

**CSVS**

THE COLLEGE AND SOCIETY  
FOR CLINICAL VASCULAR SCIENCE  
Great Britain and Ireland

# Professional Standards

Vascular Science Service Manager

or

Head of Service

or

Consultant Clinical Vascular Scientist

Job Description

**Version 1.0**

**Jan 2024**

**Doc Ref PS-SM010**



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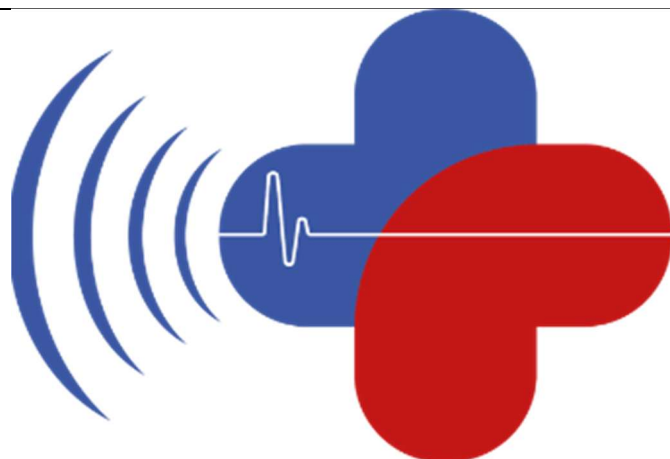
Version Number	Change	Author	Date
1.0	New document	Author: PSC Approval: CSVS Exec committee	Jan 2024

**Purpose**

This document was prepared by the Professional Standards Committee (PSC) of the College and Society for Clinical Vascular Science (CSVs) to support the writing of local job descriptions for Vascular Science. This document may be used in its entirety (or referenced in part with suitable additions made by local policy implementers) by all parties involved with clinical vascular science. Suggestions for improving this document are welcome and should be sent to the Chair of the PSC (see [csvs.org.uk](https://csvs.org.uk) for current PSC Chair details).

Note the coloured text will help highlight areas of specific expertise such as education or research, however some or all or the specialist vascular scientist roles may be applicable.

See the CSVs Scope of Practice for Diagnostic Procedures for additional information.



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**THE COLLEGE AND SOCIETY  
FOR CLINICAL VASCULAR SCIENCE**  
Great Britain and Ireland

**Band 8b-d**

**Vascular Science Service Manager / Head of Service / Consultant Clinical Vascular Scientist**

**CSVs Job Description Guideline Template, Version 1, Jan 2024**

**Job Summary**

**A Clinical Vascular Scientist Head of Service / Vascular Science Service Manager / Consultant Clinical Vascular Scientist role is to...\***

*\*A Clinical Scientific Vascular Service will need to write an overarching job summary. You should include an organisational chart to demonstrate direct upper and lower tiers, as well as other professional links or associations. These very senior clinical scientists provide clinical scientific advice and patient care alongside medical consultants*

*You may wish to consider associations such as:*

- AAA Screening
- Sickle Cell TCD
- Vascular Nurse (Clinics)
- TIA services
- DVT services
- Rheumatology (GCA) Services
- Renal Access services
- Diabetic Foot services
- Lead Healthcare Scientist

