

## POSITION DESCRIPTION

**Position:** Provisional Clinical Physiologist

**Responsible to:** Team Leader, Clinical Physiology

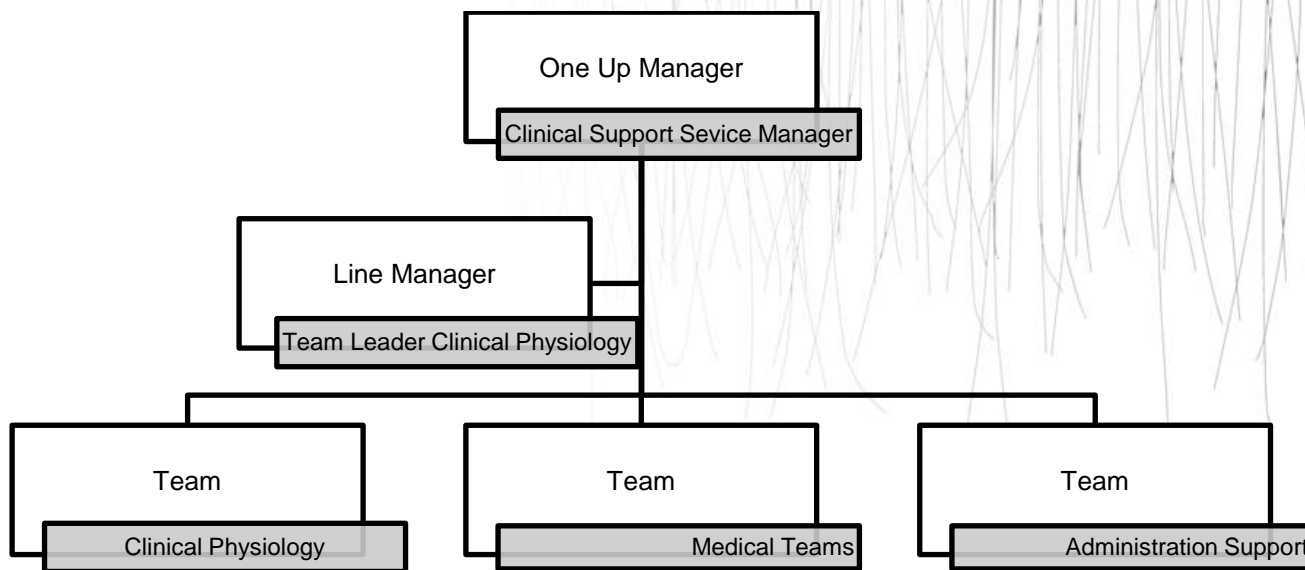
**Location:** Rotorua & Taupō

**Functional relationships:**

<p><b>Internal:</b> Clerical Staff Nursing Staff Allied Health Staff Medical Staff Other Departments</p>	<p><b>External:</b> Equipment companies</p>
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**Financial delegations:** Not Applicable

**Date:** December 2020



**Primary purpose(s) of the position**

Train to competently perform cardiac and respiratory diagnostic testing in the Physiologist scope of practice whilst maintaining exceptional patient care.

