

# Golden Jubilee Foundation

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**Golden Jubilee  
Foundation**

Patients at the heart of progress

Chair: Susan Douglas-Scott CBE  
Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

**POST:** Trainee Cardiac Physiologist Specialising in  
Electrophysiology (EP)  
**HOURS:** 37.5 per week  
**CLOSING DATE:** 10 January 2020

The Golden Jubilee Foundation welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call. Unfortunately due to the volume of applications we receive, we are unable to write to applicants who are not successfully shortlisted for interview. If you have not received an invitation for interview within six weeks of the closing date please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

In the meantime, I wish you success with your application and should you require any further information or wish to check the progress of your application please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely

Lynn Mitchell  
Recruitment Assistant



**Golden Jubilee  
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**Information Pack**

**For the post of**

**Trainee Cardiac Physiologist Specialising in  
Electrophysiology (EP)**

**37.5 Hours Per Week**

**Reference Number: SHOW/3427**

**Closing Date: 10 January 2020**



## **Golden Jubilee Foundation General Information for Candidates**

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- The contents of this package are as follows:-
  - Job Description/person specification
  - Terms and Conditions of Service
  - Application Form
  - Equal Opportunities Monitoring Form
  - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- GJF operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of three year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please email your completed application to:-

**recruitment@gjnh.scot.nhs.uk**

- When returning your completed application and any associated enclosures by Royal Mail you must ensure that the correct postage cost is paid. We have been informed by the Post Office that they are retaining those which have been underpaid. This has resulted in completed applications not being returned until after the closing date, and not being included for short listing.
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
  - Valuing dignity and respect
  - A "can do" attitude
  - Leading commitment to quality
  - Understanding our responsibilities
  - Effectively working together

**Golden Jubilee Foundation**  
**Terms and Conditions of Service**

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

**1. Superannuation**

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

**2. Salary**

£30,401 to £38,046 per annum

**3. Grade**

This post is offered at Band 6

**4. Annual Leave**

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

**5. Hours of Duty**

37.5 Hours per week

**6. Tenure of Employment**

This post is offered on a permanent basis

**7. Asylum and Immigration Act 1996**

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

## Benefits

### **NHS Superannuation scheme:**

New entrants to the Golden Jubilee Foundation who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

### **Annual leave entitlement (including public holidays):**

35 days annual leave on appointment

37 days annual leave after 5 years

41 days annual leave after 10 years

### **Free car parking**

### **Continuing professional development opportunities**

### **Discounts at the Golden Jubilee Conference Hotel**

**Leisure Club membership** – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £30 per month.

**Discounted Room Rates** - Rooms rates discounted subject to specific conditions.

**Discounted Dining** - 20% off food and beverage when dining in the hotel.

**Golden Bistro (Hospital Restaurant)** - Discounted food in our award winning hospital restaurant.

### **NHS Staff Benefits**

As a staff member in the Golden Jubilee Foundation, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit [www.nhsstaffbenefits.co.uk](http://www.nhsstaffbenefits.co.uk) - new offers are added on a weekly basis.

