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| JOB DETAILS  |
| Job Title  | Cardiac Rehabilitation Nurse Specialist |
| Reports to  | Lead ACP Cardiac Support Services |
| Band  | 7 |
| Department/Directorate  | Cardiac Support Service / Medicine Directorate  |

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| JOB PURPOSE  |
| To lead the cardiac rehabilitation multi-disciplinary team and identify areas for service development and improvement. Delivering a service which delivers evidence based and appropriate care to patients who are either awaiting or have received cardiac treatment or intervention. 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 support multi-disciplinary teams throughout the area in the delivery of care, by acting as a contact point for clinical expertise and guidance.Cardiac rehabilitation is commissioned by NDHT to provide recovery, lifestyle advice and exercise programs to patients post discharge after myocardial infarction (MI), cardiac surgery or percutaneous coronary intervention. This is as per recommendation in NICE clinical guidance 185 for Acute Coronary Syndromes. Provision of this service, uptake and outcomes are audited nationally by the National Cardiac Rehabilitation Audit (NCRA).This role provides support and expert knowledge in cardiac rehabilitation, working closely with cardiac rehabilitation colleagues and multi-disciplinary teams, through means of post event appointment-based clinics and delivery of a menu of cardiac rehabilitation exercise programmes across Northern Devon Healthcare Trust’s geographic area. |
| KEY WORKING RELATIONSHIPS  |  |
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| Internal to the Trust  | External to the Trust  |
| * Cardiac Rehabilitation Specialists in secondary and tertiary care
* Consultant Cardiologists
* GPs, Practice and Community Nurses
* Nurse Specialists (HF & Diabetes)
* Community Rehabilitation teams
* Work Force development – Skills For Health
 | * External Trusts-liaison re: holiday makers
* Social Services
* Voluntary Organisations (BHF, Age UK)
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| ORGANISATIONAL CHART  |
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| KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES  |
| * To use specialist knowledge and experience to undertake a comprehensive autonomous assessment of patients referred following Acute Coronary Syndrome, to follow up patients who have undergone cardiac surgery in a clinic either autonomously, or with MDT support as needed, and assess patients living with heart failure as referred by the heart failure nurse team.
* To review all patients referred for risk factor management and suitability for participation in a cardiac rehabilitation exercise programme.
* To develop and plan a variety of cardiac rehabilitation programmes, incorporating all core components, offering choices of times and venues to increase uptake of this service.
* To oversee the clinical activities carried out by the service, ensuring that appropriate protocols are in place for safe daily running of the service.
* Provide information to clients about the service and work with them to create a shared plan of care.
* In consultation with patients and their families, plan a programme of rehabilitation to include psychological support, exercise and lifestyle advice using an evidence-based approach. The educational aspect of the intervention is of paramount importance.
* Carry continuing responsibility for the assessment of a client’s needs. Develop and implement programmes of care and evaluate the outcome of the episode of care.
* To assist the Exercise Specialist with functional assessment and delivery of both cardiac rehabilitation and heart failure exercise programmes, ensuring appropriate equipment and procedures are in place to deliver as uniform a standard of care as possible.
* To deliver presentations to support informed lifestyle changes within the patient education programmes.
* To provide telephone follow up to offer support to patients following a cardiac event and assess symptoms and recovery; liaising with GPs, cardiologists, Depression and Anxiety Service and other teams as deemed appropriate.
* Provide education regarding this specialist area of care to nurses in training, new team members and other healthcare professionals.
* To provide leadership to other members of the team, supporting them in the development of their roles and holding regular 1-1 meetings.
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| FREEDOM TO ACT  |
| * To be professionally and legally accountable for all aspects of own work, including the management of your patient case load and to organise efficiently with regard to clinical priorities and use of time.
* Make decisions within own professional role.
* To respond promptly to day to day operational challenges and take decisions on how to manage these.
* To ensure a high standard of clinical care for the patients under your management, and support more junior staff
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| COMMUNICATION/RELATIONSHIP SKILLS  |
| * Act as a role model, employ professional behaviour that encourages and wherever possible coaches other team members to challenge their current competencies.
* Proactively seek feedback from patients and their families during their attendance to cardiac rehabilitation on the standard of care they have received.
* Provide and receive complex and sensitive information, in accordance with information governance procedures, and in a professional and competent manner.
* Create action plans for areas of risk and poor performance, respond to DATIX incidents and complaints.
* Participate in the resolving of complaints and issues at a local level in partnership with patients, carers, their family and other health care professionals.
* Assist in the co-ordinating of mentorship for any new learner nurses.
* The post holder will need to demonstrate excellent communication skills such as empathetic, motivational and persuasive skills - especially when dealing with patients who find it difficult to accept or understand their diagnosis.
* The post holder will maintain links with local and national charities and self-help groups and make these services known to patients.
* To demonstrate politeness, courtesy and sensitivity in dealing with patients, clients, visitors, relatives and colleagues, maintaining good customer relations.
* Develop communications networks to enhance and support the patient experience.
* Upholding Northern Devon Healthcare NHS Trust’s shared values; promoting the corporate image of Northern Devon Healthcare NHS Trust to all individuals, groups and organisations both within the Trust and to the community at large.
* Communicate any alterations in service to the wider trust, ICS and relevant stakeholders.
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| ANALYTICAL/JUDGEMENTAL SKILLS |
| * Consider often complex health, social and psychological needs of the patient in an effort to develop a goal plan to assist recovery and reduce likelihood of further cardiac disease progression.
* Collect activity data relating to cardiac rehabilitation, and assist in its interpretation to develop or improve the service as applicable.
