

Central Manchester University Hospitals NHS Foundation Trust (CMFT)

Royal Manchester Children's Hospital and Manchester Heart Centre

JOB DESCRIPTION

POST:	Clinical Educator – ACHD Echocardiography
GRADE:	Band 8a
DEPARTMENT:	Manchester Heart Centre
HOURS:	37.5 Hours per week – full time
ACCOUNTABLE TO:	Lead Physiologist – Echocardiography
LINE MANAGER:	Principal Physiologist

JOB SUMMARY:

This is a new post being established to meet the growing requirements to develop the training programmes for the ACHD echocardiography service at the Manchester Heart Centre. Working with the lead physiologist for echocardiography, ACHD cardiologists and ACHD surgeons the post holder will lead on the development of training programmes for physiologists and medical staff requiring ACHD echocardiography training. The role will consist of 4 session's education/ training and 6 sessions clinical echo.

MAIN DUTIES AND RESPONSIBILITIES:

CLINICAL/TECHNICAL:

1. Act as lead physiologist for the development and delivery of ACHD echocardiography training programmes. Demonstrate a high standard of technical proficiency in a wide range of techniques – using initiative to deviate from policy when required
2. Apply advanced practical and theoretical knowledge to perform, analyse and interpret technical information to a high degree of competence to write detailed, high quality clinical reports for adult echocardiography
3. To assist in the clinical management of patients undergoing cardiac investigations.
4. Demonstrates empathy when dealing with patients in distressing conditions
5. Clinical sessions should be used to maintain clinical skills, put into practice new working methods or procedures and assess quality of the service and needs of the staff

6. Actively involved in the planning, forecasting and facilitation of Echocardiography service developments, including the formulation of appropriate policies and procedures.
7. Ensure that all staff are aware of policies and procedures and are working within them. Develop and review all documentation regularly (at least annually).
8. Implement and monitor standards by audit and adherence to departmental protocols.
9. Raise Physiologist profile by promoting good practice initiatives within Manchester Heart Centre.
10. To keep up to date with current developments in the field of adult and ACHD Cardiology including innovative work undertaken in research. To have an awareness of future implications for development of current Cardiology Services
11. Lead departmental research and clinical audit within adult echocardiography. Facilitate and participate in research and development programs as appropriate
12. Responsible for assessing, implementing and adapting to new clinical techniques and technologies
13. Exercise initiative and judgement in solving problems and making decisions that affect own areas of work recognising when there is a need to refer problems to Senior Management or Consultant staff.
14. To have expert knowledge in the field of adult echocardiography and act as an expert resource for all professional groups

EDUCATION, TRAINING & SUPERVISION

1. Contribute in the strategy for meeting the training requirements of the adult echocardiography service for the Cardiac Physiologist, Medical and Nursing staff groups
2. Deliver and continuously develop in-house training programmes for the adult echocardiography service that includes formal assessment tools, educational sessions, supervision, shadowing etc
3. Monitor the performance of and identify the learning needs of the staff
4. Ensure a conducive learning environment for all staff, reviewing through audit and by consulting the Management Team, as educational lead for this specialist area actively maintain a progressive learning environment for all grades of staff
5. Perform practical and theoretical assessments for undergraduate clinical placement students on the BSc program and Cardiac Physiologists studying for post graduate qualifications (BSE and European accreditation)
6. To undertake additional staff development courses agreed with the management team.
7. To attend training courses to up date ones own technical, physiological and pathological knowledge of specialist cardiac procedures and to update ones knowledge in respect of specialised clinical use of equipment.
8. To take a lead role in training in those areas where additional expertise and knowledge are held

9. Implement induction for new starters
10. Training Cardiology Staff in accordance with departmental programmes, including medical and nursing staff.
11. Ensure that all cardiac physiologists are working within national occupational standards and guidelines from professional bodies

CLINICAL GOVERNANCE / MANAGEMENT RESPONSIBILITIES

1. Ensure that high quality patient centred services are based on the best available evidence and take the lead on the development of a protocol driven service.
2. Ensure that confidentiality of patient records is strictly maintained and comply with the Data Protection Act.
3. Ensure the update and smooth running of departmental databases and archive systems.
4. Recognise people's equality, diversity and rights
5. To organise and implement a high standard training and education programme for all staff.
6. To ensure that all staff working in adult echocardiography are adequately trained
7. To take an active role in the recruitment and selection of staff
8. To participate in disciplinary or grievance procedures in conjunction with the Management Team
9. To ensure by the processes of quality, audit and appraisal, the highest standards of practice are employed by all technical staff
10. Ensure that stock and equipment levels are maintained and ensure that staff are aware of economical use of supplies and that they co-operate in trials of new products
11. Be responsible for maintaining safety of equipment, ensure service / maintenance is carried out to a high level, taking action when faulty equipment is detected
12. Ensure that all Trust, Manchester Heart Centre policies are available for all staff. These should be regularly updated and staff should be familiar with them at all times
13. Ensure the implementation of audits relevant to Manchester Heart Centre,
14. Feedback information on complaints / accidents / incident to the Management Team
15. Communicate with other departments involved in supporting the research service (i.e. domestics, porters, etc)
16. To be aware of and implement the Trust and Cardiology guidelines Health & Safety issues
17. Ensure a safe and clean environment is maintained at all times
18. Actively participate in waiting list management and audit to ensure local and national targets are met, e.g RTT
19. Contribute to the strategic planning of the adult/ ACHD Echocardiography service including outpatient services

Health and Safety

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any hazardous situations or defective equipment

To carry out other duties that may be considered necessary and consistent with the responsibilities of the post

This job description is an initial outline of the main responsibilities of the post and is subject to review and modification.

GENERAL STATEMENT & OBLIGATIONS

Duties of the Post

The duties above indicate the postholder's main responsibilities but are not exhaustive. They may be jointly reviewed with the postholder according to experience and to support service development.

Policies & Procedures

All employees must follow the Trust's policies and procedures. These cover all areas of work, both clinical and non-clinical. Some important areas applying to all employees are highlighted below. Your induction will cover key post-related policies. All Trust policies are available on the intranet.

Health and Safety/Risk Management

Employees must take reasonable care of the health, safety and welfare of themselves and others. Employees must report promptly any risks, including all incidents, near misses and hazards.

Confidentiality of Information & Data Security

Strict confidentiality rules apply to patients, colleagues and Trust business. Confidentiality for patients lasts indefinitely and continues even if you leave the employment of the Trust.

Infection Control

All staff have both duty and responsibility to prevent the spread of infection within the hospitals.

The postholder must:-

- Take all reasonable care to minimise the likelihood of healthcare-associated infections occurring to patients, visitors and staff (including you) as a consequence of actions and/or omissions at work
- Co-operate with the Trust in ensuring that all statutory and other requirements are complied with – in particular, compliance with the Health Act 2006: Code of Practice for the prevention and control of healthcare – associated infections
- Be knowledgeable and compliant with the Trust's infection control policies and procedures, which includes attendance at mandatory training

Equality & Diversity

The Trust is pro-diversity and anti-discriminatory. Trust policies prohibit discrimination, victimisation, bullying or harassment. The Trust is committed to treating people equally, whether they are patients, colleagues, suppliers or other customers.

Valuing People/Standards of Conduct and Behaviour

Employees are personally accountable for their actions at work, and must promote high standards of care and behaviour in line with our Trust Values. All employees must deliver reliable and effective customer care.

Non-Smoking Policy

No employee is allowed to smoke while on duty. If you wish to stop smoking then the Trust can provide free help. Please ask your manager about this.