	<ul style="list-style-type: none"> <li>• Clinical Director / Lead Vascular Consultant</li> <li>• GP services</li> </ul> <p>The scope of the service will need to be described also (single or multiple sites or services) You will also need to add service specific duties as required</p> <p>There are no rules as to what job title is used, and a job description may encompass a small or wide range of the following duties. These should be considered and entered into a JD following the appropriate format or template for the organisation. The template below demonstrates the various aspects of roles using UK National Job Profiles and SVT Job Profiles, and is to be used as guidance in developing and standardisation of vascular science service job descriptions. The column on the right demonstrates suggested levels as per the JE scoring system in the UK National Healthcare Science profiles and the NHS Job Evaluation Handbook. The 3 job titles and descriptions below are adapted from the UK National Healthcare Science profiles:</p> <p><b>Vascular Science Service Manager</b></p> <ol style="list-style-type: none"> <li>1. Performs a range of specialist vascular science clinical/technical/scientific activities; provides specialist vascular advice to other professionals</li> <li>2. Manages, organises, co-ordinates provision of a vascular science service</li> <li>3. Manages service staff, including recruitment, workload allocation, career development, performance</li> </ol> <p><b>Vascular Scientist Head of Service/Director</b></p> <ol style="list-style-type: none"> <li>1. Directs and manages a range of vascular science clinical/technical/scientific services; provides strategic direction and expert leadership</li> <li>2. Delivers specialist vascular scientist activities; provides expert advice, opinion and leadership to other professionals; may act as clinical lead</li> <li>3. Directs the development and innovation in vascular service practice, research, teaching, training</li> </ol> <p><b>Vascular Scientist Consultant</b></p> <ol style="list-style-type: none"> <li>1. Performs a range of highly specialist clinical/scientific/technical services; provides strategic direction and expert professional leadership</li> <li>2. Provides primary source of expert vascular advice, opinions, training to own and other professions in specialist area of activity; undertakes research and innovation in specialist field with national/international impact</li> <li>3. Directs the development of and innovation in vascular service practice, research, teaching, training</li> </ol>	
<b>1. Communication &amp; Relationship Skills</b>	<p>Communicates specialist vascular science test or other technical information to patients, relatives, carers, who may have sensory, physical or learning disabilities, at an appropriate level, applying a professional and empathic approach</p> <p>Communicates specialist vascular science test or other technical information to patients, relatives, carers, who may have barriers to understanding such as cultural or language differences, or due to age (e.g. elderly or frail patients)</p> <p>Demonstrate consultant-level effective communication with a wide range of healthcare professionals, including clinical and operational management teams</p> <p>Ability to communicate highly complex information in relation to clinical findings which may also be presented in local MDT meetings</p>	<p>4 (a)-5(b) Vascular Science Service Manager</p> <p>5 (a) (b) Vascular Scientist Head of Service/Director**</p> <p>Vascular Scientist Consultant</p>

	<p>Ability to relay expert clinical vascular scientific advice and interpretation to other healthcare professionals within and outside of the service</p> <p>Ability to present complex business cases to the organisation, and relevant stakeholders, relating directly to the clinical vascular scientific service</p> <p>Regular presenting or participating at local board meetings.</p> <p>Occasional requirement to present complex (or highly complex) scientific, technical papers or professional lectures at local and large national meetings and conferences</p> <p>Provide and manage teaching and support to the Vascular Science training/career pathway including support for Accredited Vascular Scientist training, STP, &amp; HSST training, within and outside of the service where required</p>	
<b>2. Knowledge, Training &amp; Experience</b>	<p>Have an expert understanding, including advanced theoretical and practical knowledge, of specialist vascular healthcare science activities and management knowledge acquired through postgraduate, post-doctoral and other higher specialist training, including full AVS accreditation with College and Society of Vascular Science and registration with HCPC</p> <p><b>Or</b></p> <p>Have an expert understanding, including advanced theoretical and practical knowledge, of specialist vascular healthcare science activities and management knowledge acquired over significant equivalent level of experience, including full AVS accreditation with The College and Society of Vascular Science.</p> <p>(Prior equivalent experience is relevant to post holders who have been working at an expert advanced level preceding the development and delivery of more recent courses qualifications such as HSST vascular science and similar and can be evidenced through completion of an Academy of Healthcare Science Equivalence process.),</p> <p>Maintain strong professional, technical, and clinical skills by continuous updating knowledge (CPD) including new techniques and technologies, and maintaining HCPC registration and full AVS accreditation with College and Society of Vascular Science</p> <p>Specialist knowledge of management related to delivery of a vascular science service, including advanced knowledge of work procedures and practices, and leadership qualities. This may have been acquired over a significant period, or study (for example NHS Leadership Academy courses, MBA Clinical or Healthcare Leadership).</p> <p>Demonstrate an understanding of Good Scientific Practice at Consultant Clinical Scientist level</p>	<p>8(a)</p> <p>Vascular Science Service Manager</p> <p>Vascular Scientist Head of Service/Director**</p> <p>Vascular Scientist Consultant</p>
<b>3. Analytical &amp; Judgemental Skills</b>	<p>Provide an expert opinion, including analysis and interpretation of investigations, and specialist clinical and managerial reports where expert opinions may differ. This will involve handling highly complex information which may also demonstrate conflicts requiring advance judgement, formulation of relevant options, and negotiation skills (such as developing business cases or service development).</p> <p>Regularly analyse and interpret all Vascular clinical science investigations, investigate discrepancy, and assure quality, where advanced decision making is required to ensure patients are fast-tracked in relation to limb salvage, aneurysm rupture, stroke prevention, or additional diagnostic imaging or onward urgent referral.</p> <p>Required to analyse facts and make judgments on sensitive issues which can impact on the delivery of direct patient care, i.e. complex patient complaints.</p>	<p>4-5</p> <p>Vascular Science Service Manager</p> <p>5</p> <p>Vascular Scientist Head of Service/Director**</p> <p>Vascular Scientist Consultant</p>

