

**PORTSMOUTH HOSPITALS UNIVERSITY NHS TRUST  
JOB DESCRIPTION**

<b>Job Group:</b> Healthcare Science	<b>FOR OFFICE USE ONLY</b>
<b>Job Title:</b> Advanced Healthcare Science Practitioner	<b>Position No:</b>
<b>Division/Care Group:</b> Clinical Delivery	<b>Approved Matching Classification</b>
<b>Existing Grade:</b> Band 7	<b>Job Analysis</b>
<b>Unit:</b> Neurophysiology	<b>Job Evaluation</b>
<b>Base Location:</b> Queen Alexandra Hospital	<b>Pay Band code:</b>
<b>Reports to:</b> Simon Veal	
<b>Accountable to:</b> Simon Veal	<b>Entered By:</b>

**Job Purpose**

1. To provide complex, specialist clinical neurophysiology diagnostic and therapeutic procedures to patients of all ages, from a range of specialties, suffering from a wide variety of medical disorders including those which may be neurological and/or psychiatric in nature.
2. To work in isolation at various satellite clinics including Jersey, Channel Islands.
3. To be adaptive in learning new techniques and undergo further training in specialist areas as required in delivering the service.
4. To undertake interpretation of results and provision of reports.
5. To actively participate in the development and training of student healthcare scientists and junior medical staff.
6. To participate in quality assurance, audit and/or research and development programmes.

**Key Dimensions**

**a. Budgets** - Direct contribution to PbR income target £1.1 million & external contract activity of £100k. Responsible for ordering supplies against a £17k budget.

**b. Staff** – Responsibility for training, supporting and developing the junior and training healthcare scientist with responsibility for day-to-day management of tasks.

# ORGANISATIONAL CHART

## Trust Organisational Expectations

The post holder will:

1. Proactively and positively contribute to the successful overall performance of the Trust.
2. Deliver excellent levels of customer service to all patients/visitors and staff at the Trust.
3. Develop effective ways of working and create strong partnerships and relationships with all stakeholders to support the implementation of the Government's policies on Health.
4. Develop an organisational culture that fosters collaborative working among all staff groups, to ensure a focused commitment to delivering quality services and outcomes.
5. Act as an advocate for the Trust & its contribution to the Health Service arena through creating effective partnerships and relationships with internal and external stakeholders.
6. Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.
7. Support the Trust culture of collaborative, flexible cross-team working and commitment to delivering quality services and outcomes, which support the Government's policies on public health.
8. If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
9. In compliance with the Trust's practices and procedures associated with the control of infection, you are required to:
  - Adhere to Trust Infection Control Policies always assuring compliance with all defined infection control standards.
  - Conduct hand hygiene in accordance with Trust policy, challenging those around you that do not.
  - Challenge poor practice that could lead to the transmission of infection.

Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.



