

## **POSITION DESCRIPTION**

24 March 2016

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

### **Organisational Vision**

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

### **Organisational Values**

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

### **POSITION TITLE:**

Clinical Respiratory Physiologist

### **REPORTS TO (Title):**

Scientific Director

### **REPORTS ON A DAILY BASIS TO:**

Scientific Director

### **PRINCIPAL OBJECTIVES:**

The main objective of this position is the provision of a quality scientific service for the diagnostic assessment of lung function. The position includes testing patients according to established international standards, analysing results and choosing the best data for reporting. The position requires strict adherence to quality control and calibration procedures as well as the interpretation of some tests.

The Physiologist will require an understanding of applying reference values to patient's results and will need to assess the needs of the population we serve on a regular basis. The laboratory Clinical Research Program is important to improve our standards, accuracy and appropriateness of the range of tests we offer as well as the interpretation of the same. This position will also involve the Physiologist in clinical teaching, both to patients and other health professional groups.

The Physiologist will work as part of a team within the Respiratory Laboratory, currently one of 8 Respiratory Physiologists and one casual Physiologist. The team also includes the Medical Director, Scientific Director and the Laboratory Administrative Co-ordinator.

The goals of the Respiratory Laboratory are to provide a quality diagnostic service in a timely manner and to maintain good communication with patients and referrers.

### **FUNCTIONAL RELATIONSHIPS:**

(Who are the customer/consumers/patients)

#### **INTERNALLY:**

- |   |  |
|---|--|
| 1 | Respiratory Physicians, Specialist Medical Staff, Registrars and House Officers,     |
| 2 | Clerical, Outpatients, Admitting, DSU, Research, CRISS, and Sleep Service            |
| 3 | Nurses/Ward Clerks/orderlies, Pharmacy, Supply Department                            |
| 4 | Infection control, Technical Services, Canterbury Health Labs, Information services, |

#### **EXTERNALLY:**

- |   |   |
|---|---|
| 1 | Private Medical Specialists, General Practitioners, Canterbury Clinical Network |
| 2 | Supply companies  |

## **KEY PERFORMANCE OBJECTIVES:**

### **Task 1**

Expected Result

#### **The Physiologist is responsible for diagnostic testing of patients**

- Undertake laboratory testing in accordance with laboratory protocols.
- Efficient preparation of equipment.
- Ensure patient consent has been given.
- Be aware of contraindications for all tests.
- Assess patient referrals and if appropriate discuss testing regimen with medical staff.
- Accurate height and weight is recorded for all patients.
- Instruct, explain and inform patient on tests being conducted.
- Demonstrate ability to select appropriate data for reporting.
- Maintain accuracy and dissemination of all laboratory results.
- Respond quickly in case of an emergency.
- Ensure patient confidentiality.
- Provide a descriptive interpretation of laboratory tests.
- Provide a comment on test accuracy and repeatability and/or patient performance.
- To undertake testing in culturally sensitive manner with adherence to the principals of the Treaty of Waitangi.
- That laboratory manuals and resource material is read.
- Once authorised, physiologists will participate in the auditing and authorisation of test results.
- Once authorised, physiologists will participate in the quality review of tests performed by health professionals external to the laboratory.
- Once authorised, physiologists will triage non-respiratory referrals to the laboratory. This may involve discussion with the Medical Director.

### **Task 2**

Expected Result

#### **The Physiologist actively participates in the development, and implementation of the Quality Control and Quality Assurance Programs**

- Each physiologist actively contributes to their area of responsibility (AOR) for equipment QA and maintenance.
- The laboratory is maintained in good working order and laboratory equipment is calibrated and assessed regularly.
- That laboratory quality control procedures are carried out as per the laboratory procedure manual.
- That health and safety procedures are followed.
- CPR skills are updated annually.
- Attends annual CPR training and refresher courses thereafter.
- Attends emergency training in accordance with Canterbury DHB policy.
- Trouble shoots equipment failure in co-operation with the Scientific Director or other senior physiologist.
- Feedback on AOR is provided at the weekly laboratory meeting.
- Agreed amendments to procedure chapters in the laboratory Accreditation manual are noted on the hard copy and protocols are reviewed and updated annually.
- Editing of the procedure manual is completed prior to reaccreditation application.

