**Job Description Sco6 - 1259**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. JOB IDENTIFICATION** | Job Title | Service Manager / Lead Clinical Physiologist (Neurophysiology) | |
| Department(s)/Location | Clinical Neurophysiology DepartmentNinewells Hospital | |
| Number of Job Holders | 1 | |
| 1. **JOB PURPOSE**  * Accept accountability for the quality of Neurophysiology Service(s) delivery within Tayside NHS Ninewells and Perth Royal Infirmary Hospitals. Including service planning, policy development, financial planning and budget management. * Accept accountability for the management, development and training of the Clinical Physiologists Administrative staff and other NHS professionals. * Accept accountability for ensuring effective resource and personnel management. * Participate in Neurophysiology procedures in line service requirements * Work collaboratively and cooperatively with others to lead development of the Neurophysiology Service(s) provided within Tayside. * Undertake interpretation of Neurophysiology recordings, and provision of reports. Provide technical advice to clinicians. | | | |
| 2. **ORGANISATIONAL POSITION**   **Band 8a**  **Lead Clinical Physiologist**  **Band 7 WTE 1 Band 7 WTE 1**  **Highly Specialized Highly Specialized**  **Clinical Physiologist Clinical Physiologist**    **Band 6 WTE 1 Band 6 WTE 1 Band 6 WTE 0.5 Band 6 AnnexU WTE 1**  **Specialized Specialized Specialized Trainee**  **Clinical Physiologist Clinical Physiologist Clinical Physiologist Clinical Physiologist**    **Band 4 Medical Secretary Supervisor WTE 0.75**  **Band 2 Clerical Assistant WTE 0.55** | | | |
| 1. **3. SCOPE AND RANGE**   The population of Tayside is approximately 385,000. The Clinical Neurophysiology department is within Ninewells hospital, with Satellite department at Perth Royal Infirmary  The department is lead by WTE 0.9 Consultant Clinical Neurophysiology, with Clinical Physiology work force WTE 6.5, plus an additional WTE 1.0 student post. Supported by WTE 1.3 administrative staff.  Clinical Neurophysiology provides a comprehensive range of services from routine to highly specialized procedures for all ages, inpatient and outpatient patients within the department or off site in highly specialised medical units, such as adult and neonatal intensive care units. Patients are referred from a wide range of specialities, having a diversity of medical disorders.  Tayside Clinical Neurophysiology provides a broad range of specialized investigations:,   * Electroencephalography (EEG) investigations. * Routine * Sleep deprivation * Medication e.g. drug induced sleep recordings * Multiple Sleep Latency Testing (MSLT) * Maintenance of Wakefulness Test (MWT) * During stimulation of a non-routine nature e.g. with provocation techniques with a consultant present. * Long term EEG monitoring, including adult and paediatric IP video monitoring. * Home Ambulatory Studies. * Multi-modality evoked potentials, taking appropriate action where necessary.   Including in:   * Visual Electrophysiology Studies i.e. Visual Evoked Potentials (pattern and flash) Electro-retinograms and Electro-oculograms, * Brainstem Auditory Evoked Potentials; * Somato Sensory Evoked Potentials. * Nerve conduction studies for Nerve entrapment screening carpal tunnel syndrome and cubital tunnel syndrome. * Movement order monitoring * May also include basic neurophysiology monitoring during neurosurgical procedures requiring. | | | |
| **4. MAIN DUTIES/RESPONSIBILITIES**  **MANAGERIAL / LEADERSHIP**  • Provide operational management and leadership for clinical and administration staff in Clinical  Neurophysiology.  • Provide line management to Clinical Physiologists and other staff groups within Clinical Neurophysiology  • Act as budget holder and to be responsible for effective use of resources.  • Undertake responsibility for the efficient and effective management of physical resources.  • Undertake responsibility for the planning and organisation of information resources, ensuring  effective and administrative patient reporting and data storage.  • To provide and maintain statistical information as required for statistical and other  management purposes.  • To formulate the health and safety and quality assurance policies to patients, staff and visitors.  • To attend Trust, Regional and National meetings relating to issues of Neurophysiological  Service(s) provision.  • To participate in the development of strategic and business plans for the Neurophysiology  Service(s).  • Undertake responsibility for the recruitment, appointment and retention of all staff in line with  Trust policies and guidelines.  • Undertake responsibility for the analysis and workforce planning needs of the Neurophysiology  establishment and skill mix as appropriate to the safe provision of service(s) to patients, within  budget provision.  • Undertake responsibility for counselling, grievance, discipline and welfare matters, and where  appropriate implementing disciplinary procedures.  • Promote and ensure equality, diversity and rights for all.  **CLINICAL**  • Continually monitor and maintain high professional standards of Neurophysiological services to  patients and to initiate remedial action where necessary.  • Work collaboratively with other professionals and agencies to ensure service(s) meet changing  healthcare needs.  • Provide visible high level leadership and support to Neurophysiological staff in dealing with  difficult and conflicting situations including those that are of a clinical/professional/personal nature.  • Initiate/participate, plan and implement policies.  • Plan, perform and interpret a wide range of Clinical Neurophysiological investigations to a high level of  competence.  • To set up, develop and participate with research and development programmes.  • Provide continuous professional development appropriate to the range of Neurophysiology services to  patients.  •Plan perform and interpret data of all clinical Neurophysiology investigation which fall within the  responsibility of a Clinical Physiologist.  •To oversee the service and equipment maintenance required to ensure systems remain in full working order. In the case of equipment failure to work effectively to communicate with the appropriate bodies, such as NHS I.T. providers or equipment vendors to minimise any interruption of the service.  **EDUCATION, TRAINING AND DEVELOPMENT**  • To plan, implement and monitor education and training of Neurophysiology students, plus ongoing  education of clinical physiologists and other staff groups, in line with mandatory, professional and  personal development within the service.  • To undertake performance development reviews ensuring that poor competence is subject to  remedial action.  • Ensure that all staff comply with CPD guidelines, professional codes of conduct and evaluate  the effect of development on service delivery.  • Provide clinical supervision/mentorship for other staff.  • Undertake responsibility for the development and implementation of teaching and training  programmes at all levels for Neurophysiology services.  • Participate in the teaching and training in Neurophysiology to a broad range of healthcare  workers including medical, AHP, nursing, HCS, etc.  • Undertake responsibility for the formulation of individual training plans and funding to support  staff development and training needs. | | | |
| **CLINICAL GOVERNANCE AND AUDIT**  • Comply to National standards set by British Society Of Clinical Neurophysiology (BSCN) and the Association of  Neurophysiological Scientists (ANS)  • Initiate and/or implement audits to ensure compliance with clinical standard/guidelines set by  Professional l bodies, as well as local policies and procedures.  • Ensure patient & public involvement in the development of protocols where appropriate.  • Work within agreed Trust policies and protocols.  • Lead investigation into any complaints regarding the service(s) and to report the findings to the Trust in  accordance with local procedure and to take remedial action.  • Lead in Neurophysiology clinical governance meetings  • Participate in Clinical services Health & Safety meetings. | | | |
| 1. **5. COMMUNICATIONS AND RELATIONSHIPS**  * The post holder is required to have a high level of organisational and interpersonal skills in order to communicate clearly, professionally and empathetically with patients and their families and/or carers. * Work collaboratively with Neurophysiology staff colleagues and other professionals and healthcare staff ensure efficient provisions of services * To communicate effectively and compassionately to resolve any complaints / grievances received.   to the service. | | | |
| **6. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE**  **JOB**   * Preferably an appropriate masters degree or a minimum of BSC (Hons) Clinical Physiology (Neurophysiology) or an equivalent level of formal specialist \ advanced training. (Other appropriate qualifications e.g. BTEC HNC and/or professional exam ECNE Part 1 \ 2). * Must also have knowledge of specialist procedures acquired through specialist courses or training/experience to advanced level. RCCP or AHP registration. * Experience at Band 7 Highly Specialised Clinical Physiology level, in Clinical Neurophysiology, with operational management and leadership practice. | | | |
| **7. SYSTEMS AND EQUIPMENT** SPECIALIZED EQUIPMENT: Clinical Investigation specialist equipment complies with appropriate NHS Policies of safe and secure manner recordings complying with re: H&S, COSHH, Patient Confidentiality :**EEG System**  * **Optima Medical Xltek** **Routine Digital EEG Station** (x3 Ninewells Hospital x1 Perth Royal Infirmary). 32 channel digital acquisition, storage & review with integral photic stimulator unit and synchronized digital video. User programmable montage configuration. Media archiving & export. * **Optima Medical Xltek Digital Long term Video telemetry** **EEG monitoring stations** (x2 Ninewells Hosptial)   Linked to dept via VLAN network. Incorporates seizure detection software and satellite monitors at nursing stations with patient event alarm system. Dedicated patient monitoring beds on Neurology ward and in the paediatric high dependency unit.   * **Optima Medical TREK home Video telemetry** (X1 Ninewells) 32-channel amplifier; 24 referential, 4 bipolar, 4 DC, SpO2 Wirelessly synchronized HD ambulatory video * **Optima Medical Xltek** **Sleepworks Digital EEG Station** (X1 Ninewells)   Polysomnograph recordings   * **Dantec Multifunctional Recording System x3 Ninewells x1 Perth Royal Infirmary)**   For: Consultant Led EMG & NCS  Clinical Physiologist led Nerve conduction studies clinics and evoked potential monitoring.   * VER : pattern generator, display unit and photic lamp.   Diagnosys Ganzfield Bowl stimulator for ERG & EOG   * BAER: Auditory: Variable click / tone, transducer headphones & tubal inserts. * Peripheral Nerve Conduction Studies and SSEP studies: Variable current stimulator with hand held probe. | | | |
| 1. **PHYSICAL DEMANDS OF THE JOB**   Combination of working within office administration and clinical settings, 80% VDU. The post will also involve sitting, standing and walking assisting patients as necessary. Also requirement in the clinical setting with sensory & motor skills allowing for accurate placement of small recording electrodes, where  working environment maybe restricted.  There is also level of skill required for manoeuvring stimulus apparatus in obtaining desired outcomes of investigations.  **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. | | | |
| 1. **DECISIONS AND JUDGEMENTS**   Judgement and decision making which involves complex facts and situations, requiring analysis and , interpretation skills for a wide range of situations arising in both the clinical and managerial settings. | | | |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**   The post holder is expected to anticipate problems both clinical and administrative areas of Neurophysiology, resolving these quickly and efficiently using their own initiative, in direct liaison with Medical leads, Clinical managers, other staff leads with specific expert knowledge within NHS or with external bodies such as product suppliers and equipment vendors. Therefore must be able to work with a substantial degree of autonomy. | | | |
| **Job Holder’s Signature:** | | | **Date:** |
| **Head of Department’s Signature:** | | | **Date:** |