



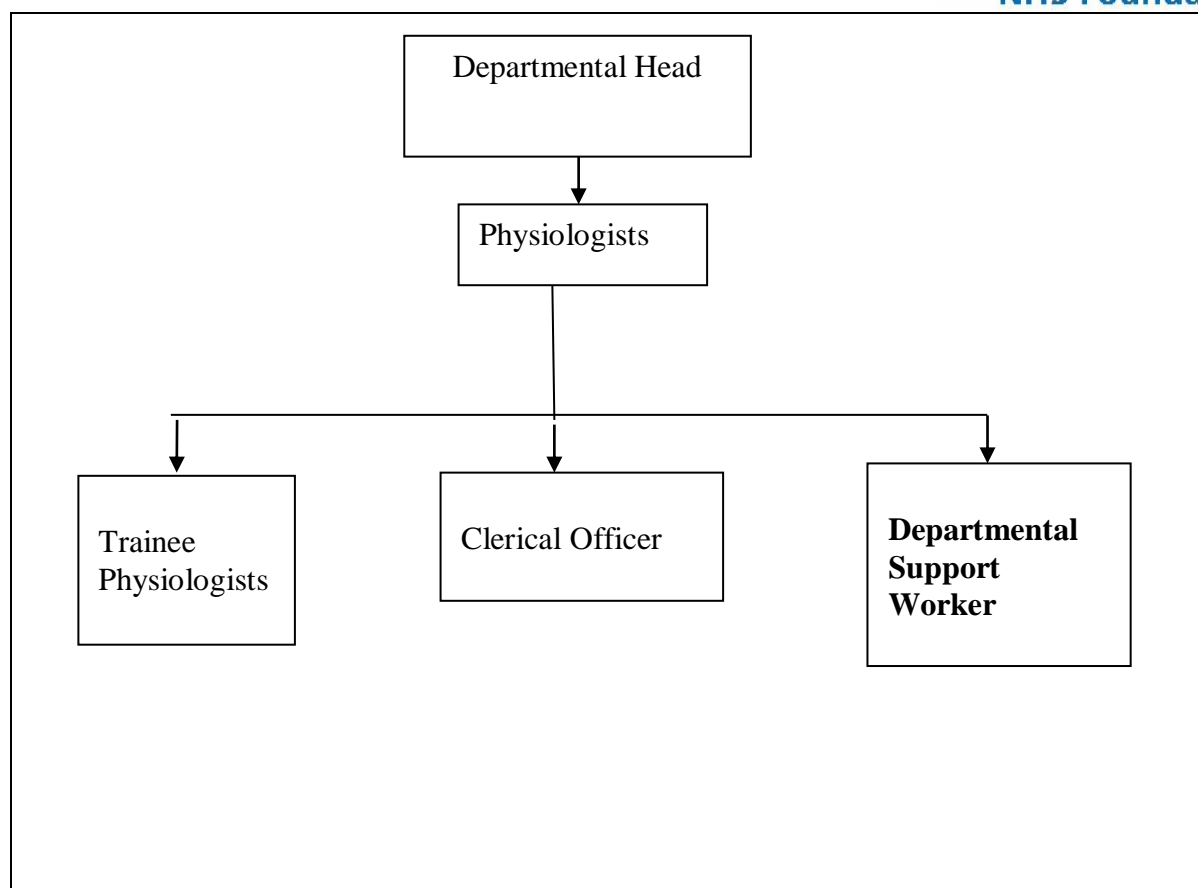


Job Description

1. JOB DETAILS	
Job Title:	Cardiology Support Worker
Accountable to:	Head of Dept
Location:	Cardiology Departments, West Cumberland Hospital / Cumberland Infirmary
2. JOB SUMMARY (A brief description of the main purpose of the post)	
<p>All staff are expected to work to the Trust Values:</p> <div style="display: flex; align-items: flex-start; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <p>Kindness – Kindness and compassion cost nothing, yet accomplish a great deal.</p> </div> </div> <div style="display: flex; align-items: flex-start; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <p>Respect - We are respectful to everyone and are open, honest and fair – respect behaviours.</p> </div> </div> <div style="display: flex; align-items: flex-start; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <p>Ambition – We set goals to achieve the best for our patients, teams, organisations and our partners.</p> </div> </div> <div style="display: flex; align-items: flex-start;">  <div style="margin-left: 10px;"> <p>Collaboration – We are stronger and better working together with and for our patients.</p> </div> </div> <p>To perform a range of cardiac investigation and assist Cardiac Physiologists, Nurses and Physicians and their teams, primarily within the department. Work effectively to high standards to achieve best quality patient care.</p>	
3. ROLE OF DEPARTMENT (The function of the department in which the post holder works)	
<p>Provision of routine, non-routine and specialised investigations required to assist in the diagnosis and treatment of suspected or known cardiac/respiratory disease. This is an outpatient, inpatient and emergency setting.</p>	
4. ORGANISATIONAL CHART	



