

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Cardiac Rehabilitation Specialist Nurse or Physiotherapist |
| **Reports to** | Cardiac Support Service team leader |
| **Band** | 6 |
| **Department/Directorate** | Medicine (North) |

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| **JOB PURPOSE** |
| * To act independently to provide a full comprehensive specialist service of assessment, treatment/appropriate management, onward referral and discharge to a complex range of patients referred for cardiac rehabilitation. * To monitor through audit and communication networks that care is being delivered in a timely and appropriate manner across all delivery centres throughout North Devon. * To develop and deliver training programmes for a wide range of professionals and carers to educate carers and significant others in the understanding of both the cardiac rehabilitation process and any intervention relating to the management of patients medical and social needs.  **independently to provide a full comprehensive specialist service of assessment**   **range of patients referred to the service.**  **To supervise physiotherapists, assistant practitioners, clinical s** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * Receiving and triaging referrals to the cardiac rehabilitation service, ensuring that referral criteria are met and initial contact arranged. * Visit patients on the Cardiology wards and give advice regarding their recovery and follow-up care. * To initiate first contact follow-up for patients referred into the service, assessing their needs and general well-being. * Work with patients to set personalised goals for both rehabilitation and risk factor modification. * Make recommendations to patients and colleagues based on guidelines and awareness of contemporary evidence base. * Refer on to other services, such as smoking cessation and psychological support. * To carry out functional assessments on patients as per the operational guidelines. * Perform risk assessments in terms of venue, equipment and individual patient factors prior to delivering exercise classes. * Act as instructor and supervisor in both group and one to one exercise sessions when required. * Assess patients reporting new or deteriorating cardiac symptoms and refer on appropriately. * Provide facilitation and support to patients who are on home-based cardiac rehabilitation plans. * Ensure accurate and timely documentation of care. * Contribute to local and national audit processes. * To be aware of and to follow all RDUH policies which are relevant to area of practice. * To act as a role model and mentor for less experienced physiotherapists and students. |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility: Providing expert advice on recovery and secondary prevention in patients who have had a cardiac event or procedure which meets the referral criteria.    The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  In addition, the post holder will deal with the wider healthcare community, external organisations and the public.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Cardiologists | * Primary Care Network | | * Cardiac Support Services team |  | | * Therapy services | * Integrated Care Board | | * Cardiology Pharmacist * Cardiology ward * Cardiorespiratory team * Outpatients department and phlebotomy * Cardiac Rehab Eastern team | * Voluntary sector including One Northern Devon * Digital health companies * External venue providers | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| The post holder will be required to follow both local and national guidelines when making clinical assessments and recommendations. There will be an expectation to make decisions around operational delivery of the service on a day to day basis. Business continuity planning will need to take place in liaison with line management and issues should be escalated in a timely manner. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| The post holder will need to be an effective communicator, with the ability to both illicit the relevant information from patients and carers, and also provide detailed information and advice. They may be required to discuss sensitive matters at times. They will be required to liaise regularly with key colleagues and form effective working relationships. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| This role will regularly require the post holder to make judgements based on facts that require analysis. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Proactively planning for cover of all activities within the service, ensuring responsibilities to patients are met.  Ensure that planned absence is negotiated and arranged well in advance in conjunction with team colleagues and service leads.  Ensure that activity is handed over, covered or cancelled for any periods of planned absence.  Work with colleagues to ensure that service needs are met and escalating and areas of concern at the earliest opportunity. |
| **PATIENT/CLIENT CARE** |
| Direct face to face care will be given in ward and outpatient environments. Off-site activity will take place. Care will also be delivered in remote formats using digital technology and telephone. |
| **POLICY/SERVICE DEVELOPMENT** |
| The post holder will be expected to maintain a professional interest in the evidence base and emerging evidence within cardiac rehab. They will be asked to contribute to policy/ service development and review. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| There will be no responsibility to manage funds. The post holder will be expected to monitor supplies and liaise with the cardiac support service lead administrator regarding ordering. |
| **HUMAN RESOURCES** |
| The post holder will act as a role model to junior colleagues. They may be required to mentor students and new members of staff. Teaching of colleagues in an informal manner may be required. |
| **INFORMATION RESOURCES** |
| The post holder will be expected to maintain accurate patient records whilst following information governance procedures at all times. The post will involve inputting, storing and provision of information. The post holder will support the patient with the use of IT platforms and applications that will support them in their rehabilitation. |
| **RESEARCH AND DEVELOPMENT** |
| The post holder may be asked at times to identify suitable patients for clinical trials relating to cardiology that are being run by the clinical research team. The post holder will be required to document information relevant to the national audit so that this can be extracted from patient notes. |
| **PHYSICAL SKILLS** |
| Reference to the physical skills needed (e.g. using fine hand tools, high speed typing etc.). Is speed or accuracy particularly important.  The post holder will need the dexterity to type their clinical notes, perform physiological measurements and move exercise equipment. |
| **PHYSICAL EFFORT** |
| Outpatient clinic and clinical admin will require desk work. When delivering exercise sessions, the post holder will need to demonstrate the activities to the patients. |
| **MENTAL EFFORT** |
| Work that requires periods of concentration will occur daily. This will include face to face and remote patient review. |
| **EMOTIONAL EFFORT** |
| Sometimes patients and their families may be experiencing distress due to their diagnosis. Providing support to service users and to other colleagues engaged in caring for service users, may require emotional effort. |
| **WORKING CONDITIONS** |
| ‘Hot desking’ is in operation if office areas. The post holder will be required to be present at a variety of locations across the working week. Delivery of exercise classes may not be on RDUH property. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **APPLICABLE TO MANAGERS ONLY** |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff. |

PERSON SPECIFICATION

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| **Job Title** | Cardiac Rehabilitation Specialist Nurse or Physiotherapist |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Degree in Physiotherapy or pre-registration Nursing qualification  Current registration with HCPC or NMC  BACPR Specialist Exercise Instructor Training  BACPR Physical Activity in Exercise parts 1&2  ILS training or willingness to undertake  Holds current UK driving licence  Evidence of CPD maintained in a portfolio including attendance at a recent post graduate course  Counselling/motivational interviewing course | X  X  X  X  x | X  X  x |
| **KNOWLEDGE/SKILLS**  • Extensive knowledge of cardiology and cardiac rehabilitation  • Ability to present healthy lifestyle information to both patients as individuals and in groups  • Knowledge and understanding of the NICE guidance & quality standards  • Excellent written and verbal communication skills  • Accurate time management skills  • Computer literate  • Negotiating skills  • Ability to keep accurate and legible notes | X  x  x  x  x  x  x  x |  |
| **EXPERIENCE**  Experience of working with cardiac patients  Experience of motivational interviewing and cycle of change  Experience and evidence of multi-professional team work  Experience and evidence of counselling skills | x  x | X  x |
| **PERSONAL ATTRIBUTES**  Self-motivated  Enthusiastic  Able to work flexibly and proactively  Team player  Able to prioritise  Ability to delegate  Prepared to travel outside of local area to attend courses  Ability to work autonomously | X  X  X  X  X  X  X  x |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required. | X  x |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | N |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  |  |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | Y |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  |  |
| Mental Effort | Y/N |  |  |  |  |
| Emotional Effort | Y/N |  |  |  |  |
| Working in isolation | Y/N |  |  |  |  |
| Challenging behaviour | Y/N |  |  |  |  |