



Job Description

Position Title	Team Leader, Clinical Physiology and Echocardiography
Directorate	Clinical Physiology and Cardiac Echocardiography
Service/Cluster	Medical Services
Location	Based at Tauranga Hospital
Financial Responsibility	Yes
Position Status	Permanent
Report to	Business Leader, Medical Services
Professional Link to	Head of Cardiology
Relationships:	<p>Internal</p> <ul style="list-style-type: none"> • Senior medical staff – Tauranga and Whakatane • Junior medical staff – registrars and house officers • Other technicians – Tauranga and Whakatane • Inter-professional teams • Ward and outpatient staff • Business, medical and nursing leaders • Radiology <p>External</p> <ul style="list-style-type: none"> • Patients and their families/whanau • GPs

- | | |
|--|---|
| | <ul style="list-style-type: none">• Private practitioners |
|--|---|

The Bay of Plenty District Health Board is committed to improving the health and independence of New Zealanders, and to reducing the inequalities in health status between all New Zealanders including Maori and Pacific Peoples.

Main Purpose

- To lead the Clinical Physiology and Echocardiography teams in the provision of an efficient and high quality cardiac and respiratory diagnostic service for clients and their specialist physicians. This includes management of the staff and facility at both Tauranga and Whakatane sites, and participation in the provision of the clinical service.
- To provide appropriate technical support to the clients

Providing Service

Dependent on skills and service demand, shares responsibility for the provision of clinical procedures provided by the service which includes:

- Electrocardiography (ECG)
- Ambulatory ECG Analysis (Holter and Event monitoring)
- Adult, diagnostic cardiac catheterisation studies
- Ambulatory Blood Pressure analysis
- Treadmill exercise testing
- Tilt Table Testing
- Pacemaker and ICD Follow-up
- Cardiac Rhythm devices Implantation
- Adult and paediatric Transthoracic echo
- Transoesophageal echo
- Dobutamine and exercise stress echo
- Echo Dysynchrony studies
- Assistance in ultrasound guided needle placement for pericardiocentesis
- Respiratory Function Testing
- Autonomic Nervous System Testing
- Other Tests as required

Principal Accountabilities

1. Professional Leadership

- Ensures staff performance is monitored and staff receive regular feedback
- Organises regular communication sessions with all staff.
- Facilitates regular continuing medical education (CME) sessions for technical staff.
- Where appropriate delegates responsibilities and assigns projects.
- Co-ordinates Training and Development programmes.
- Directs clinical and technical standards within the service.
- Responsible for planning and facilitating recruitment
- Demonstrates the ability to identify and facilitate problem solving and successful conflict resolution

2. Service Co-ordination

- Responsible for workload planning including:
 - maintaining adequate staffing levels for routine duty rosters
 - facilitates service cover for after hours as required
 - maintaining flexibility to ensure waiting times are minimised
- Regularly communicates with Business Leader in order to remain informed on hospital wide information and cardiology related issues.
- Co-ordinates leave requirements
- Acts as a liaison person for other unit managers / Clinicians.
- Liaises closely with other specialist scientific and medical staff to ensure all service areas have a cohesive communication process.
- Liaises with other hospitals for service provision and specialist satellite clinics. (eg Waikato, Whakatane)
- Liaises with company/sales representatives.

3. Facility Management

- Plans and consults on major and minor capital programmes.
- Plans, manages and reports on operational budget
- Actively participates in strategic planning for the service
- Drives service changes and development.
- Monitors service statistics, waiting lists and referral practice.
- Maintains stock control.
- Drives / delegates reviews of procedures / guidelines.
- Drives / delegates trials in equipment and product evaluation.
- Establishes and monitors competency levels.
- Establishes and monitors quality assurance practices.

4. Equipment Management

- Monitors equipment servicing and maintenance requirements.
- Ensure both disposable and capital equipment are at an appropriate level to meet current clinical need.
- Identifies and investigates new technology requirements.
- Identifies equipment faults and sources alternatives in the event of a major breakdown in order to minimise disruption to the service.

5. Health and Safety

- Actively supports and complies with health and safety policies and procedures.
- Active role in OSH awareness and the maintenance of audits and hazard registers for the service.
- Proactively reports and remedies any unsafe work conditions, accidents or injuries.

6. Personal and Departmental Skills and Standards

- Maintains adequate knowledge and sufficient training to carry out clinical procedures and demonstrate advanced clinical skills and knowledge necessary for a supervisory role.
- Observes professional ethics and demonstrates professional responsibility and accountability.
- Provides monthly reports at cardiology service meetings.
- Reviews and develops protocols and procedures.
- Ensures policies and procedures are current.
- Regularly acquires new knowledge e.g. attends seminars, in-service sessions etc. and shares that knowledge with staff and colleagues
- Participates in on going training of staff as required, which allows trainees to achieve a defined level of competency within an agreed timeframe.
- Provides a resource for developing staff.
- Commitment to annual appraisals and personal objectives.

6. Technical skills

- Maintains a high standard of professional practice and an up to date knowledge of most Clinical Physiology procedures. May also specialise in a particular area of technical expertise eg, pacing and implantable defibrillator technology or Echocardiography.

7. Treaty of Waitangi

- Demonstrates commitment to the principles of the Treaty of Waitangi.
- Demonstrates commitment to biculturalism and practices in a culturally safe manner

8. Health and Safety

You are expected to meet the health and safety requirements set out in BOPDHB policies and protocols and any other requirements set out in the Health and Safety in Employment Act 1992.

The Person

Relevant Experience

- A tertiary level qualification majoring in physiological measurement techniques. For example: Bachelor of Science (Human Physiology) / Diploma in Applied Science or equivalent.
- Registration with the New Zealand Clinical Physiologists Registration Board
- Proven clinical practical experience in most, if not all, the relevant diagnostic techniques listed above
- Computer literate
- Relevant staff or management experience

Personal Attributes

- Enthusiastic and self motivated, reliable and conscientious.
- Well organised with excellent workload, time and task management skills.
- Flexibility and resilience.
- Customer focused.
- Team focussed.
- “Can do” attitude.
- Analytical and problem solving skills.
- Able to communicate effectively with clients and colleagues.
- Has the ability to lead projects and achieve objectives.
- Committed to work with clients and colleagues in a culturally sensitive way.
- Committed to service development.