<b>Key Objectives</b>	Description	Expected Outcomes
<b>Clinical Physiology Practice</b>	Professional Responsibility Develop Professional Skills	<ul style="list-style-type: none"> <li>• Works towards registration with the Clinical Physiologists Registration Board (CPRB)</li> <li>• Meet all requirements for the SCT CCP training programme; assignments/worksheets complete and submitted on time and pass all requirements of the qualification</li> <li>• Meet all requirements for the Otago MTEX qualification programme; assignments complete and submitted on time and pass all requirements of the qualification</li> <li>• Attains and maintains membership to the professional body the Society of Cardiopulmonary Technology</li> <li>• Completes all training requirements for a Provisional Cardiac Physiologist within the 2 years</li> </ul>
<b>Clinical Procedures</b>	Train to competently perform clinical procedures as per department protocol:	<ul style="list-style-type: none"> <li>• Achieve competency in all practical assessments as required for the SCT CCP programme within two years.</li> </ul>
	ECG	<ul style="list-style-type: none"> <li>• Printed ECGs are free of technical error and interference. Paediatric ECGs include V3R or V4R. Any technical or patient variations are written on the ECG. Any significant arrhythmia is brought to the attention of a senior physiologist or physician. For non clinic ECGs, a duplicate copy is sent to clinical records and the original returned to referrer appropriately</li> </ul>
	Cardiac monitors fitting & removal	<ul style="list-style-type: none"> <li>• Monitors are fitted to ensure a high quality recording will be obtained. Patient instructions are adequate to ensure monitor remains dry and accurate patient diary is returned capturing symptoms where appropriate</li> <li>• Downloaded monitor recordings are briefly checked for significant arrhythmia. If found, prompt analysis is organised and/or referral and diary are filed for urgent analysis. If necessary the patient is sent to ED for admission.</li> <li>• Returned monitors are cleaned appropriately.</li> </ul>
	ETT in the technician role	<ul style="list-style-type: none"> <li>• Patient preparation for ETT ensures high quality ECG recording is obtained. Excellent test explanation is given to ensure the patient is able to safely perform the test to maximal achievable workload. Recognise and alert the ETT supervisor to any ECG changes</li> </ul>
	Spirometry	<ul style="list-style-type: none"> <li>• Patient explanation and coaching ensures maximal patient effort and repeatable technique. Patient and technical issues are documented in the report.</li> </ul>
	FeNO	<ul style="list-style-type: none"> <li>• Patient is guided through the test, FeNO result documented on the spirometry report</li> </ul>
	Holter, Event and ABP analysis	<ul style="list-style-type: none"> <li>• Studies are analysed as per clinical priority. Referring physicians and/or Cardiologists are notified immediately of any significant arrhythmia found. It is expected that a reasonable number of scans are able to be analysed within a reporting session. Reports are logical, concise and accurate</li> </ul>
	ETT in the supervision role	<ul style="list-style-type: none"> <li>• Ensure indication for the test is appropriate. Respond to ECG changes to determine test continuation or</li> </ul>

Pacemaker & ICD follow up	<p>termination. Contact the Cardiologist and/or referrer for positive results</p> <ul style="list-style-type: none"> <li>Assist with supervising Physiologists to ensure device files are written up and the check is reported in Paceart within two days if routine or immediately if inpatient or significant findings. Device integrity or patient issues are elevated to the Waikato Electrophysiologists or Lakes Cardiologists, Lakes Cardiac Nurses appropriately</li> </ul>
Observe Cardiac Catheterisation Procedures	<ul style="list-style-type: none"> <li>Travel to Waikato or Bay of Plenty DHB to observe required number of procedures and complete alternative pathway assignment with a pass for the CCP programme</li> </ul>
Observe Pacemaker and ICD implant procedures	<ul style="list-style-type: none"> <li>Travel to Waikato or Bay of Plenty DHB to observe required number of procedures and complete alternative pathway assignment with a pass for the CCP programme</li> </ul>
Observe Echocardiography	<ul style="list-style-type: none"> <li>Observe the required number of echocardiography procedures required to complete assignment with a pass for the CCP programme</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Ensure daily defibrillator check is performed</li> <li>Ensure monthly resuscitation trolley check is performed</li> <li>Keep clinical rooms stocked with and consumables</li> <li>Keep work areas clean and tidy</li> <li>Report any clinical equipment faults or concerns to the Team Leader</li> <li>Report any quality or patient concerns to the Team Leader</li> <li>Assist colleagues as required</li> <li>Other reasonable tasks as directed</li> </ul>