	<p>Responsible for the investigation and management of all risks (risk register) and all incidences (including root cause analysis) relating to the delivery of the vascular science service in line with the patient safety incident reporting framework.</p> <p>Evaluate diagnostic ultrasound equipment for selection and procurement, appropriate usage and function, and advise on replacement</p>	
<b>4. Planning &amp; Organisational Skills</b>	<p>Plan and develop the delivery framework and management of the entire Vascular Science service, along with the longer term (1-5 year) planning and strategic development aligned with the wider clinical management group &amp; organisation strategy. This will involve local and wider planning, development of policies and business cases, monitoring and analysis of performance, and organising the delivery of the service to meet the agreed targets and demands. On a local level this will involve organisation of staff, resources and delivery of the clinical service to meet the operational standards and organisations KPIs.</p> <p>Plan and organise the full management of the staff within the service.</p> <p>Plan and organise the full management of the equipment and facilities within the service.</p> <p>Ability to work on own initiative, manage and prioritise complex workload, work to tight deadlines, and be flexible to unpredictable service demands.</p>	<p>3-4 Vascular Science Service Manager</p> <p>4-5 Vascular Scientist Head of Service/Director** Vascular Scientist Consultant</p>
<b>5. Physical Skills</b>	<p>Perform a full range of complex diagnostic duplex ultrasound scans, and non-imaging investigations which often require long duration of physical fine movement for probe manipulation following small diseased blood vessels, using highly skilled hand eye coordination and ensuring appropriate patient positioning and machine optimisation for a high degree of accuracy.</p>	<p>3(a)(b)-4 Vascular Science Service Manager</p> <p>3(a)(b)-4-5 Vascular Scientist Head of Service/Director** Vascular Scientist Consultant</p>
<b>6. Responsibility for Patient/ Client Care</b>	<p>Responsible and accountable for the direct and overarching management and care of patients within the whole Vascular science service, including the technical &amp; clinical quality, and health &amp; safety.</p> <p>Able to demonstrate a commitment and understanding of the importance of treating all individuals with dignity and respect, appropriate to their individual needs.</p> <p>Undertake vascular scientific responsibilities at a level of accountability similar to that of consultant doctors, but with the recognition that the overall clinical responsibility for patients resides with an accountable medical consultant or General Practitioner</p>	<p>7 Vascular Science Service Manager Vascular Scientist Consultant</p> <p>7-8 Vascular Scientist Head of Service/Director**</p>
<b>7. Responsibility for Policy/ Service Development</b>	<p>Responsible the full development, implementation and monitoring of all the Vascular science service policies, including the overarching Vascular science Service Quality Manual (incorporating the quality policy), all local SOPs, and diagnostic protocols.</p>	<p>4 Vascular Science Service Manager</p> <p>4-5</p>

