

Position Description

Position Title	Respiratory Scientist / Section Head – Clinical Physiology
Service Group	Medical Services
Team	Clinical Physiology
Reports to	Team Leader Clinical Physiology
Direct Reports	One
Authority Level	None
Issue Date	September 2018
Approved By	

The Bay of Plenty District Health Board

The District Health Board's fundamental purpose is to work within the resources allocated to it, to improve, promote and protect the health of the whole population within its district, and to promote the independence of people with disabilities.

Vision: Healthy, thriving communities.

Mission: Enabling communities to achieve

Our Values: Compassion, All-one-team, Responsive, Excellence



The Bay of Plenty District Health Board (BOPDHB) is committed to the Treaty of Waitangi principles of Partnership, Participation and Protection, and to meaningful engagement in decision-making with Tangata Whenua at strategic, operational and service levels.

Delivering this commitment is through: the implementation of our He Pou Oranga Tangata Whenua Determinants of Health framework: respect for and promotion of our Kawa and Tikanga Māori; ensuring cultural safety; seeking to eliminate disparities in health between Māori and Non Māori.

All staff have a part to play in this commitment.

Primary Purpose

- To facilitate the provision of an efficient and high quality diagnostic Respiratory service for clients and specialist physicians.
- A key part of this role is the management of the Respiratory clinical service ensuring that appropriate policies and procedures are in place so patient care is provided in accordance with National and local guidelines.



The provision of clinical procedures provided by the Respiratory service includes:

- Spirometry
- Body Plethresmography
- DLCO
- Bronchodilator testing
- Bronchoprovocation challenges
- Muscle pressure testing
- Cardiopulmonary exercise testing

Key Responsibilities	Outcomes
<p>Professional Leadership</p>	<ul style="list-style-type: none"> • Ensures provision of efficient care and services within the specialty area of respiratory. • Responsible for workload planning from a team approach • Ensures staff performance in the respiratory service is monitored and staff receive regular feedback. • Facilitates regular continuing medical education (CME) sessions for technical staff. • Where appropriate delegates responsibilities and assigns projects. • Demonstrates the ability to identify and facilitate problem solving and successful conflict resolution. • Maintains adequate knowledge and sufficient training to carry out clinical procedures and demonstrate advanced clinical skills and knowledge necessary for a supervisory role. • Maintains a high standard of professional practice and an up to date knowledge of respiratory and cardiopulmonary technology.
<p>Education and Training</p>	<ul style="list-style-type: none"> • To provide training in the management and care of patients within the respiratory service. • To assess the appropriate levels of competency of all staff working in this area. • To provide training in the clinical environment so that the respiratory service is delivered to the highest possible standard. • Work with the physicians to ensure that research projects are facilitated • Develop and ensure delivery of a formal program for training and development programme for Respiratory physiologists which is competency based and fully documented.



	<ul style="list-style-type: none"> The aims to ensure all technical staff are appropriately trained in the area of respiratory and cardiopulmonary techniques to the appropriate national and local standards.
Service Co-ordination	<ul style="list-style-type: none"> Responsible for workload planning including adequate staffing levels for routine procedures and clinics. Communicates at a service management level in order to remain informed on hospital wide information and cardiopulmonary related issues. Liaises with Team Leader and Consultant Medical staff, company/sales representatives to ensure all service areas have a cohesive communication process. To be part of a national development plan for respiratory services. Provides monthly reports to respiratory service meetings Consultation and responsibility for major and minor capital programmes. Driver for service change and development Monitors operational budget in conjunction with T/L and business leader. Monitors service statistics, waiting lists, referral practice and effective clinical audit. Involvement in any consultation process for service operational plan. Stock control Establishes and monitors competency levels and quality assurance practices.
Equipment Management	<ul style="list-style-type: none"> Monitors equipment servicing and maintenance requirements. Ensure both disposable and capital equipment are at an appropriate level to meet current clinical needs. Identifies and investigates new technology requirements. Up to date protocols and procedures and delegates trials in equipment and product evaluation.

Key Relationships

Internal	External
<ul style="list-style-type: none"> Business Leader –Medical Services Clinical Physiologists – Tauranga and Whakatane/ all medical professional 	<ul style="list-style-type: none"> Patients and their families/whanau GP's Other AH&ST Respiratory Physiologists



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • BSc Health Science • Registration with the Australian and New Zealand Society of Respiratory Science testing. 	
Experience	<ul style="list-style-type: none"> • Proven clinical practice experience full respiratory function - and cardiopulmonary exercise testing in • Well organised with excellent workload / time and task management. • 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. • Relish a challenge, be committed and have a desire to work with clinicians to ensure that we provide the highest standards of care 	
Attributes	<ul style="list-style-type: none"> • Observes professional ethics and demonstrates professional responsibility and accountability. • Commitment to personal objectives. • Flexibility and resilience. • Customer focused. • Team focused. • “Can do” attitude. • Analytical and problem solving skills. • Enthusiastic / self- 	



	motivated / reliable and conscientious.	
Values	<ul style="list-style-type: none"> • Demonstrates behaviours consistent with the BOPDHB values. 	