5. KEY WORKING RELATIONSHIPS

Physiologists.
 Respiratory physiologists.
 Cardiologists.
 Nurses / Specialist nurses.
 Porters / Interserve staff.
 Physicians.
 Other medical staff.
 Ward clerks.
 Service improvement staff.
 Business manager.
 Surgical staff.
 Members of the public / patients / relatives.
 GP practice staff.
 Company representatives.

6. DUTIES AND RESPONSIBILITIES OF THE POST

Clinical

- Undertake a range of duties including preparation of rooms, patients and equipment prior to, during and post examination / procedure.
- Work as part of a team, with physiologists, cardiologists, nurses, medical

staff and other allied health professionals / scientists.

- Explain examination / procedure to patients, relatives and other healthcare staff.
- Carry out investigations including blood pressure measurement, ECG, height, weight, oxygen saturation and application of ambulatory monitoring.
- Carry out venepuncture and cannulation prior the patient being seen by physiological or medical staff.
- Assist the cardiac physiologists with more advance investigations including exercise testing, echocardiography, 6 minute walk tests and pacemaker follow-up.
- Prepare and maintain clinical environments according to health & safety and infection control principles.
- Report on the condition and welfare of patients to the appropriate physiologist or physician.
- Provide support to cardiology clinics as requested
- Comply with infection prevention and control procedures at all times.
- Comply with responsibility to safeguard children and vulnerable adults, ensuring attendance at appropriate training.

Administration

- Maintain accurate records of patient care, ensuring accurate data input into computerised systems and observing confidentiality at all times.
- Provide reception cover when required.
- Support the admin team as required - Make appointments, e.g. follow up appointments, with the patient by telephone / letter using the department's administrative systems.
- Deal with telephone enquiries, taking telephone messages and ensuring they are passed to the appropriate person.
- Assist with filing and general office duties e.g. photocopying, as required.
- Attend and participate in department meetings as requested.
- Work in accordance with policies, procedures and protocols of the department.

Education

- Attend appropriate in-house training, taking every reasonable opportunity to develop, monitor and improve clinical skills and competencies.
- Undertake continuing professional development, including mandatory and statutory updating, maintaining a portfolio.
- Participate in research, audit and surveys as required.

7. WORK SETTING AND REVIEW

- The post holder will usually work on their own, checking their own work. Clinics are expected to be organised according to departmental protocols.
- Any variation from these will be at the direction of a senior member of staff.

8. INDIVIDUAL RESPONSIBILITIES

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

9. CONFIDENTIALITY

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.

10. HEALTH AND SAFETY

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

11. RISK MANAGEMENT

All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.

12. EQUALITY AND DIVERSITY

All employees of the Trust have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.

13. SAFEGUARDING

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding

children and adult training depending on their role in the Trust.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

14. INFORMATION GOVERNANCE

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

PERSON SPECIFICATION

POST TITLE: Clerical Officer.

Factor	Essential	Desirable
Qualifications	GCSE Maths and English. NVQ 3 (or equivalent) Care Certificate	Certificate in Electrocardiography (SCST)
Experience	Working within a health care environment provide care for patients with a range of condition.. Performing ECG's	
Knowledge	Understanding of Tests performed within the department and conditions treated. Ability to maintain and improve knowledge, skills and competence to ensure high standards of patient care. Understanding of confidentiality	Use of PAS. Knowledge of administrative procedures and systems
Skills and Aptitudes	Good Communication (both verbal and written). Good interpersonal skills. Good Organisational skills. Able to prioritise work and work to deadlines. Ability to work under own initiative and also as part of a team. Ability to follow routine procedures and problem solve non-routine issues.	Good Keyboard Skills. Venepuncture and cannulation.
Personal Circumstances	Enthusiastic. Calm. Accuracy with attention to detail.	
Other requirements	Flexible to the needs of service. Able to work across sites if required. Act in ways that support equality and value diversity.	