Te Ringa Tōmau

Te Ringa Hora



Te Ringa Raupā



Te Ringa Ahuahu

Te Ringa Taurima



Capabilities	Capability definition	Achievement Indicators
<b>Communication and Personal Interaction</b>  <b>Te Ringa Hora</b>  <i>the open hand (denoting someone who is sociable)</i>	Openly communicates and cooperates with all levels of DHB employees, patients and visitors.	<ul style="list-style-type: none"> <li>Listens actively, absorbs message and responds appropriately.</li> <li>Builds effective working relationships.</li> <li>Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situation.</li> <li>Openly and constructively participates in conversations with md team, patients, managers and visitors</li> <li>Patients and visitors are appropriately welcomed and treated while within the DHB</li> <li>Collegiality with team mates and md teams</li> <li>Accepts differences of opinion can occur but these happen respectfully and without any continued animosity</li> </ul>
<b>Strategy &amp; Performance</b>  <b>Te Ringa Raupā</b>  <i>the roughened hand (symbolising a hard worker)</i>	Spends energy on delivering role requirements and meeting objectives  Organises own time to deliver on required tasks and duties	<ul style="list-style-type: none"> <li>Has an energetic approach to work and is self motivated.</li> <li>Accepts direction and instruction of manager but is able to work effectively without direction or guidance.</li> <li>Organises time and resources effectively.</li> <li>Understands and work towards achievement of the organisation's goals.</li> <li>On shift is busy completing shift duties.</li> <li>Utilises effective time management strategies to meet shift duties and works towards achieving objectives in any spare moments.</li> </ul>



<b>Development and Change</b> <b>Te Ringa Ahuahu</b>  <i>the hand that shapes or fashions something (refers to someone who is innovative)</i>	Accepts change in day to day practices and contributes to decision making of the team.	<ul style="list-style-type: none"> <li>• Can adjust behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress</li> <li>• Accepts when ideas are not accepted for implementation</li> <li>• Works with managers and team to make any changes within practices work</li> <li>• Contributes to change processes, offering solution based ideas</li> <li>• Constructively makes suggestions to improve process or practices and gain efficiencies</li> </ul>
<b>Personal Accountability</b> <b>Te Ringa Tōmau</b>  <i>the hand that is trustworthy</i>	Is open with manager and colleagues and open to accepting feedback and critique to improve upon practice.  Looks for and undertakes development activities appropriate for role and career development.	<ul style="list-style-type: none"> <li>• Offers constructive criticism and accepts feedback.</li> <li>• Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situations, to allow improvements to be made.</li> <li>• Accepts all feedback and participates in feedback discussions appropriately</li> <li>• Responds and queries how improvements can be made</li> <li>• Advises manager wherever issues may be impacting on performance</li> <li>• Recognises areas that could be improved in own practice</li> <li>• Requests learning and development opportunities to enhance practice in role and/ or to assist where improvements can be made</li> </ul>
<b>Culture and Values</b> <b>Te Ringa Taurima</b>  <i>the hand that nurtures, encourages, supports</i>	Operates in line with DHB values and expectations and professional codes of conduct.	<ul style="list-style-type: none"> <li>• Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/customers/colleagues.</li> <li>• Incorporates the Lakes Way into day to day business activities</li> <li>• Shows respect for patients, colleagues, managers, md teams</li> <li>• Utilises the Lakes Way philosophy to engage with patients, visitors and md teams</li> </ul>

<b>Compulsory Requirements</b>	Description	Expected Outcomes
<b>Māori Health</b>	Māori philosophies and values of health are demonstrated in work practice.	<ul style="list-style-type: none"> <li>• Meaningful relationships are established with Te Aka Matua (Rotorua and Taupo Hospitals) and Te Whatu Ora Lakes Maori Health division in the delivery of services.</li> <li>• Practices are consistent with Te Tiriti o Waitangi /The Treaty of Waitangi when working with Māori.</li> <li>• Delivery of safe services for Māori are facilitated</li> <li>• Māori are enabled to access and participate in cultural activities provided by the Te Whatu Ora Lakes.</li> <li>• A commitment to improving the wellbeing of Māori by increasing cultural knowledge in the Te Whatu Ora Lakes is shown.</li> </ul>
<b>Te Iti Kahurangi</b> <b>Record Keeping</b>	The Lakes Way, Our Place Our Culture	<ul style="list-style-type: none"> <li>• Works within the Te Iti Kahurangi framework and supporting guide document.</li> <li>• Complies with the Te Whatu Ora Lakes Corporate Records Management policy to create and maintain full and accurate records.</li> </ul>
<b>Quality &amp; Risk</b>	Patient safety is paramount to the service we deliver at Te Whatu Ora Lakes. This is to be achieved in a clinical governance framework that is culturally	<ul style="list-style-type: none"> <li>• Employees are supported to lead by example and implement a culture of continuous quality improvement.</li> <li>• Risks that may prevent Te Whatu Ora Lakes from achieving their goals are identified and reported.</li> <li>• Māori patients are provided patient-centred care to achieve positive Māori health outcomes.</li> </ul>

