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**Cardiac Physiologist, Senior**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Cardiac Physiologist, Senior***(Grade Code: 3003)* |
| **Campaign Reference** | SLIGO0019 |
| **Closing Date** | 12 noon on Wednesday 27th March 2019 |
| **Proposed Interview Date (s)** | April 2019 |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Organisational Area** | **Saolta University Hospital Group**  |
| **Location of Post** | **Sligo University Hospital**There is one temporary whole-time vacancy available in Cardiac Investigations Department, Sligo University Hospital until mid November 2019. The successful candidate may be required to work in any service area within the vicinity as the need arises.A panel may be created as a result of this campaign for **Sligo University Hospital** from which current and future permanent and specified purpose vacancies of full time or part time duration may be filled. |
| **Informal Enquiries** | **Name:** Anthony Ryan, Chief 2 Cardiac Physiologist, Sligo University Hospital **Phone:** 071-9174610 Ext. 3069**Email:** Anthony.ryan@hse.ie  |
| **Details of Service** | Saolta University Health Care Group is one of seven new hospital groups announced by the then Minister for Health, Dr. James Reilly TD in May, 2013, as part of a re-organisation of public hospitals into more efficient and accountable hospital groups that will deliver improved outcomes for patient. The Saolta University Health Care Group comprises of 7 hospitals:* Letterkenny University Hospital
* Sligo University Hospital
* Mayo University Hospital
* Roscommon University Hospital
* Portiuncula University Hospital
* Merlin Park University Hospital Galway
* University Hospital Galway

The Group has one overall Group Management Team, turnover of €820 million and operates with 1,781 beds and staffing of 9,000 WTEs and a headcount of 10,324 (October 2018).The objectives of the groups are to:* Achieve the highest standard of quality and uniformity in care across the group
* Deliver cost effective hospital care in a timely and sustainable manner
* Encourage and support clinical and managerial leaders
* Ensure high standards of governance, both clinical and corporate and recruit and retain high quality nurses, NCHDs, consultants, allied health professionals and administrators in all our hospitals.

 There is an evolving Group governance structure with 5 Clinical Directorates which manage the clinical specialities across each site:* Medicine
* Perioperative
* Laboratories
* Radiology
* Women and Children’s

Each Directorate has a set of key performance indicators to improve quality, drive performance, and ensure efficiency. The Group provides a range of high quality services for the catchment areas it serves and Galway University Hospitals (GUH) is a designated supra-regional cancer service provider meeting the needs of all the counties along Western seaboard and towards the midlands from Donegal to North Tipperary. Saolta University Health Care Group aims to meet its service plan targets. Its priority is to implement the national clinical care programmes across the Group and establish a performance management culture with the development of Key Performance Indicators.**Vision**The formation of the hospitals groups, which will transition to independent hospital trusts, will change how hospitals relate to each other and integrate with the academic sector. Over time, the Group will deliver:* Higher quality service
* More consistent standards of care
* More consistent access to care
* Stronger leadership
* Greater integration between the healthcare agenda and the teaching, training, research and innovation agenda

Our Academic Partner is the National University of Ireland, Galway and we are developing further international partnerships in the UK and the USA. |
| **Reporting Relationship** | The post holder will report to the Chief 2 Cardiac Physiologist. |
| **Purpose of the Post**  | The Cardiac Physiologist, Senior will provide support to the provision of a comprehensive Cardiac Diagnostic Service. |
| **Principal Duties and Responsibilities** | The busy Cardiac Department carries out a comprehensive range of non-invasive and limited invasive investigations as outlined below. The successful candidate will be expected to demonstrate an appropriate level of knowledge and competence and be suitably qualified to perform/train in all of these areas.The Cardiac Physiologist, Senior should be familiar with the techniques and range of equipment used in current medical practice for the diagnosis, treatment and care of cardiac patients including resuscitation equipment.**Professional/ Clinical***The Cardiac Physiologist, Senior will:** Perform the following procedures:
	+ Resting ECG
	+ Exercise treadmill testing, both Medical and Physiologist led ( as per British Society protocols, performance, interpretation and analysis for reporting)
	+ Fit and analyse of ambulatory ECG and BP recordings
	+ Pacemaker and ICD/CRT follow-up
	+ Transthoracic echocardiography and report on same
	+ Assist with transoesophageal echocardiography
	+ Train and assist with Dobutamine Stress Echocardiography
	+ Report procedure findings and highlighting abnormal findings
* Vetting and Scheduling of Cardiology diagnostic tests on NIMIS.
* Be responsible for the maintenance of standards of practice of self and staff appointed to clinical/ designated area(s).
* Be responsible for managing own caseload and for assessment, planning, implementation and evaluation of cardiac diagnostic services for service users according to service standards and best practice.
* Supervise staff, prioritising and allocating work and promoting positive staff morale and team working in conjunction with the Chief Cardiac Physiologist.
* Foster and maintain professional working relationships with colleagues, front line managers, and other healthcare personnel in the team.
* Ensure the quality of documentation of reports are in accordance with local service and professional standards.
* Communicate verbally and/ or in writing results, data interpretation and reports to the relevant team and consultants in accordance with service policy.
* Participate as part of a multi-disciplinary team as appropriate, communicating and working in co-operation with other team members.
* Ensure that staff in the department arrange and carry out duties in a timely manner, and in line with local policy guidelines.
* Be responsible for adhering to existing standards and protocols and for the development and maintenance of standards/ strategies for quality improvement and outcome measurement.
* Ensure that professional standards are maintained in relation to confidentiality, ethics and legislation.
* Operate within the scope of practice and in accordance with local guidelines.