	<p>Responsible for the development and implementation of a departmental strategy, reflecting the CMG/divisional approach to the wider management and treatment of vascular disease, and overall organisations strategy.</p> <p>Responsible for the development, re-design or and commissioning of new vascular science services</p> <p>Responsible for achievement and maintenance of departmental/service accreditation.</p>	<p>Vascular Scientist Head of Service/Director**</p> <p>Vascular Scientist Consultant</p>
<b>8. Responsibility for Financial &amp; Physical Resources</b>	<p>Be responsible for the management or authorisation of the full Vascular science service allocated budget, including the pay and non-pay budget.</p> <p>Authorise expenditure within the Vascular science allocated budget for vascular science clinical equipment procurement and management, which may include selection of suppliers, cost and quality analysis, and reliability.</p> <p>Authorised signatory for overtime payments, timesheets, travel, expenditure etc.</p> <p>Oversee the management of the vascular science service stock and consumables</p> <p>Responsible for the safe and competent use of highly complex, high value &gt;£50k, ultrasound machines and other vascular diagnostic equipment</p> <p>Full responsibility for the management of physical assets within the vascular science service</p> <p>Identify and deliver CIP plans, income generation, and business cases in accordance with CMG/divisional targets</p>	<p>4(a)</p> <p>Vascular Science Service Manager</p> <p>Vascular Scientist Consultant</p> <p>4(a)-5(a)</p> <p>Vascular Scientist Head of Service/Director**</p>
<b>9. Responsibility for Human Resources</b>	<p>Be responsible for the full management of all Vascular science service staff (clinical &amp; admin), including appraisals; sickness absence; disciplinary and grievance matters;</p> <p>Responsible for the recruitment and selection decisions. This will involve working with the relevant teams such as HR.</p> <p>Ensure team development and career development, holding effective meetings, effective communication, managing team conflict, giving and receiving feedback, planning and scheduling, performance monitoring and management.</p> <p>Responsibility for overseeing the clinical workload of vascular science service staff, involving work planning, evaluation, and supervision.</p> <p>Developing and implementing vascular science service training provision and supporting CPD</p> <p>Developing or delivering teaching to clinical and non-clinical staff, within and outside of the vascular science service</p> <p>May be required to contribute to the overall organisational HR policy as a senior manager including chairing, for example, disciplinary hearings for other staff groups.</p>	<p>4(a)</p> <p>Vascular Science Service Manager</p> <p>Vascular Scientist Consultant</p> <p>4(a)-5(a)</p> <p>Vascular Scientist Head of Service/Director**</p>
<b>10. Responsibility for Information Resources</b>	<p>Records personally generated clinical vascular science test results or research data</p> <p>Responsible for data management or governance for whole Vascular science service</p> <p>Be responsible for ensuring all vascular science service diagnostic reports are saved onto the appropriate Vascular science service information storage systems such as PACS and ensure appropriate information governance.</p>	<p>1-2(a)</p> <p>Vascular Science Service Manager</p> <p>Vascular Scientist Head of Service/Director**</p> <p>Vascular Scientist Consultant</p>



	<p>Be responsible for the local management of the Vascular science service information storage process and administration systems, for example PACS/CRIS/PAS/EPR</p> <p>Demonstrate the ability to utilise and access organisations information systems to store or record Vascular science service data and records, clinical observations, test results, case reports or research data.</p> <p>Contribute to national Vascular Science strategy through provision of local data</p>	
<b>11. Responsibility for Research and Development</b>	<p>Design, develop, lead, and/or manage regular (eg. monthly) departmental service audits, and patient surveys</p> <p>Undertake complex audits using research methodology for focussed service evaluation and improvement, including full analysis, interpretation, and delivery of results.</p> <p>Initiate, participate or lead in research activities such as organising and providing Vascular science service diagnostics for local and national research trials</p> <p>Responsible for supporting Vascular science service staff in research as part of educational pathways or research trials (for example a Principle Investigator)</p> <p>Knowledge of process, or ability, to secure funding and ethical approvals for vascular science related research</p> <p>Hold up to date GCP training as required.</p> <p>Develop, manage and actively participate in regular QA and diagnostic equipment testing schedules for the whole Vascular science service.</p>	<p>2(a) (b) (c)-3 –4  Vascular Science Service Manager  4 –5  Vascular Scientist Head of Service/Director**  Vascular Scientist Consultant</p>
<b>12. Freedom to Act</b>	<p>Have full freedom to act and full autonomy with regards to Vascular science service policies and provides overarching advice to others in the organisation when consulted on these, and independently act as the main expert scientist within the Vascular Science service.</p> <p>Accountable for own actions and those of others, in the delivery of the vascular science service</p> <p>To use own initiative and act independently to plan, adjust and tailor the scope of the investigation, which may require modification from established SOP, depending on individual patient symptoms and/or pathology found during the course of the investigation.</p>	<p>5  Vascular Science Service Manager  Vascular Scientist Head of Service/Director**  Vascular Scientist Consultant</p>