	responsive and identifies and manages risk and opportunities to improve.	<ul style="list-style-type: none"> <li>Evidence-based methodologies are used to support improvements, e.g. kaupapa Māori methodology.</li> <li>Quality care is provided to certification standards.</li> </ul>
<b>Health &amp; Safety</b>	Each individual is responsible for ensuring the safety of themselves, their colleagues, patients and their visitors and to comply with all organisational health and safety policies, procedures and guidelines.	<ul style="list-style-type: none"> <li>Implementation and reinforcement of a proactive healthy work place culture which reflects relevant Te Whatu Ora Lakes policy and legislative requirements.</li> <li>Healthy lifestyles are actively promoted and participated in, within the work area.</li> <li>Employees participate in Health and Safety within areas of work.</li> <li>Health and Safety policies have been read and understood and are applied in the workplace.</li> <li>Health and Safety policies are appropriately documented within specified timeframes and incidents are reported immediately.</li> <li>Any opportunities for improving Health and Safety are reported and acted upon in a timely manner.</li> <li>All near misses/incident/accidents are reported to the appropriate line manager within 24 hours.</li> </ul>

**Signatures:**

Line Manager:  
(position description approved): \_\_\_\_\_

Employee:  
(acceptance of position description): \_\_\_\_\_

*(Please also initial all other pages to show acceptance of position description.)*

<b>Person Specification</b>	<b>Essential:</b>	<b>Desirable:</b>
<b>Education and Qualifications:</b>	<ul style="list-style-type: none"> <li>An undergraduate degree or equivalent that will meet entry criteria to the Otago University Postgraduate Diploma in Medical Technology (MTEX)</li> </ul>	<ul style="list-style-type: none"> <li>Degree in Health Sciences, BSc anatomy and physiology or equivalent</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Previous work experience in any field is an advantage</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Te Tiriti O Waitangi in the provision of health care services and support to Māori.</li> <li>Te Tiriti O Waitangi in practice, process, policy development and decision making.</li> </ul>	<ul style="list-style-type: none"> <li>Human Anatomy and Physiology</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>Pronunciation of Te Reo Māori words and names</li> <li>Good communication skills and excellent listening skills</li> </ul>	<ul style="list-style-type: none"> <li>Te Reo Māori</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>High personal expectations, is self directed and uses initiative</li> <li>Dedication to patient care, upholds confidentiality with a reputation for high integrity and discretion</li> <li>Exceptional attention to detail</li> <li>Able to work under direction</li> <li>Able to work well as a team</li> </ul>	<ul style="list-style-type: none"> <li>Non-smoker preferred.</li> </ul>

## ABOUT TE WHATU ORA LAKES

At Te Whatu Ora Lakes we place the highest value on the health and wellbeing of everyone in our community. As such all healthcare workers are expected to play a part in the creation and promotion of an environment which lives the following vision, mission and values:

### VISION

Healthy Communities – Mauriora! In this vision Mauriora refers to the Mauri - being the life essence and the source of well being, and ora - describing the state of wellness.

### STRATEGIC MISSION



- Achieve equity in Māori health
- Build an Integrated health system
- Strengthen people, whanau & community wellbeing