*Working together  
for Patients*



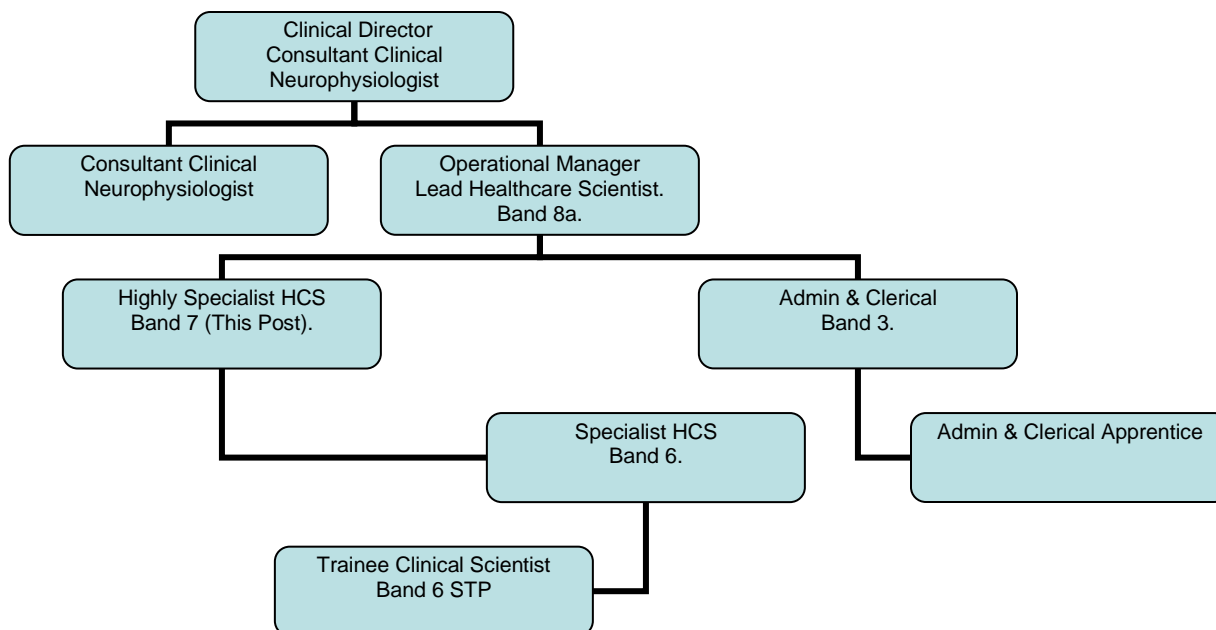
*Working together  
with Compassion*



*Working together  
as One Team*



*Working together  
Always Improving*



## Shared Core Functions

1. Proactively and positively contribute to the achievement of deliverables through individual and team effort. Manage the production of the required deliverables and control risks,
2. Support team members to deliver on their functionally relevant objectives through offering advice, guidance and support as appropriate.
3. Ensure that approved budgets are spent effectively and in accordance with agreed procedures
4. Liaison with Senior Professionals and related functions to ensure that work is neither overlooked nor duplicated
5. Build and sustain effective communications with other roles involved in the shared services as required
6. Maintain and continuously improve specialist knowledge in an aspect of Health Service which significantly contributes to the Trust's stated objectives & aims
7. Establish and maintain strategic links with a range of external partners/stakeholders or manage the links made through the team. Engage with external partners/stakeholders to gain their necessary level of contribution & commitment to the successful delivery of your work.
8. Undertake proactive horizon scanning for either developments relating to Trust work or opportunities for Trust involvement around health issues
9. Increase the level of knowledge & skills within the Trust through documenting key learning and supporting others to develop their professional abilities.
10. Dissemination of knowledge through engagement in report writing, and reviewing, taking full responsibility for technical accuracy and reliability and being sensitive to the wider implications of that dissemination.
11. Ensure that expertise is seen as a resource within and outside the Trust and form working partnerships with government departments, national agencies and key stakeholders.
12. Develop structures, systems, ways of working and personal values that will support the Trusts sustainable development objectives with regard to issues such as Carbon reduction and waste minimization; and to encourage all stakeholders of the Trust to act as enthusiastic agents of change.

## Specific Core Functions

1. To communicate what is involved in procedures and other technical information to patients who may have sensory, physical or learning disabilities also conversing with relatives & carers to ensure understanding that will facilitate consent where necessary. Display the ability to exchange specialist information with colleagues from within the Neurophysiology speciality and to other disciplines
2. To show highly specialist expertise underpinned by theoretical knowledge & experience of specialist healthcare science that have been acquired through training to master's degree or equivalent level of knowledge.
3. To analyse & interpret test results within Neurophysiology specialist diagnostic area and relate other test data to inform diagnosis. To resolve complex equipment issues.
4. To plan activity workload and/or clinics independently also supporting junior and/or training staff in job planning.
5. Demonstrates skills for positioning patients for tests ensures accurate position of both stimulating and recording electrodes requiring a high level of hand/eye co-ordination. Able to accurately manipulate the recorded data and assess the requirement for extended testing
6. To provide specialist clinical technical services and specialist, clinical and scientific advice to clinicians. Will undertake screening tests and interpret them to produce a diagnostic test result. Utilise the diagnostic findings provide advice to patients.
7. Will be responsible for implementing policies and standard operating procedures. To innovate and implement changes to practices for work area and develop policies with impact on other disciplines.
8. Responsible for safe use of equipment by others through supervision and regular calibration/equipment checks to ensure reliability of recorded data. To order supplies for area of work and be responsible for storage of materials.
9. Leads a team for own work area within peripheral neurophysiology. To provide clinical and professional supervision to less experienced staff. To provide specialist training to those within the

department and registrars from other disciplines.