# GOLDEN JUBILEE NATIONAL HOSPITAL

## JOB DESCRIPTION

### 1. JOB IDENTIFICATION

**Job Title:** Trainee Specialist Cardiac Physiologist in Electrophysiology (EP)

**Department(s):** Cardiac Physiology

**Job Holder Reference:**

**No of Job Holders:** 1

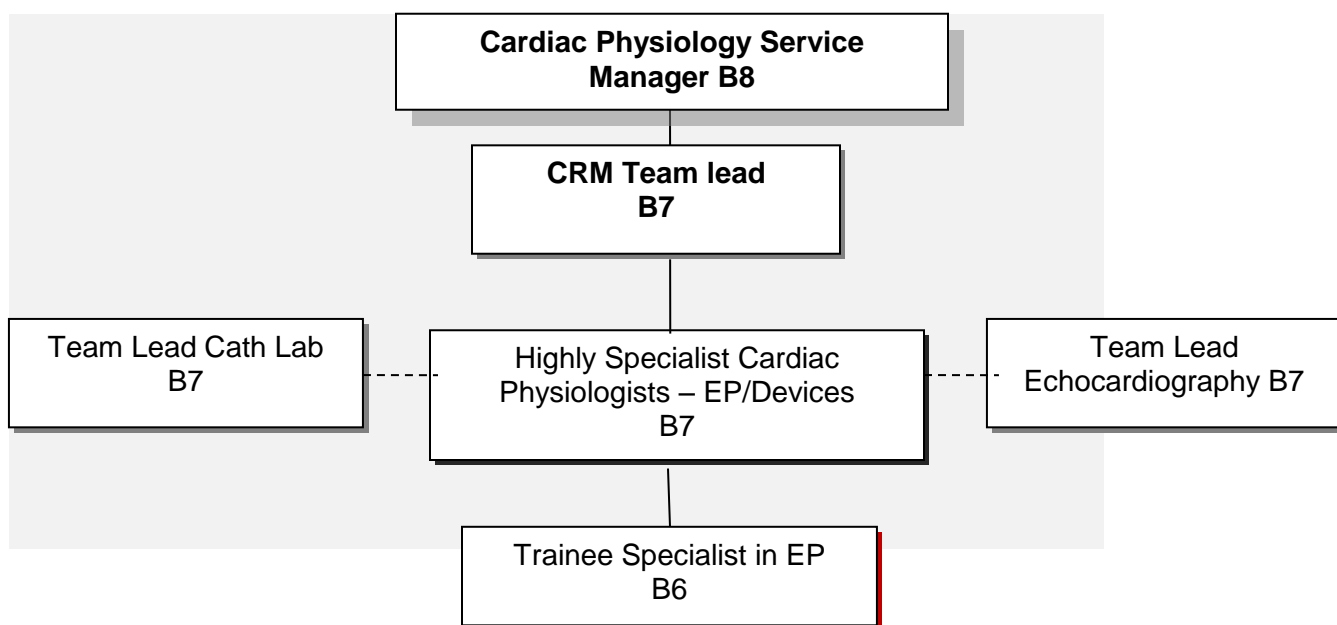
### 2. JOB PURPOSE

To undertake training as a Specialist Cardiac Physiologist in Electrophysiology (EP). Hospital based clinical training is supplemented with external specialist courses and workshops.

This is a trainee post and the post holder will gain training in EP and assist in the provision of a professional, highly skilled, efficient, high quality, diagnostic cardiac service to patients attending the Golden Jubilee National Hospital. The post-holder will ultimately be responsible for providing clinical input and reports on all electrophysiology studies in a timely manner in order to support best possible clinical practice and patient care.

This post is line managed jointly with the CRM team lead and supported by the Cardiac Services Manager's aims to ensure that there are clear and effective structures and processes designed for co-ordinated decisions that achieve the Board's Health Plan strategy for safe and effective clinical care.

### 3. ORGANISATIONAL POSITION



#### 4. SCOPE AND RANGE

Under the guidance of the EP physiologists and mentor, the post holder will train in all aspects of EP in accordance with hospital and departmental policies & protocols. Thereafter, it will be preferred that the post holder will dedicate their work solely within the EP/Device Service

Demonstrates academic capability to undertake study to the level of EHRA/BHRS Accreditation, achieving the theory and practical aspect of the accreditation process within a specified time scale dependant on the candidate's previous experience.

Dependent on the post holders' skills and experience a maximum period of 24 months will be supported under supervision. The post holder will be expected to perform basic lists under minimal supervision after 12 months in this post.

##### **Service Level:**

This is a trainee post and will be supervised by senior staff in the provision of a highly skilled, professional and efficient CRM Service to all departments within the GJNH and to externally sourced patients as required.

No more than 2 attempts at passing EHRA/BHRS accreditation will be expected, otherwise there may be a requirement to review lack of progress in meeting the requirements outlined in the Job Description.

##### **Budget:**

The post holder will be well aware of budgetary constraints and he/she will be conscientious in providing a high quality service within those constraints.

Be responsible for the completion of his/her own timesheet and management of his/her toil time and expenses.