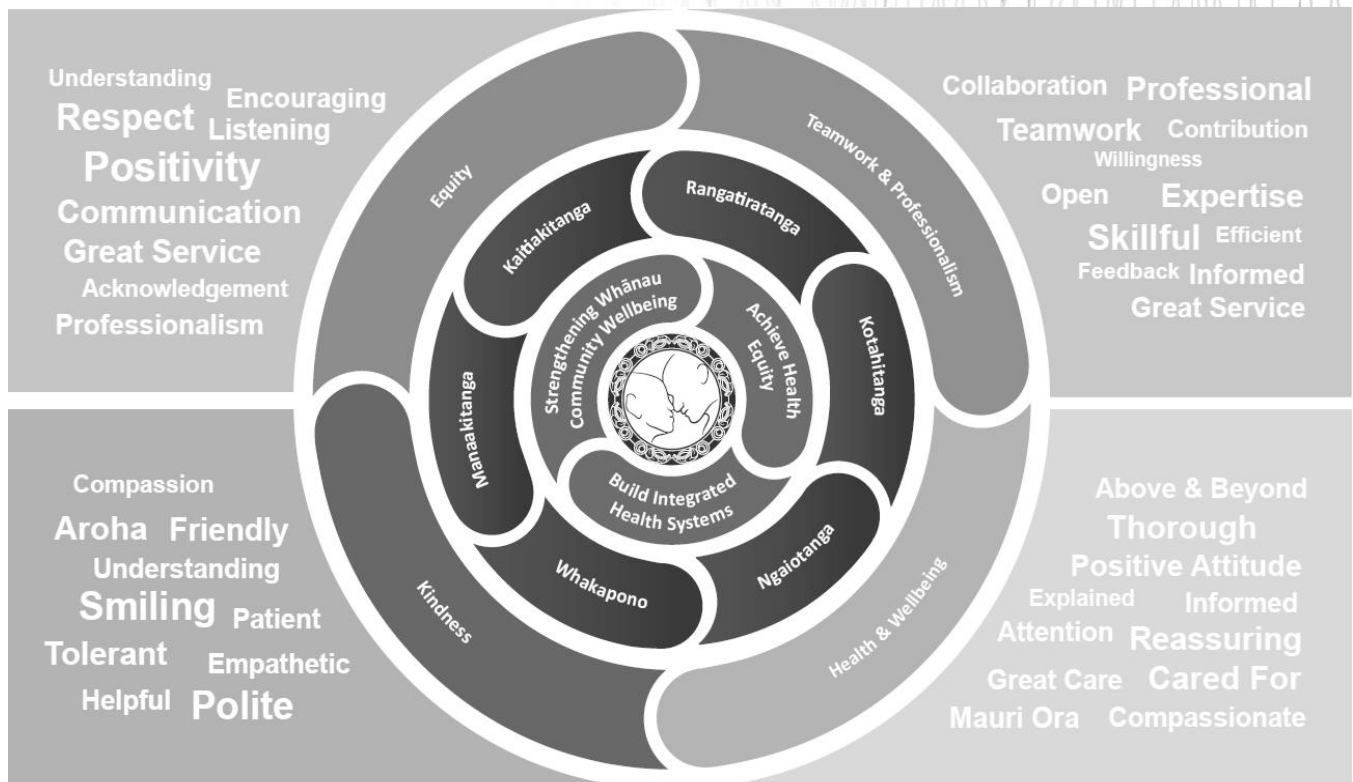
### THREE CORE VALUES

Manaakitanga respect and acknowledgment of each other's intrinsic value and contribution

Integrity truthfully and consistently acting collectively for the common good

Accountability collective and individual ownership for clinical and financial outcomes and sustainability

### TE ITI KAHURANGI – THE LAKES WAY, OUR PLACE, OUR CULTURE – WE WILL





## TE TIRITI O WAITANGI

### Our expression of Te Tiriti o Waitangi

The text of Te Tiriti, including the preamble and the three articles, along with the Ritenga Māori declaration, are the enduring foundation of our approach to achieving health and independence. Based on these foundations, we will strive to achieve the following four goals, each expressed in terms of mana.

### Mana whakahaere

Effective and appropriate kaitiakitanga and stewardship over the health and disability system. Mana whakahaere is the exercise of control in accordance with tikanga, kaupapa and kawa Māori. This goes beyond the management of assets and resources and towards enabling Māori aspirations for health and independence.

### Mana motuhake

Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives and to live on Māori terms and according to Māori philosophies, values and practices, including tikanga Māori.

### Mana tangata

Achieving equity in health and disability outcomes for Māori, enhancing the mana of people across their life course and contributing to the overall health and wellbeing of Māori.

### Mana Māori

Enabling Ritenga Māori (Māori customary rituals), which are framed by te ao Māori (the Māori world), enacted through tikanga Māori (Māori philosophy and customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

Te Whatu Ora Lakes is committed within the framework of the New Zealand Public Health and Disability Act (2000) to supporting the Crown's commitment to upholding its Tiriti promises.

## ORGANISATION STRUCTURE

# Te Whatu Ora

## Health New Zealand

Lakes