10. To ensure that patient data and records that are personally generated are maintained in a secure database that complies with information governance standards with responsibility to ensure that data/records are backed up to media that complies with trust standards.
11. To be regularly undertaking research and development activities with support to the trainee clinical scientists research projects. To be regularly taking a lead role in clinical trials, service evaluation and clinical audit.
12. To work independently and autonomously as a healthcare scientist practitioner within host department and at other NHS institutions (Western Sussex) and Non NHS hospitals (Jersey, Channel Is.). To work as a lead specialist for peripheral neurophysiology whilst maintaining and developing skills within other technical and clinical areas within Neurophysiology.
13. Will be required to regularly work in restricted space areas on wards, ITU and NNU. There will often be restriction on space when dealing with young children and/or those with learning/physical disabilities. There will be regular moderate effort in pushing equipment trolleys to and from ward areas. There will be frequent light/moderate effort to manoeuvre patients for tests.
14. Frequent requirement for concentration during tests and investigations that will require adaptation or extension of the study. There will be a requirement for prolonged concentration periods to analyse data, particularly in relation to Ambulatory EEG recordings. There is a need to be adaptive to urgent requests or from 'walk-in' patients.
15. There will be exposure to distressing or emotional circumstances primarily working within ITU where testing may indicate the removal of life sustaining treatment or within NNU where tests may indicate significant neurological damage. There will be regular exposure to patients of all ages who may have neurological, physical, psychological and mental health disorders. There will be some work with terminally ill patients and distressed carers.
16. Occasional exposure to unpleasant conditions including patients with incontinence or catheters. There is the potential for contact with body fluids particularly when working within a ward based environment. There is regular verbal pressure from patients and relatives for results. Occasional verbal abuse is most likely to come via telecommunications.

**Other**

Job Holders are required to:

1. Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
2. Always keep requirements in mind and seek out to improve, including achieving customer service performance targets.
3. Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.
4. Act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.
5. Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date

**Job Description Agreement**

Job Holders name:  
(print)

Job Holders signature:

Date:

**Senior Officer/ Chief of Service**

Name (print)

Signature:

Date:

Title:

PERSON SPECIFICATION

<p><b>CRITERIA</b></p>	<p><b>How criteria will be assessed: Application Interview Assessment Reference</b></p>
<p><b>Qualifications</b></p> <p><b>Masters Level Qualification or Equivalent (Minimum = Post Grad Certification+ Experience)</b></p> <p><b>Registered (or working towards) registration with either AHCS or HCPC</b></p> <p><b>Experience</b></p> <p><b>Have at least 4 years' experience of working within a Clinical Neurophysiology department with a minimum of 1 year post qualification as a Healthcare Scientist.</b></p> <p style="text-align: center;"><b>Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Undertakes a wide range of complex, specialised techniques including routine, sleep deprivation, ambulatory and portable EEGs without supervision and provides reports.</li> <li>• Undertakes extended practice role with Nerve Conduction Studies that includes reporting of Carpal Tunnel Syndrome, Ulnar Neuropathy and Peripheral Neuropathy.</li> <li>• Undertakes a full range of Evoked Potential studies to include Visual, Auditory and Sensory Stimuli.</li> <li>• Able to obtain technically acceptable recordings in all environments including technically challenging situations e.g. intensive care and theatre.</li> <li>• Has the manual dexterity to apply accurately electrodes to babies and children who are less co-operative.</li> <li>• Able to interpret investigation results and patient conditions.</li> <li>• Is able to work as an independent practitioner outside of the base department.</li> <li>• Is able to gain the co-operation of all client groups i.e. adults, children and neonates including those with learning difficulties, mental health problems or other special needs to obtain a technically good and accurate investigation.</li> <li>• Excellent communication skills within a patient facing environment.</li> <li>• Have empathy, understand the patient and carer needs with a sympathetic and tactful approach.</li> <li>• Excellent Organisational, planning and time-management skills.</li> <li>• Able to set clear and appropriate priorities for self and others to meet overall goals.</li> <li>• Demonstrate ability to use a range of standard and complex computer software.</li> <li>• Adaptable and flexible approach to work pattern.</li> <li>• Good awareness of data protection and information security/governance issues.</li> <li>• Experience of taking responsibility for workload planning on a day-to-day basis.</li> <li>• Negotiates and liaises with other professionals, staff, and patients</li> </ul> <p><b>Working Together (Trust Values)</b></p> <p><b>For Patients</b></p> <ul style="list-style-type: none"> <li>• Priorities safety</li> <li>• Focus on the quality of patient care</li> <li>• Deliver great customer care and experiences</li> <li>• Act with professionalism</li> <li>• Pursue the best outcome</li> <li>• Take personal responsibility and make no excuses</li> </ul>	<p>Application &amp; Interview</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p>

