families in partnership with all members of the multi disciplinary team.
- The post holder has responsibility and accountability for maintaining both clinical and staff governance.

3. DIMENSIONS

2 Consultant Neurophysiologists, 17 Clinical Physiologists of differing grades and experience, 1 Assistant Technical Officer and 1 secretary staff the Supra Regional Service.

- Work collaboratively on a day-to-day basis with others to contribute to the smooth and efficient running of the service.
- Undertakes interpretation of results and provision of factual reports
- The post holder will supervise Trainee and Clinical Physiologists, patients and carers.
- The post holder will participate in training and education of Trainee Clinical Physiologists and/or other staff groups.
- Participate in quality assurance, audit and /or research and development programmes.

Organisational Structure



5. ROLE OF DEPARTMENT

Provides a comprehensive (supra regional) Clinical Neurophysiological Investigative service to patients of all ages from a large range of specialities suffering from a wide variety of medical disorders including those which may be neurological and/or psychiatric in nature.

6. KEY RESULT AREAS

MAIN DUTIES AND RESPONSIBILITIES

CLINICAL

1. Maintain high professional standards of Neurophysiological services to patients.
2. Work collaboratively with colleagues to ensure service(s) meet changing healthcare needs.
3. Provide support and assistance to Neurophysiology staff in dealing with difficult and conflicting situations including those that are of a clinical/professional nature.
4. Participate in the implementation of policies.
5. Plan, perform and interpret a range of basic and specialised Neurophysiological investigations to a high level of competence to patients. This includes,
 - Perform Electroencephalographic (EEG) investigations employing current national standards without supervision in the EEG laboratory taking appropriate action(s) where necessary. Also perform EEG's on the ward. Patients of all age groups are referred to the department.
 - Perform emergency EEG's on ITU. (Intensive Therapy Units), SCBU's (Special Care Baby Units) or general wards – this could be at any hospital covered by the Supra Regional Service and appropriate action should be taken where necessary.
 - Perform EEG investigations using special techniques. These include activated recordings; recordings following sleep deprivation, Multiple Sleep Latency Testing (MSLT), recordings during stimulation of a non-routine nature, e.g. electro-corticography and sodium amyltal testing.
 - Perform long term EEG monitoring and long-term EEG and video monitoring taking appropriate action(s).
 - Perform video/EEG telemetry, including participation in intra-cranial recordings taking appropriate actions(s).
 - Perform Nerve Conduction Studies for Carpal Tunnel Syndrome.
 - Assist with EMG (Electromyography) examinations and NCS (Nerve Conduction Studies) in the EMG Laboratory.
 - Performs all multi-modality evoked potentials employing current national standards, taking appropriate action(s) where necessary. This includes
 - Visual evoked Responses
 - Electroretinograms
 - Electro-oculogram
 - Brainstem Evoked Responses – these can be performed off site in ITU or various operating theatre environments.
 - Somatosensory Evoked Responses – these can be performed off site in ITU or various operating theatre environments.

Examples of what could be undertaken

6. Provide reports on a range of Neurophysiological investigations.
7. Participate in audit and/or research and development programmes.
8. Maintain continuous professional development appropriate to the range of Neurophysiology services to patients.
9. Undertake simple fault remedy, cleaning and maintenance of recording equipment or any apparatus within the department including care and maintenance of electrodes.

MANAGERIAL/LEADERSHIP

1. Facilitate the management of junior Neurophysiological staff.
2. Undertake responsibility for the efficient and effective management of physical resources.
3. Contribute to the effective and efficient use of information resources, administrative patient reporting and data storage.
4. Contribute to the maintenance of statistical information as required for statistical and other management purposes.
5. Contribute to the health and safety and quality assurance policies to patients, staff and visitors.
6. May attend Trust, Regional and National meetings relating to issues of Neurophysiological Service(s) provision.
7. Participate in Division/region wide projects.
8. May contribute to the recruitment, appointment and retention of all staff in line with Divisional policies and guidelines.
9. Responsible for ordering stock from the supplies department and pharmacy.
10. Undertake the chasing up of orders and sourcing new stock.
11. Provide weekly stock takes and yearly stock takes in conjunction with the Service Manager.
12. Promote and ensure equality, diversity and rights for all.

EDUCATION, TRAINING AND DEVELOPMENT

1. Participate in the implementation of education and training of Clinical Physiologists (Neurophysiology) and other staff groups in line with mandatory, professional and personal development according to service needs. Remedial action taken as necessary.
2. Promote clinical supervision/mentorship for other staff.
3. May undertake responsibility for the implementation of teaching and training programmes at all levels for Neurophysiology services.
4. Participate in the teaching and training in Neurophysiology to a broad range of healthcare workers including medical, Allied Health Professionals, nursing, Healthcare Scientists, etc.
5. Ensure personal compliance with regards to mandatory, professional and personal development according to service needs.
6. Ensure personal compliance with Continual Professional Development guidelines, professional codes of conduct and evaluate the effect of development on service delivery.
7. Maintain State Registration.

CLINICAL GOVERNANCE AND AUDIT

1. Participate in audit to ensure compliance with and development of professional and local policies and procedures and clinical standards/protocols/guidelines.
2. Contribute to the facilitation of patient & public involvement in the development of Neurophysiology service(s).
3. To facilitate investigation of complaints regarding the service(s) and to report the findings to the Division in accordance with local procedure and to take remedial action if appropriate.
4. Work within agreed Divisional and local policies and protocols.