	<p>Clinically, advise clinicians of any limitations that may affect the accuracy of requested investigations and where appropriate, recommend alternative diagnostic imaging techniques or modalities.</p> <p>Interpret and advise the organisation on National policy relating to vascular science</p>	
<b>13. Physical Effort</b>	<p>Long periods of high-risk positions required for performing highly complex diagnostic ultrasound tests; frequent moving and handling of patients and equipment, within varied and sub-optimal environments.</p> <p>The physical ability to perform a full range of diagnostic duplex ultrasound tests which often are a long duration (30-60 minutes per patient) for a full working shift, and can involve frequent physical effort associated with bending, reaching and holding strenuous positions for a considerable period during a test or scan.</p> <p>Assist patients who may need pushing in a wheelchair, assisted transfer such as from a chair to examination couch (which may include using manual handling aids), or physical effort required for bedside scanning in confined spaces, including restricted positioning of patient and / or Clinical Vascular Scientist. This may occur several times per shift.</p> <p>The ability to manoeuvre heavy equipment such as the wheel-based ultrasound machines (&gt;100kg), with frequent small movements during the duration of a scan investigation, and movements of equipment associated with pre- and post-scan room setup.</p>	<p>1-2(a) (b) (d)  Vascular Science Service Manager  1-2(a) (b) (d)  Vascular Scientist Head of Service/Director**  2(a) (b) (d)  Vascular Scientist Consultant</p>
<b>14. Mental Effort</b>	<p>Ability to process and organise complex information related to vascular science diagnostics and managerial data and informatics.</p> <p>Active and prolonged participation in board meetings, which may occur on a weekly or monthly basis</p> <p>Frequent requirement, often for a full clinical shift, of normal or prolonged concentration (which requires in-depth concentration, combined with proactive engagement with the patient) performing highly complex vascular science investigations</p> <p>Ability to deal with unpredictable interruptions and respond to urgent enquiries, to amend clinic scheduling, or undertake urgent unplanned vascular scientific tests or scans.</p> <p>Occasional requirement for intense or prolonged concentration for a highly complex scan in a challenging situation such as clinically urgent and time constrained scans, or a scan in a challenging high-pressure environments such as theatres, emergency department, and intensive care.</p>	<p>3(a) (b) – 4(a)  Vascular Science Service Manager  Vascular Scientist Head of Service/Director**  3(a) – 4(a)-5  Vascular Scientist Consultant</p>
<b>15. Emotional Effort</b>	<p>Clearly communicate to patients the nature of, and reasons for the investigation, and where appropriate the findings of the investigation.</p> <p>Use discretion and tact, and expert knowledge to deal sensitively with patients (such as occasional distressing situations where patients may be at risk of stroke, death or limb loss).</p> <p>Frequent situations where delivery of distressing news to patients such as diagnosis of significant vascular disease which may require urgent surgical intervention.</p> <p>Occasional situations where delivery of highly distressing news to patients such as diagnosis of significant vascular disease which may be imminently life threatening.</p> <p>To respond and deal with the rare circumstance where receipt of highly distressing information from patients which may raise safeguarding or other issues which need to be reported and escalated.</p> <p>Occasional exposure to challenging behavioural issues, which may include physical or verbal abuse, such as patients with severe dementia.</p>	<p>2(a)  Vascular Science Service Manager  1-2(a)-3(a)(b)  Vascular Scientist Head of Service/Director**  Vascular Scientist Consultant</p>

	Occasional need to manage difficult staffing issues and imparting unwelcome news to staff. This includes disciplinary or grievance matters, redeployment/redundancy situations, or supporting staff with wellbeing issues.	
<b>16. Working Conditions</b>	<p>Be able to deal with unpleasant situations where there may be direct exposure to open leg wounds such as ulceration, soiled bandaging, infection risks, body fluids from leaking dressings or wound bleeding, unpleasant odours from infected ulceration, or gangrene. This may be occasional (weekly occurrence) or frequent (daily occurrence) depending on the clinical commitment of the role.</p> <p>Have occasional exposure to verbal or physical aggression, for example performing vascular science investigations on patients with significant confusion or dementia</p> <p>Identify and manage the risks and appropriate use of VDU's and workstations for self and others</p> <p>Identify and manage personal and vascular science service staff risks of repetitive strain injuries and work-related upper limb disorders associated with ultrasound scanning and practice to reduce risk of incidence.</p> <p>Understand and manage the potential hazards and bio-effects of Doppler ultrasound in order to ensure safe use in medical applications.</p> <p>Understand and implement relevant national and international safety guidelines for the vascular science service</p> <p>Have the occasional need to perform diagnostic vascular investigations in confined spaces, such as bedside scans, for a long duration.</p>	<p>2(a) Vascular Science Service Manager</p> <p>2(a)-3(a) Vascular Scientist Head of Service/Director**</p> <p>Vascular Scientist Consultant</p>
		<p>Vascular Science Service Manager</p> <p><b>JE Score 607 - 703</b></p> <p><b>Band 8b-c-d</b></p> <p>Vascular Scientist Head of Service/Director**</p> <p><b>JE Score 667 – 814</b></p> <p><b>Band 8c-d-9</b></p> <p>Vascular Scientist Consultant</p> <p><b>JE Score 671* – 784</b></p> <p><b>Band 8d*-9</b></p>

