

ROYAL NATIONAL ORTHOPAEDIC HOSPITAL TRUST

Department of Clinical Neurophysiology

Job Description

JOB TITLE:	Neurophysiological Measurements Technician
Grade:	Band 7
HOURS:	Full Time 37.5 hours per week over a 7 day period
RESPONSIBLE TO:	Head of Clinical Neurophysiology
ACCOUNTABLE TO:	Consultant Neurologist

Key relationships: Operating theatre department (Stanmore), Outpatient Clinics (Stanmore and Bolsover Street), and any other site as agreed by the Trust.

JOB PURPOSE

- Provides highly complex, specialist Clinical Neurophysiology service(s) to patients of all ages suffering from a wide variety of medical disorders.
- Responsible for the provision, audit and quality of a specialist Clinical Neurophysiology Service delivery.
- Responsible for the development and training of Neurophysiological Measurement Technicians within the designated specialist area.
- Instigate acquisition of accurate Neurophysiological data.
- Undertakes interpretation of results and provision of reports.
- Provides advice to clinicians.
- Work collaboratively on a day-to-day basis with others to ensure that service needs are met.
- Responsible for the day to day management of the Neurophysiology service(s) in the absence of the Head of Department

MAIN DUTIES AND RESPONSIBILITIES: CLINICAL

1. Independently plan, perform and interpret a range of advanced Neurophysiological investigations to a high level of competence to patients. This includes:
 - Spinal Cord Monitoring
 - Brachial Plexus and other Peripheral Nerve Surgery Intra-operative Recording
 - Carpal Tunnel Syndrome Clinic
 - Somato-Sensory Evoked Potentials
2. Assist Consultant Neurophysiologist with EMG (Electromyography) examinations, NCS (Nerve Conduction Studies) in the EMG Laboratory.
3. Provide written factual reports on a range of complex Neurophysiological investigations.

4. May initiate and participate with research and development programmes.
5. Maintain continuous professional development appropriate to the range of Neurophysiology services to patients.
6. Provide an on-call service for Spinal and Peripheral Nerve Surgery (giving cover at nights, weekends and public holidays).
7. Occasionally providing the intraoperative neurophysiology service at other NHS or private hospitals; where no colleagues are present for support or assistance.
8. Undertake simple fault remedy, cleaning and maintenance of recording equipment or any apparatus within the department including care and maintenance of electrodes.
9. Monitor and maintain high professional standards of Neurophysiological services to patients and may initiate remedial action where necessary.
10. Work collaboratively with other professionals and agencies to ensure service(s) meet changing healthcare needs.
11. Provide support and assistance to Neurophysiological staff in dealing with difficult and conflicting situations including those that are of a clinical/professional nature.
12. May propose, initiate and participate in the implementation of policies and service changes within the department.

ADDITIONAL DUTIES AND RESPONSIBILITIES: CLINICAL

1. Assist with the daily operational management of the service
2. Advise on the interpretation of spinal cord monitoring recordings. Provides highly complex specialist advice to consultant staff which may alter the planned operative spinal procedure, communicating that advice in a challenging and emotive environment.
3. Liaise with Neurophysiological Measurement Technicians, medical, nursing, admin and clerical staff to maximize quality of service provision including training where necessary.
4. Undertake administrative duties including prioritizing referrals.
5. Develop and maintain the Department database and teaching materials.
6. Participate in the teaching and/or demonstration to all staff.
7. Responsible for archiving of data and maintaining database integrity.
8. Implement and participate in relevant audits for the Department.
9. Provide a point of contact for the patients referred to the Department.
10. Responsible for stock control of consumables required for the Department.
11. Contribute to the procurement of new/replacement equipment for the Department.

