



Atrial Fibrillation Association
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Providing information support and access to established new or innovative treatments for Atrial Fibrillation

SAMPLE JOB DESCRIPTION FOR THE POST OF CONSULTANT CARDIAC ELECTROPHYSIOLOGIST

The Purpose of this New Post

This post is designed to recruit a full range of skills in cardiac electrophysiology and device therapy, recognising a growing volume of lab work for arrhythmias (including atrial fibrillation) and device work in particular.

It is planned that the new consultant would undertake both invasive/interventional electrophysiology and device implantation (including a lab session that would be specifically directed to “hands-on” teaching of SpRs). In addition to the clinical work there is a thriving programme of clinical, animal and basic research into atrial fibrillation and collaboration in this or other areas is welcomed.

Outpatient Clinics

Each Consultant cardiologist has at least one weekly Out Patient clinic. There are separate dedicated clinics for patients with permanent cardiac pacemakers, ICDs, and other implanted devices. A Syncope/ILR clinic is conducted every two weeks. A Cardiac Resynchronisation Therapy, (biventricular stimulation) clinic is conducted every two weeks, in the same area, and at the same time, as the weekly Heart Failure Clinic. These clinics, and electrophysiology in general has very strong support from dedicated, skilled, technical staff.

Secretarial Support

A full-time secretary is provided with the post and a dedicated office fully equipped for the appointee is available (along with funding for computer equipment).

Audit

Bi-monthly joint audit meetings will take place in collaboration the surgical team.

Teaching

Each general medical firm has third and final year medical students attached who receive weekly teaching from individual Consultant Cardiologists. Elective medical students are often attached to the Cardiology department. An active course is provided for junior staff in training. Visiting postgraduates are regularly attached to the department.

Research

The Department of Cardiology pursues an active research programme. The appointee will have the opportunity to develop his own research interest and will be expected to contribute to his or her chosen field.

**TRUSTEES - Prof A John Camm, Mrs Jayne Mudd, Prof Richard Schilling
Medical Advisory Committee – Dr Campbell Cowan, Dr Matthew Fay, Dr Andrew Grace, Prof Greg Lip
Chief Executive Officer: Mrs Trudie Lobban MBE, Support and Information Manager: Mrs Jo Jerrome**

Registration Number: 1122442 ©2009



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Information Technology

There is a well established desktop computer network. We have developed rapid desktop communications using electronic mail and shared diary and contact systems etc. This system is being developed to permit consultation with administrators and referral sources and is on-line to the Internet and to the University Library. We have co-developments in progress with the Trust to involve the Local Service Providers when these have been selected according to the NHS Information Strategy, and also with GE Medical Systems as a development and reference site in the UK. The appointee will be encouraged to work with the Trust Information Technology resources, to exploit the full benefits of Information Technology in delivering improved patient care.

Continuing Medical Education

There are ample opportunities, within the Trust, to participate in ongoing training and the new cardiologist would be expected to comply with the regulations. The cardiology department runs a weekly clinical meeting and, in addition, there is a weekly echocardiography meeting. There is a weekly cardiac surgical meeting and a weekly "Grand Round" meeting co-ordinated by the Postgraduate Department. Leave would be available to comply with the need to attend external meetings.

The new appointee will be expected to take part in the Appraisal Process towards regular revalidation.

13) Risk Management

The Trust has a Risk Management Strategy. All Consultant Medical Staff are required to adhere to the principles and practices contained therein.

14) Appraisal and Job Plan Review

Consultant Cardiologists will review their job plans annually with the Lead Cardiologist under the ultimate supervision of the Clinical Director. The attached job plan will be discussed with the successful applicant during the initial induction and may be subject to change as a result of those discussions. All job plans will ultimately be signed off by the Clinical Head of Division and Divisional General Manager.

15) Job Plan

A detailed job plan with a breakdown of programmed activities is attached.