**Education and Training***The Cardiac Physiologist, Senior will:** Participate in mandatory training programmes.
* Participate in continuing professional development including in-service training, attending and presenting at conferences/ courses relevant to practice, contributing to research etc. as agreed by the Chief Cardiac Physiologist.
* Engage in support/ supervision with peer Cardiac Physiologists and Managers and participate in performance review.
* Ensure newly qualified staff have adequate induction and clinical supervision and assist in implementing annual staff development and performance review.

**Administrative***The Cardiac Physiologist, Senior will:** Be responsible for the co-ordination and delivery of service.
* Review and allocate resources in collaboration with the Chief Cardiac Physiologist and relevant others.
* Promote good working practice and uniformity of standards of best practice.
* Promote quality by reviewing and evaluating the Cardiac Investigations Department service regularly, identifying changing needs and opportunities to improve services, in collaboration with the Chief Cardiac Physiologist and relevant others.
* Develop and implement service / business plans, quality initiatives, audits etc. and report on outcomes in collaboration with the Chief Cardiac Physiologist.
* Oversee the upkeep of accurate records in line with best clinical governance, organisational requirements and the Freedom of Information Act, and render reports and other information / statistics as required.
* Represent the department at meetings and conferences as appropriate.
* Liaise with the Chief Cardiac Physiologist regarding the needs, interests and views of Cardiac Investigations staff.
* Promote good team working, and a culture that values diversity.
* Participate in the management of stock and equipment in conjunction with the Chief Cardiac Physiologist
* Engage in IT developments as they apply to service users and service administration
* Keep up to date with developments within the organisation and the Irish Health Service.
* Perform such other duties appropriate to the office as may be assigned by the Chief Cardiac Physiologist.

**Health and Safety***The Cardiac Physiologist, Senior will:** Promote a safe working environment in accordance with health and safety legislation.
* Be aware of and implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
* Actively participate in risk management issues, identify risks and take responsibility for corrective actions.
* Report any adverse incidents in accordance with organisational guidelines.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**KPI’s*** The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets.
* The development of Action Plans to address KPI targets.
* Driving and promoting a Performance Management culture.
* In conjunction with line manager assist in the development of a Performance Management system for your profession.
* The management and delivery of KPIs as a routine and core business objective.

**PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:*** Employees must attend fire lectures annually and must observe fire orders.
* All accidents within the Department must be reported immediately.
* Infection Control Policies must be adhered to.
* In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits.
* In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.
* Hospital uniform code must be adhered to.
* Provide information that meets the need of Senior Management.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Risk Management, Infection Control, Hygiene Services and Health & Safety*** The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
* The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
* The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
	+ Continuous Quality Improvement Initiatives
	+ Document Control Information Management Systems
	+ Risk Management Strategy and Policies
	+ Hygiene Related Policies, Procedures and Standards
	+ Decontamination Code of Practice
	+ Infection Control Policies
	+ Safety Statement, Health & Safety Policies and Fire Procedure
	+ Data Protection and confidentiality Policies
* The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group’s Risk Management Incident/Near miss reporting Policies and Procedures.
* The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
* The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.
* It is the post holders’ specific responsibility for Quality & Risk Management, Hygiene Services and Health & Safety this will be clarified to you in the induction process and by your line manager.
* The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
* The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
* The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
* It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **Candidates must at the latest date of application:** **1. Professional Qualifications, Experience, etc.**1. Possess the BSc in Clinical Measurement from Dublin Institute of Technology or equivalent as confirmed by the Irish Institute of Clinical Measurement Science (IICMS).

**Or**1. Possess the Certificate in Medical Physics and Psychological Measurement (MPPM) from Dublin Institute of Technology or equivalent as confirmed by the Irish Institute of Clinical Measurement Science (IICMS).

**Or**1. Possess an equivalent relevant scientific qualification (Level 8)

**And**1. Candidates must have a minimum of 3 years satisfactory relevant post qualification experience.

**And**1. Candidates must the clinical, managerial and administrative capacity to properly discharge the functions of the role.

**2. Age**Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.**3. Health**Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.**4. Character**Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience in cardiac diagnostics as relevant to the role. |
| **Other requirements specific to the post** | The post holder must be available outside of normal working hours for emergency situations. |
| **Skills, competencies and/or knowledge** | ***Candidates must demonstrate:**** The necessary experience and knowledge to carry out the post in a competent and safe manner.
* Commitment to maintaining and enhancing professional knowledge and skills.
* Effective planning and organising skills including the ability to meet deadlines, work on own initiative and multi-task.
* Commitment to providing a quality service in an effective and resourceful manner, including awareness of importance of value for money.
* Demonstrate awareness and appreciation of the service user including evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.
* An awareness of the primacy of the patient in relation to all hospital activity and the importance of providing a high quality, person-centred service.
* Team skills and leadership skills including the ability to work within a multi-disciplinary team (particularly in the context of a changing clinical and technical environment).
* Willingness to share knowledge and/or new ideas with staff and colleagues.
* Innovation including the ability to effectively challenge existing practices and procedures in developing and improving services to patients.
* Flexibility and openness to change.
* Demonstrate problem solving and decision making skills and the ability to develop solutions to complex situations.
* Experience of gathering, interpreting and analysing information to make informed decisions.
* Excellent interpersonal and communication skills, including the ability to present information in a clear and concise manner.
* Demonstrate evidence of computer skills relevant to the role including use of Microsoft, Word, Excel and email.
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.Codes of practice are published by the CPSA and are available on in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |

**Cardiac Physiologist, Senior**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is temporary and whole-time. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The Salary Scale for the post is (as at 01/10/2018): €44,487 - €45,816 - €47,222 - € 48,658 - €50,139 - €51,513 - **€54,912** - **€58,316**– **LSIs** |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Job Offer stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)