MAIN DUTIES AND RESPONSIBILITIES: MANAGERIAL / LEADERSHIP

1. Contribute to the management and leadership for Neurophysiological Measurement Technicians.
2. Contribute to the line management to Neurophysiological Measurement Technicians including the monitoring of annual leave and sickness absence.
3. Contribute to the planning and organization of information resources, ensuring effective and administrative patient reporting and data storage
4. Provide and maintain statistical information as required for statistical and other management purposes.
5. Contribute to the formulation of health and safety and quality assurance policies to patients, staff and visitors.
6. Attend Trust, Regional and National meetings relating to issues of Neurophysiological Service(s) provision.

7. Contribute to the development of strategic and business plans for the Neurophysiology Service(s).
8. Participate in Trust/region wide projects.
9. Contribute to the recruitment, appointment and retention of all staff in line with Trust policies and guidelines. Can include re-defining job description and person specification, writing advertisement, being a voting member on the short-listing and interview panel.
10. Contribute to 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.
11. May undertake responsibility for counselling, grievance, discipline and welfare matters, and where appropriate implementing disciplinary procedures.

EDUCATION, TRAINING AND DEVELOPMENT

1. Responsible for provision and co-ordination of specialist training and development of Neurophysiological Measurement Technicians within the Department and visiting Neurophysiological Professionals outside the Trust.
2. Contribute to the implementation and monitoring of education and training of Neurophysiological Measurement Technicians and other staff groups in line with mandatory, professional and personal development according to service needs. Remedial action taken as necessary.
3. Promote staff compliance with CPD guidelines, professional codes of conduct and evaluate the effect of development on service delivery.
4. Provide clinical supervision/mentorship for other staff.
5. Participate in the teaching and training in Neurophysiology to a broad range of healthcare workers including medical, AHP, nursing, HCA's, etc
6. Contribute to individual training plans and funding to support staff development and training needs.
7. Ensure personal compliance with regards to mandatory, professional and personal development according to service needs.
8. Ensure personal compliance with CPD guidelines, professional codes of conduct and evaluate the effect of development on service delivery.

ADDITIONAL HUMAN RESOURCES MANAGEMENT RESPONSIBILITIES

1. Provide support and assistance to Neurophysiological staff in dealing with difficult and conflicting situations including those that are of a clinical/professional nature.
2. Contribute to 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.
3. May undertake responsibility for counseling, grievance, discipline and welfare matters, and where appropriate implementing disciplinary procedures.
4. Promote and ensure equality, diversity and rights for all.
5. Contribute to the implementation and monitoring of education and training of Neurophysiological Measurement Technicians and other staff groups in line with mandatory, professional and personal development according to service needs. Remedial action taken as necessary.
6. Promote staff compliance with CPD guidelines, professional codes of conduct and evaluate the effect of development on service delivery.

CLINICAL GOVERNANCE AND AUDIT

1. Implement audit to ensure compliance with and development of professional and local policies and procedures and clinical standard/protocols/guidelines.
2. Facilitate patient and public involvement in the development of Neurophysiology service (s) Investigate complaints regarding the service(s) and to report the findings to the Trust in accordance with local procedure and to take remedial action if appropriate.
3. Work within agreed Trust and local policies and protocols.

FINANCIAL MANAGEMENT RESPONSIBILITIES

1. Contribute to the development of strategic and business plans for the Neurophysiology Service.
2. Contribute to 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.
3. Contribute to individual training plans and funding to support staff development and Training.
4. Participate in evaluation of equipment or services for procurement

ASSET MANAGEMENT RESPONSIBILITIES (i.e. stock, equipment, buildings)

1. Responsible for effective use of resources for a section of service.
2. Undertake responsibility for the efficient and effective management of physical resources in a section of service.
3. Contribute to the planning and organization of information resources, ensuring effective and administrative patient reporting and data storage.
4. Provide and maintain statistical information as required for statistical and other management purpose

WORKING RELATIONSHIPS (the main personnel with whom the potholder will be required to communicate with and advise internally and externally)

a) Communicate with:

Patients, relatives and carers.

Neurophysiology Service Manager.