##### **Staff:**

Trainee post

##### **Research and Development:**

Participate and provide information/results in clinical trials either in a primary role or assist with clinical trials performed by other clinical departments or other cardiac research centers.

Will research regularly, when required, new and/or advanced procedures being developed in cardiology by using professional journals, publications, meetings and the Internet. Will be required to adapt to provide new procedures and policies for the GJNH on any new or changes/advances in cardiac procedures.

Will ultimately have the ability to perform highly specialist EP studies/interventions and report in detail information as required, some of which may be research based.

Will become an advanced user of archiving and reporting systems and will assist in the provision of regular audit activity reports to the service manager.

#### 5. MAIN DUTIES/RESPONSIBILITIES

Under direct supervision of qualified practitioners and until signed off as competent, will learn how to perform routine, complex and specialist EP studies on regional and National patients sourced by GJNH.

Act and think clearly and calmly under acute time pressures and in emergency situations.

Seek advice from senior colleagues in order to gain experience and knowledge.

Keep up with current techniques and research developments to maintain good clinical practice.

Adhere to professional code of conduct and professional guidelines as defined by the Registration council of Clinical Physiologists and the NWTC board.

Ensure that clinical practice is patient centered and that it is monitored and audited, these results being benchmarked against other comparable units

Develop knowledge and expertise in current developments and future trends in cardiac investigations

Organise academic workload to achieve Accreditation in specialist exams.

Undergo annual PDP (TURAS) and utilise the process to identify areas of personal and professional development.

Participate in scientific presentations.

## **6. SYSTEMS AND EQUIPMENT**

### **SYSTEMS**

The post holder is responsible for the input of information into the clinical information systems and also into patient's written medical records. They will comply with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records.

Ability to access e-mail using outlook express.

Ability to use Microsoft office systems i.e. Word, PowerPoint and Excel.

Ability to access intranet for organisational policies and procedures.

Ability to access internet for evidence based practice guidelines and training resources.

### **EQUIPMENT**

#### **Specialised**

SJM Claris Workstation

SJM EP-4 pacing system

SJM Precision 3D Mapping system

SJM CoolPoint Ablation Irrigation pump

SJM Ampere RF ablation system

Medtronic CRYO ablation system

MacLab

#### **Generic**

Defibrillator

Automatic blood pressure and oxygen saturations monitor

Manual Handling equipment

Multimedia equipment

## **7. DECISIONS AND JUDGEMENTS**

### **Professional**

Prior to accreditation, the post holder will be supervised by Highly Specialist Physiologists whilst in training.



Accountable for own professional actions and reports whilst working within Professional Codes of Practice/Guidelines and policies and procedures.

The post holder will be expected to manage their academic work alongside training. They will liaise with their mentor to ensure reasonable progress is being achieved or that any issues are discussed in an open manner and solutions agreed through objective setting alongside reasonable time scales.

### **Clinical**

The post-holder is required to act on any acute findings and impart this information and or opinion to senior staff and then to the referring consultant/surgeon.

### **Policies and procedures**

The post-holder is required to implement, review and recommend/develop policies and procedures for the Cardiac Service some of which will impact on nursing and other clinical areas.

## **8. COMMUNICATIONS AND RELATIONSHIPS**

The post-holder must have highly developed communications skills. These must be allied to an accurate knowledge and understanding of the well-established forms of communication in order to provide complex information to highly specialist clinical staff in a knowledgeable and professional manner and convey the same information/results to patients and relatives at a level that can be clearly understood.

The post-holder will demonstrate a balanced and equitable approach to managing difficult situations for patients, staff and visitors.

### **Inter-departmental/staff communication**

Daily communication, with all levels of staff throughout the organisation in a concise, professional and reasoned manner.

Regular communication with nursing and radiology staff within the multidisciplinary cath lab setting.

### **Patients, Carers and relatives**

Communicate to patients any information relevant to their investigation and explain when setting up for procedures the use of specialised equipment.

Instruct patients, at an appropriately pitched level, what to expect during their investigations and why. Actively encourage patient co-operation in order to achieve the best possible outcome/results from their investigation.