### **Task 3**

#### **Accepts ongoing responsibility for professional development and annual appraisal with the Scientific and Medical Directors.**

Expected Result	<ul style="list-style-type: none"> <li>Identifies professional goals in conjunction with the Scientific and Medical Directors of the Respiratory Laboratory.</li> <li>Updates knowledge and skills through <ul style="list-style-type: none"> <li>Post-graduate courses in respiratory Science</li> <li>Study towards CRFS credential (within the three years)</li> <li>Attendance at annual ANZSRS scientific meeting</li> <li>Self learning</li> <li>In-service training</li> </ul> </li> <li>Consolidates knowledge of up to date Respiratory Laboratory testing techniques.</li> <li>Registration with NZ Clinical Physiologists Registration Board</li> <li>Utilise resource people for problem solving.</li> <li>Participates in teaching others.</li> </ul>
<b>Task 4</b>	<b>Participates in research projects as agreed with Scientific and Medical Directors</b>
Expected Result	<ul style="list-style-type: none"> <li>Read research protocols and ensures an understanding of the required methodology.</li> <li>Work with members of Research Groups with approval of Scientific Director.</li> <li>That the patient understands tests are being conducted for research purposes.</li> <li>Explanation to patients of tests being conducted.</li> <li>Accurate and timely results are forwarded to investigator.</li> <li>That own research is carried out with prior approval by Scientific and Medical Directors.</li> <li>Report on own research via publications and/or presentation to peers.</li> <li>Preparation of research proposals for own research ideas.</li> <li>Ethical committee approval is sought when necessary.</li> </ul>
<b>Task 5</b>	<b>Contributes to teaching</b>
Expected Result	Participates in teaching in the following: <ul style="list-style-type: none"> <li>Teaching patients correct breathing manoeuvres to achieve quality results.</li> <li>Teaching patients the correct use of bronchodilator delivery devices.</li> <li>Demonstrates Pulmonary function tests to Medical, Nursing and Physiotherapy students and RMO's.</li> <li>Teaching at Spirometry Courses to health professional groups.</li> <li>Teaching and assessing spirometry testing skills in the laboratory to CCN 'approved provider' nursing staff.</li> <li>Departmental Continuing Medical Education and Journal Club.</li> </ul>
<b>Task 6</b>	<b>Contributes to the administration of the laboratory and utilises resources effectively and efficiently</b>
Expected Result	<ul style="list-style-type: none"> <li>Has basic knowledge of Respiratory Laboratory services administration.</li> <li>Demonstrates awareness of budget constraints.</li> <li>Participates in laboratory meetings and decision making.</li> <li>Communicates effectively and professionally with colleagues and other health professionals.</li> <li>Work effectively within a team.</li> </ul>
<b>Task 7</b>	<b>Maintains accurate and timely records in accordance with Respiratory Laboratory standards</b>
Expected Result	<ul style="list-style-type: none"> <li>Test results are recorded and presented accurately, and are identified to the testing physiologist.</li> <li>Smoking history for every patient is recorded</li> <li>Test results are recorded and analysed in a timely manner.</li> <li>That all statistics, lab files etc, are presented and dispatched to the appropriate location.</li> </ul>

<b>Task 8</b>	<b>To implement, and work towards achieving the Respiratory Laboratory business/operational plan</b>
Expected Result	<ul style="list-style-type: none"> <li>▪ Has full knowledge of the business/operational plan.</li> <li>▪ To work within a team to achieve results e.g. problem solving.</li> <li>▪ That the business/operating plan timeframes are achieved.</li> <li>▪ Initiates implementation of plan.</li> </ul>
<b>Task 9</b>	<b>The Physiologist will undertake other duties consistent with the above position description as reasonably requested by the Scientific Director from time to time</b>
Expected Result	<ul style="list-style-type: none"> <li>▪ Required duties are completed in a competent and effective manner, consistent with the policies, procedures, aims and objectives of the Canterbury District Health Board.</li> </ul>

#### **HEALTH & SAFETY:**

- Observe all Canterbury DHB safe work procedures and instructions.
- Ensure your own safety and that of others.
- Report any hazards or potential hazard immediately to the Health and Safety Representative.
- Use all protective equipment and wear protective clothing provided.
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager.
- Co-operate with the monitoring of workplace hazards and employees health.
- Ensure that all accidents or incidents are promptly reported to your manager.
- Report early any pain or discomfort.
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work.
- Seek advice from your manager if you are unsure of any work practice.

#### **QUALITY:**

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

## **QUALIFICATIONS & EXPERIENCE:**

### **Essential:**

- Bachelor of Science in Physiology or equivalent qualification (e.g. NZCS Physiology)
- Enrolment in post graduate respiratory science qualification e.g. Master of Health Science majoring in Respiratory Science.
- CRFS credential after three years in the position
- Good general health and good mobility
- Tidy professional appearance
- Caring attitude to patients
- Ability to work under pressure
- Good communication skills
- Work well in a team
- Tolerant of others
- Punctual and accountable for work practices

### **Desirable:**

- Post Graduate Respiratory Science qualification
- Familiar with Microsoft Office

## **STAFF PERFORMANCE:**

Staff are required to participate and take ownership of their annual performance appraisal process.

## **LIMITATIONS OF AUTHORITY:**

- Authorisation of laboratory expenditure.
- Rostering of staff.
- Authorisation of research studies using laboratory staff and resources.
- Authorisation of provision of a service external to the respiratory physiology laboratory.
- Laboratory Management, unless delegated a specific task.
- Initiating the delivery of medication without medical instructions.

## **PERSONAL ATTRIBUTES:**

### **Mandatory:**

#### **Key Behaviours**

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.