Medical staff: Consultant Surgeons and Anaesthetists during surgery,

Nursing/ward staff.

Risk Advisor.

Clinical Governance staff.

Supplies staff.

All grades of Neurophysiological Measurement Technicians within the Clinical Neurophysiology Department.

Administrative and Clerical staff within the Clinical Neurophysiology Department.

National professional body.

Medical equipment manufacturers.

Physiotherapists,

Occupational Therapists,

b) Provide advice to:

As above

Safeguarding Children and Vulnerable Adults At Risk

The Trust recognises its duty to safeguard and promote the welfare of children, young people and adults. Staff must at all times treat patients with dignity and respect protecting, young people and adults at risk from abuse and neglect

Employees have a responsibility to ensure that prompt and appropriate action is taken when concerns have been made about a child, young person or adults at risk. Employees should be aware of their responsibilities as detailed in the Local Safeguarding Children Procedures and Safeguarding Adults at Risk Policy.

The Trust will assist you by providing mandatory training, support and advice.

Safeguarding children and adults is everyone's business

IT Skills

All staff are required to demonstrate a level of IT literacy skills appropriate to their job, as the use of IT is fundamental in delivering good quality efficient health care.

Effort and Environment

The following information has been designed to assist the recording of the effort and environment factors required for Agenda for Change.

- **Physical**

There is a frequent requirement for sitting in a restricted position, sometimes for prolonged periods. There is a requirement for frequent moderate physical effort for short periods including kneeling, crouching, lifting, pulling and pushing. In particular there is a requirement for moving and handling of equipment and patients. The ability to efficiency apply an electrodes to patients with a high level of accuracy.

- **Mental**

There is a frequent requirement for intense concentration including checking neurophysiological signals, analysing statistics, operating machinery, assessing patients, and documenting information.

- **Emotional**

Frequent exposure to distressing or emotional circumstances, with occasional highly distressing or emotional circumstances, including working in an operating theatre department, giving un-welcome news to staff and dealing with difficult situations.

- **Working conditions**

Frequent exposure to unpleasant working conditions including use of VDU equipment for long periods, exposure to unpleasant smells, noxious fumes, chemicals, radiation, and body fluids in the operating theatre department.

Assuming normal Health and Safety standards are met.

Driving to and from work is not included.

Terms and Conditions of Service

This appointment is subject to the terms and conditions of employment of the Royal National Orthopaedic Hospital NHS Trust.

Professional conduct

The post holder must comply with the Code of Professional Conduct applicable to their profession.

Risk Management

The Royal National Orthopaedic Hospital NHS Trust strives to take a holistic approach to the management of risk; Health and Safety, Caldicott, Corporate and Clinical Governance requirements are all elements of risk management.

Risk management is fundamental in ensuring the safety of all whilst on Trust premises and in ensuring that a high level of quality care is continually provided. To support staff in the management of risk, the Trust provides training programmes and facilitates staff in the use of risk management identification tools. In turn, individuals are responsible for ensuring that they attend training sessions and adhere to the Trust's policies and procedures, which includes the reporting of incidents, both actual and near miss.

Health and Safety at Work Act

Under the provisions of the Health and Safety at Work Act 1974 it is the duty of every employee to:

- Take reasonable care of themselves and of others who may be affected by their acts or omissions.
- Co-operate with their employer in ensuring that all statutory and other requirements are complied with.

Clinical Governance

All staff must comply with the Trust Infection Control Policy. All employees must attend infection control training as required within their department as directed by their line manager.

Confidentiality

Post-holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection of 1998. Post-holders must not, without prior permission, disclose any information regarding patients or staff. If any

member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2005, post-holders must apply the Trust's FOI procedure if they receive a written request for information.

Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic or national origin, gender or sexual orientation, religion, lifestyle, presenting illness or disability. We aim to provide a non-judgemental service at all times.

No Smoking Policy

The Trust prohibits smoking in all of their buildings and premises.