<p><b>With Compassion</b></p> <ul style="list-style-type: none"> <li>• Compassionate and kind</li> <li>• Friendly and courteous</li> <li>• Attentive and helpful</li> <li>• Protective of patient dignity</li> </ul> <p><b>As One Team</b></p> <ul style="list-style-type: none"> <li>• Listen and hear</li> <li>• Break down silos and work in partnership internally and externally</li> <li>• Explain and involve patients and staff in decisions</li> <li>• Respect everyone's time</li> </ul> <p><b>Always Improving</b></p> <ul style="list-style-type: none"> <li>• Seek and give feedback</li> <li>• Identify and make improvements to how we do things, however big or small</li> <li>• Work efficiently, and keep things simple</li> <li>• Live within our means</li> <li>• Develop through learning</li> <li>• Engage, innovate and improve</li> </ul>	
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<p><b>Values based behaviours for leaders</b></p> <p>In discussion with its leaders The Trust has developed a Leadership Framework, based on its Values. As a result the following expected standards for leadership have been identified, which all leaders will be required to demonstrate.</p> <p><b>Strategic approach</b> (clarity on objectives, clear on expectations)</p> <ul style="list-style-type: none"> <li>• Plans and takes initiative in the best interest of the patient</li> <li>• Makes decisions based on organisation strategic direction</li> <li>• Makes success criteria clear to others and focuses them on what matters most</li> <li>• Avoids major problems through anticipation and contingency planning</li> </ul> <p><b>Relationship building</b> (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)</p> <ul style="list-style-type: none"> <li>• Consistently seeks to understand and meet the needs and interests of patients</li> <li>• Asks open questions and listens to other ideas to develop joint solutions</li> <li>• Involves key stakeholder and staff in planning organisational change</li> </ul> <p><b>Personal credibility</b> (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)</p> <ul style="list-style-type: none"> <li>• Articulates a compelling vision of how things could be and might be</li> <li>• Consistently delivers on promises</li> <li>• Consistently acts in accordance with, and champions PHTs values</li> <li>• Displays sensitivity to the needs and feelings of others</li> <li>• Has a zero tolerance to, and challenges bad behaviour</li> <li>• Actively manages poor performance</li> </ul>
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**Passion to succeed** (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

- Motivates others through infectious enthusiasm and 'can do' attitude
- Maintains optimism and sense of humour in stressful situations
- Emphasises the positive side of difficulties, portraying them as opportunities
- Finds ways around seemingly insurmountable obstacles, not easily defeated
- Infuse pride and joy in work
- Lead by example by taking responsibility, being compassionate and aspiring for excellence

**Harness performance through teams** (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff , respect diversity)

- Takes proactive steps to develop team members using a variety of approaches
- Involves team members in planning and delivering change
- Stimulates and communicates cross disciplinary communication
- Recognises and rewards effort, not just achievement
- Matches the needs of activity to available resources
- Seeks out and listens to team members and stakeholders, welcoming warnings or problems