7a. EQUIPMENT AND MACHINERY

Generic	Specialised	Very Specialised
Standard PC	Hoists – Encore, Sara, Maxi/Arjo	Cerebral Function Analyser Monitor
Fridge	Suction Equipment	Xltek EEG recording equipment
Ice Machine	Pulse Oximeter	Nicolet/Dantec Evoked Potential recording equipment
Database /Computers		Dantec Nerve Conduction recording equipment
Fire Equipment		Nicolet Ambulatory recording equipment
Pat Slides		Xltek Ambulatory recording equipment
Walking Aids (Zimmer, Gutta Frame, Crutches, Walking Sticks)		Xltek Video Telemetry recording equipment
Oxygen Cylinders		
Glide Sheets		
Trolleys		

7b. SYSTEMS

TRAK

Neurophysiology recording systems

Archiving Systems

Patient Records

Internet and Intranet – Personal and Business

8. ASSIGNMENT AND REVIEW OF WORK

- The post holder will be responsible to the Neurophysiologists and Clinical Neurophysiology Professional Service Manager who will provide clinical guidance and professional management, work review and formal appraisal of performance.
- The post holder will liaise with 7 Consultant Paediatric Neurologists and other medical staff when working at the Royal Hospital for Sick Children's Department and Western General Hospital.
- The post holder's work is generated from the services within the division, legislation and performance indicators set by the Scottish Executive Health Department. The outcome of this will benefit the quality of the service to the patient.
- The Team Manager or the Highly Specialist Physiologist will assign workload however the Specialist Physiologists will have responsibility for managing their defined workload liaising with nursing/medical staff where appropriate.
- The post holder will delegate/allocate work to the team in the absence of more senior staff.

9. DECISIONS AND JUDGEMENTS

- The post holder is expected to make clinical and professional autonomous decisions on a daily basis.
- Provide clinical and professional advice to the multidisciplinary team.
- Work within one's own limitations.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Achieving a balance between the demands of direct patient care within existing resources in a complex dynamic clinical area.
- Maintain up-to-date clinical skills and knowledge.
- Motivate and empower junior staff.
- Address the equality and diversity needs of patients and staff.
- In the absence of the Service Manager/Deputy/Highly Specialist Physiologist take charge of the clinical area to ensure the effective operation of the department.

11. COMMUNICATIONS AND RELATIONSHIPS

The post holder requires excellent interpersonal skills to motivate staff and communicate professionally with a wide range of people with and out with the department.

Internally regular and frequent contact with:

- Patients, relatives and carers.
- Clinical Neurophysiology Service Manager
- All grades of Clinical Physiologists within the Clinical Neurophysiology Department.
- Administrative and Clerical staff within the Clinical Neurophysiology Department.
- Consultant Clinical Neurophysiologists
- Medical staff including Neurosurgical and Neurology
- Medical Physics Department-variable
- Nursing staff

External contact out with the Trust, for example staff who belong to other Trusts /NHS organisations with whom we have Service Level Agreements:

- Medical staff-
- Nursing staff- variable depending on the demands of the service.
- National professional body.
- Medical equipment manufacturers
- Educational Providers

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Skills:

Neurophysiology testing requires highly skilled manual dexterity and demands excellent hand eye co-ordination. Ability to perform these skills accurately when under pressure is important when obtaining reliable data from a young or confused patient or in stressful situations, when working in ITU, SCBU, and Theatre. The post holder requires to be able to use safe movement and handling techniques to move patients to and from test couches, with and without the mechanical aids, to safely use Neurophysiology recording equipment.

Physical Demands:

Physical manual handling of patient, patient movement with use of mechanical aids. Push trolleys, wheelchairs and moves recording equipment to other departments within and out with base of work.

Mental Demands:

The post holder may have to deal with interruptions from other professionals, patients and/or carers. This may involve requests for information of help with an individual patient, questions regarding tests or problems with transport for example.

Daily concentration required for tests, calculations and reports.

Prolonged concentration for extended patient tests and review of data. (i.e. Videotelemetry)

Supervise and teach specialist clinical skills to more junior members of the team.

Time management

Communication difficulties (multicultural, deaf, blind, learning disabled)

In addition the post holder will have to lead by example and use his/her motivational and training skills to develop and maintain good team working and may provide support and supervision for the members of that team.

Emotional Demands:

The post holder will occasionally/frequently be in emotionally difficult and draining situations and in an empathic and sensitive way, deal with patient's tests and diagnosis.

The post holder will also have to deal with the concerns and anxieties of distressed/anxious/worried patients/relatives.

Working Conditions:

They require to follow Infection control and Health & Safety guidelines when dealing with body fluids and infections.

Occasional/Frequent exposure to unpleasant conditions such as body odours, body fluids and secretions, head lice, aggression. (verbal and occasionally physical) and contained chemicals.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- BSc (Hons) Clinical Physiology (Neurophysiology) or equivalent formal specialist training (Other appropriate qualifications e.g. BTEC HNC/D in MPPM or equivalent experience + professional exam ECNE Part 1 & 2 plus knowledge of specialist procedures acquired through specialist courses or training/experience to advanced level.
- RCCP registration
- Appropriate post graduate qualification

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Head of Department Signature:

Date:

Date:

This job description is not meant to be finite and may be changed subject to the exigencies of the service. Similarly the post holder may be requested to undertake such other duties not mentioned in the job description, which are commensurate with the grade.