

## POSITION DESCRIPTION

**POSITION:** Clinical Cardiac Physiologist

**RESPONSIBLE TO:** Team Leader – Physiology

### Health New Zealand | Te Whatu Ora Nelson Marlborough

**Our vision | Tō tātou manako:** All people live well, get well, stay well. *Kaiao te tini, ka ora te mano, ka noho ora te nuinga.*

**Our mission | Tō tātou kaupapa:** Working with the people of our community to promote, encourage and enable their health, wellbeing and independence. *Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori.*

### Our Values – Ō tātou whanonga pono

**Respect | Manaakitanga:** We care about, and will be responsive to, the needs of our diverse people, communities and staff. *Kia horahia te manaakitanga ki ngā iwi katoa me ngā hāpori, kaimahi hoki.*

**Innovation | Auaha:** We will provide an environment where people can challenge current processes and generate new ways of working and learning. *Kia auaha me whakahoutia i ngā pūkenga ākonga, me ngā mahi ki tēnei hāpori.*

**Teamwork | Whakarāmemene:** We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmemene i ngā kaupupuni hauora katoa.*

**Integrity | Ngākau tapatahi:** We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times. *Kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa.*

## **PURPOSE OF POSITION**

To provide a safe and efficient invasive and non-invasive cardiac testing service.

## **Functional Relationships**

Work closely with other Physiology staff within the organisation. Be an important member of the wider Cardiac and Medical Teams, with close working relationship with other medical and nursing personnel within the hospital.

RESPONSIBILITIES	EXPECTED OUTCOMES
<b>Clinical</b>	<ul style="list-style-type: none"> <li>• Performs ECGs to a high standard.</li> <li>• Exercise stress testing.</li> <li>• Holter monitor fitting, analysis &amp; report generation.</li> <li>• Event monitor fitting &amp; analysis.</li> <li>• Provide cardiopulmonary technical support at cardiac catheterisations and PCI's, including left &amp; right heart studies with pressure and ECG monitoring, emergency procedures &amp; cardiac output calculations with Fick and thermal dilution techniques.</li> <li>• Provide technical input for pacemaker implantations with pre-procedural patient education and preparation, pre-programming of devices, intraoperative monitoring and threshold measurements, and post-implant follow up assessments of lead integrity.</li> <li>• Provide pacemaker and ICD follow up support, with measurement of pacemaker parameters and physiological recordings, and independent decision making &amp; problem solving, changing parameters and therapies as needed.</li> <li>• 24-hour ambulatory BP monitor fitting, and report generation.</li> <li>• Spirometry.</li> <li>• Pre &amp; post bronchodilator respiratory testing.</li> <li>• Full lung function tests with DLCO.</li> <li>• Electronic ECG management.</li> <li>• Efficient performance of examinations to minimise patient waiting time.</li> <li>• Compliance with clerical and administrative processes surrounding patient bookings, appointments, reporting and filing.</li> <li>• Contribution to all departmental functions such as general environmental management.</li> </ul>
<b>Organisation</b>	<ul style="list-style-type: none"> <li>• Contribute to the achievement of contractual obligations and quality performance indicators, including the efficient and effective use of resources.</li> <li>• Contribution to the maintenance of harmonious interpersonal relationships with colleagues and other staff of the organisation.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• Demonstrates a willingness to share knowledge and skills.</li> <li>• Contribution to the training for ECG performance of other hospital staff. Provision of explanation, instruction or teaching to patients as appropriate.</li> </ul>

<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Keep up to date with current best practise by reading journals, attending meetings and conferences.</li> <li>• Ensure CME meets requirements of the Clinical Physiologist Registration Board (CPRB) to maintain registration.</li> <li>• Need to be a current Financial Member of the Society of Cardiopulmonary Technology (NZ) Inc, to maintain registration.</li> <li>• Participate in annual performance review process including review of performance goals and identification of areas for professional development.</li> </ul>
<b>Functional Competencies</b>	<ul style="list-style-type: none"> <li>• Proven communication skills, written and oral.</li> <li>• Pleasant, courteous and sensitive communication with patients.</li> <li>• Ability to function independently and as part of a multidisciplinary team.</li> <li>• High level of self motivation.</li> <li>• Commitment to quality improvement.</li> <li>• Proven Technical aptitude.</li> <li>• Is able to identify when guidance/clarification is required from medical staff.</li> <li>• Can prioritise workload according to demand in an efficient timely manner.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Other duties as negotiated with your Manager</li> <li>• Meet obligations contained in Appendix 1 &amp; 2.</li> </ul>

## PERSON SPECIFICATION

### **QUALIFICATIONS**

- Current Registration with Clinical Physiologist Registration Board (CPRB).
- Current financial member of the Society of Cardiopulmonary Technology (NZ) Inc (SCT).
- Postgraduate Diploma in Medical Technology (MTEC), Certificate of Cardiac Physiologists (CCP) or ASCT
- The ability to perform cardiology procedures to a consistently high standard.

### **Desirable**

- Further Qualifications including IBHRE

### **KNOWLEDGE, SKILLS & EXPERIENCE**

- Must have a knowledge and empathy for multi-culturalism and practices in a manner which the patient determines is culturally safe.
- Awareness of current issues in cardiology.

### **PERSONAL ATTRIBUTES & QUALITIES**

- Able to communicate well with others.
- To be tactful and sensitive in dealing with people and able to maintain confidentiality.
- Proven ability to create effective working relationships.
- Ability to meet expected timeframes.
- Experience and understanding of principles of continuous quality improvement.
- Be committed to the concept of continuing professional education and to participating in both practical and theoretical based training as required in order to meet the standards of the department and/or those set by ASCT.
- Able to contribute actively towards sharing of knowledge and skills with nurses, medical staff, other technicians and students as appropriate.
- Able to prioritise work and to work unsupervised when needed.
- Commitment to a patient focus.
- Must be able to work well in a computer based environment.

## **APPENDIX 1**

### **General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough**

#### **1. Professional Responsibilities**

As an employee of Health NZ Nelson Marlborough, you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Health NZ Nelson Marlborough departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

#### **2. Health, Safety and Wellbeing**

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

#### **3. Right to Raise Concerns**

- All employees of Health NZ Nelson Marlborough are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

#### **4. Child Wellbeing and Protection**

- Health NZ Nelson Marlborough is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:
- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

## **5. Legislation, Regulations and Board Policies**

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Health NZ Nelson Marlborough’s Disciplinary Policy.

## **6. Confidentiality**

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

## **7. Risk Management**

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

## **8. Security**

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

## **9. Treaty of Waitangi**

Health NZ Nelson Marlborough is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

## **10. Smokefree**

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health NZ Nelson Marlborough staff employed on Board business in the community.

## **APPENDIX 2**

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

<b>Condition</b>	<b>Information to include in Position Description</b>
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ Nelson Marlborough
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas <sup>1</sup> New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"><li>• a chronic skin condition</li><li>• been working in an overseas healthcare facility in the last year</li><li>• been MRSA-positive in the last year</li></ul>
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures <sup>2</sup>

<sup>1</sup>Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

<sup>2</sup>Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.