You agree to demonstrate flexibility and a willingness to perform a variety of tasks to promote and support BOPDHB initiatives.

You are required to meet the Health and Safety at Work Act 2015 requirements as set out in the BOPDHB Health and Safety policies and protocols. This includes completing successfully any health and safety training provided by the BOPDHB.

You are required to maintain a standard of health which will allow for the performance of all duties and functions of the position. All BOPDHB sites are smokefree environments.

Health Practitioners Competence Assurance Act 2003

1. You are required to maintain your current competency based practicing certificate.
2. You must notify your Manager of any changes to scope or conditions on practice (determined by Regulatory Authority).
3. You must complete the requirements of any competency programme.
4. You must notify your employer of concerns relating to the risk of harm to the public of another health practitioner practicing below the required standard of competence.
5. Know the provisions of the HPCAA as the governing legislation.

Vulnerable Children Act 2014

Due to this position having contact with children and the BOPDHB’s commitment to child protection, you will be subject to ‘safety checks’ under the Vulnerable Children Act at the time of hire and thereafter as per the relevant legislation.

Position Holders Declaration

I certify that I have read, understand, and agree to this position description.

Name: _____

Signature: _____

Date: _____





**Attitudes and behaviours
We want to see**

**Outcome
Everyone we come into
contact with will feel...**

**Attitudes and behaviours
We don't want to see**

C Compassion

Cares about other people. Has empathy and understanding. Is calm and reassuring. Protects people's dignity.

Treats everyone with respect regardless of their views, role or background. Value differences. Culturally competent.

Notices, acknowledges and appreciates people's efforts and achievements, gives praise, making people feel valued.

Cared for and respected

**Treated with respect
and cultural sensitivity**

Valued and engaged

Is rude, bullies, intimidates or humiliates. Creates anxiety. Doesn't act if someone's dignity is suffering.

Disrespectful, judgmental, makes assumptions about people. Gossips or talks behind people's backs. Rough behaviour.

Criticises people's efforts, takes people for granted, makes people feel undervalued, belittled or inadequate.

A All-one-team

Shares knowledge and information openly and honestly, clearly explains and updates people on what's happening.

Takes time to listen to others, is interested in their views. Invites people to ask questions and share concerns or ideas.

Involves patients, whānau and colleagues as equal partners. Builds teams and relationships to achieve the best outcomes.

Clear about what's happening

Listened to

Involved in a partnership model

Withholds knowledge and information, leaves people confused or in the dark.

Doesn't listen, talks over people, dismisses or puts people down, makes decisions without consultation.

Doesn't trust or involve people in things that affect them. Excludes, overrides, micro manages.

R Responsive

Friendly, polite, approachable, warm. Introduces themselves. Creates a happy environment. Smiles when appropriate.

Shows kindness. Is attentive to people's needs, supportive, helpful and willing. Often goes the extra mile for people.

Respects people's time. Plans ahead and co-operates so things run smoothly. Looks for efficient ways of doing things.

Positively welcomed

**Supported, so they would want
to be cared for or work here**

**We are flexible and efficient,
and use resources wisely**

Ignores people, snappy or aggressive tone of voice or behaviours, 'rushing' and saying "I'm too busy".

Passes the buck, says "it's not my job", unsupportive, does not take responsibility and leaves work for others.

Often late. Leaves people waiting unnecessarily or puts people under pressure with unrealistic timeframes.

E Excellence

Chooses to take a positive, will-do attitude. Looks for solutions. Uses positive words and actions to good effect.

Aims for the best results, always learning, developing skills, knowledge, and ways of doing things, and helping others to.

Consistently follows agreed, safe, best-practice.

Seeks, welcomes and gives constructive feedback, speaks up when they have a concern, coaches others' behaviour.

**Part of a positive culture
of high achievement**

Things are always improving

Safe

**We are role models who
are open to feedback**

A negative attitude, often moaning, complaining or grumpy. Focuses on problems.

Assumes they know best, resists change, not interested in learning or developing. Happy with 'good enough'.

Inconsistent, cuts corners, closed to new evidence.

Blames. Closed to feedback. By not speaking up about poor behaviour or unsafe practice they condone it.