Communicate with non-English speaking patients through an appropriate interpreter and respect any cultural or religious requirements.

## **9. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

### **Physical Skills**

Ability to obtain accurate measurements/calculations from keyboard and measurement software. Concentrate for long periods in a single position.

### **Physical Demands**

Standing/sitting in fixed position for long periods during procedure, wearing lead protective coats

Working with patients within confined areas.  
Handling confused and agitated patients in a caring and compassionate manner.  
Participating in resuscitation scenarios.  
Moving and Handling of heavy patients and/or objects in line with Manual Handling Regulations.

### **Mental Demands**

Intense concentration required, often for prolonged periods, when carrying out measurements, analysis and reporting.

Ability to react to critical findings or deterioration in patient status.  
Concentration required when observing patient conditions / behavior, which may be unpredictable.  
Ability to rapidly respond to critical changes in patient's condition  
Concentration required in maintaining an overview of clinical activity within area of work

### **Emotional Demands**

Awareness of multiple needs within area  
Communicating with distressed, anxious, worried patients/relatives.  
Communicating with difficult personalities within the multidisciplinary team in order to enable effective patient management.

### **Working Conditions**

Risk of exposure to body fluids  
Unpredictable break patterns.  
Frequent exposure to radiation.

## **10. MOST CHALLENGING / DIFFICULT PARTS OF THE JOB**

Constantly performing EP studies working towards advanced levels of measurement, analysis and reporting.

Maintaining a high level of concentration during cases and training through practical application of advanced knowledge.

Maintaining knowledge in technology and practice, embracing change and new developments

Balancing academic study with practical skills through organised study.

Agreeing objectives through regular review with mentor/supervisor.

## **11. EDUCATION, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

Educated to degree standard or equivalent in Cardiac Physiology.

ILS Certificate.

The post requires well-developed interpersonal skills and a supportive, approachable manner.

Time management skills

Ability to fulfill criteria detailed in job description

Proven interest in Electrophysiology and or Pacing, experience in this field would be advantageous.

Advanced skills/experience in ECG interpretation including complex arrhythmia would be of benefit in this role

Proven CPD in cardiology

## 12. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

**Job Holder's Signature:**

**Date:**

**Head of Department Signature:**

**Date:**



## Recruitment Person Specification

### Cardiac Physiology EP Trainee

	Essential	Desirable
Qualifications/Training	<p>Educated to degree standard or equivalent in Cardiac Physiology.</p> <p>ILS Certificate.</p> <p>The post requires well-developed interpersonal skills with a supportive, approachable manner.</p> <p>Time management skills</p> <p>Ability to fulfil criteria detailed in job description</p> <p>Proven CPD in cardiology</p>	<p>Proven interest in Electrophysiology, experience in this field would be advantageous.</p> <p>Background and interest in cardiac arrhythmia</p> <p>Advanced ECG interpretation skills and knowledge</p>
Experience	<p>Significant experience as B6 Cardiac Physiologist with a wide range of practical skills in cardiology</p>	<p>Strong background in Clinical Physiology</p> <p>Experience in electrophysiology would be advantageous for this post</p> <p>Advanced skills of longer term ECG monitoring and analysis</p>
Skills/Knowledge	<p>Demonstrates academic capability to undertake Masters equivalent level course work to achieve EHRA/BHRS accreditation.</p> <p>Good interpersonal &amp; communication skills</p> <p>Able to demonstrate good team working</p> <p>Self motivated.</p> <p>Manage time effectively between academic studies and clinical training.</p>	<p>Skills and knowledge in cardiac arrhythmia/pacing and complex cardiac aetiology – e.g. congenital defects</p>
Additional job requirements Eg. unsocial hours	<p>Capable of working irregular work patterns - flexible/unsocial hours</p>	<p>Previous experience in flexible working time</p>
Any other additional information	<p>Must be self disciplined to work through studies Aware that this is training post working towards B7 advanced practitioner level.</p>	<p>Demonstrate a basic understanding of Electrophysiology (EP)</p>