* Using assessment skills as well as clinical knowledge and judgement to determine when to seek specialist support and/or advice.
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| PLANNING/ORGANISATIONAL SKILLS |
| * Creation and monitoring of appropriate policies, protocols and standards for the cardiac rehabilitation service.
* Receive and make referrals, ensuring they are appropriate.
* Develop business continuity plans.
* Work in collaboration with other agencies, including voluntary organizations and charities to enable to provision of support, resources, training and development of the service.
* Attend meetings relevant to the development of the Cardiac Rehabilitation Service and assist in the implementation of the NICE guidance.
* Maintain up to date knowledge of contemporary themes and evidence in Cardiac Rehabilitation, anticipating any future need for service changes.
* Lead on projects relevant to the service as required.
* Work with the lead ACP to ensure that appropriate equipment and resources are available and appropriately maintained.
* Manage the flow of patients within clinical areas.
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| PATIENT/CLIENT CARE  |
| * To be professionally and legally accountable for all aspects of own work, including the management of the patient case load and to organise efficiently with regard to clinical priorities and use of time.
* To provide spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals, to promote understanding of the aims of cardiac rehabilitation, and to ensure a consistent approach to patient care.
* To communicate effectively with patients and carers to maximise rehabilitation potential and to ensure understanding of condition and treatment proposals. Communication skills of persuasion, motivation, explanation and gaining informed consent will be used with a variety of patients.
* To have a high level of autonomy when managing patients with cardiac conditions and be responsible for providing assessment and treatment plans for patients with these conditions.
* Ordering tests such as echocardiogram, bloods, ECG and heart monitors and ensuring that results are acted upon accordingly.
* If the post-holder has a non-medical prescribing qualification, this can be used when accompanied by the necessary treatment guidance and in accordance with other local non-medical prescribing policies.
* Evaluate patient progress, reassess and change programme recommendations as appropriate.
* Discuss with patient and carers outcome of treatment and prognosis and offer shared decision making.
* Ensure that nursing documentation is maintained to the Nursing and Midwifery Council (NMC) and Trust standard (including electronic records) and implement audits of records to measure and evaluate care planning.
* To act as patient advocate in line with the NHS plan and to actively apply in depth knowledge of holistic, socio-economic and cultural aspects of the care to clients within your specific speciality, acting as a role model and resource for patients, relatives and staff.
* Provide information and support to relatives/carers as appropriate, following consultation with members of the multi-disciplinary team and in line with service procedures and protocols.
* Ensure that all team members are suitably competent and qualified to complete the tasks required of their role.
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| POLICY/SERVICE DEVELOPMENT  |
| * Creation and review of treatment guidelines and operational policy.
* Have an excellent working knowledge of national and local standards and monitor own and others quality of practice as appropriate.
* Work with the exercise specialist to ensure that the exercise component of the service offers a variety of options and audit whether these improve uptake of service.
* Assess and manage clinical risk within all relevant work areas.
* Promote user involvement in the planning and evaluation of the service, establishing links with relevant support groups and charities
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| FINANCIAL/PHYSICAL RESOURCES  |
| * Ensure that any equipment, furniture or building in need of repair is reported to the correct authority using recognised means.
* To ensure the safe use and care of equipment.
* Be able to report incidents and produce action plans.
* In conjunction with line manager identify, analyse and discuss cost pressures and financial constraints in a timely manner.
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| HUMAN RESOURCES  |
| * To train, supervise, and provide education and support to junior staff, students and other members of the wider MDT.
* To recruit into vacant positions within the service.
* To provide educational presentations to primary and secondary care teams to increase awareness of cardiac rehabilitation and secondary prevention of CHD.
* To be responsible for maintaining own competency to practice through CPD activities, and maintain a portfolio which reflects personal development.
* Maintain and develop current knowledge of evidence-based practice in the area of cardiology, developing specialist knowledge of that particular condition and patient type.
* Participate in the staff appraisal scheme and be responsible for complying with your agreed personal development programme to meet set knowledge and competencies.
* To provide 1-1 and appraisal for junior members of the service.
* To be an active member of the in-service clinical supervision programme by the attendance and presentation at staff meetings, tutorials, training sessions, external courses and reflective practice
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| INFORMATION RESOURCES  |
| * To maintain accurate, comprehensive and up-to-date documentation, in line with legal and departmental requirements, and communicate assessment and treatment results to the appropriate disciplines (GP, consultant, practice nurse) in the form of reports and letters.
* Be actively involved in the collection of appropriate data and statistics for the use of the department / organisation.
* Undertake training for electronic information systems in place and under development
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| RESEARCH AND DEVELOPMENT  |
| * Undertake evidence-based projects and develop improvements to service delivery and clinical practice, making recommendation for change to the departmental manager.
* Undertake the measurement and evaluation of your work and current practices through the use of evidence based practice projects, audit and outcome measures, either individually or with more senior colleagues.
* Benchmark the service against national standards and practice in other centres. Use audit data to identify areas for service improvement.
* To undertake as directed the collection of data for use in service audit and research projects. To manage and undertake research into specific areas of clinical practice and service delivery using a range of research methodologies as part of MDT audit and departmental research initiatives.
* Be actively involved in professional clinical groups, Peer Review Groups and other professional development activities.
* The post holder will show evidence of accessing clinical supervision for clinical and professional issues
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| PHYSICAL SKILLS |
| * Use of visual display screen equipment
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| PHYSICAL EFFORT |
| * There is occasional requirement for light physical effort for short periods, eg moving wheelchairs, Healthcare equipment and furniture. .
* There is an occasional requirement to travel to other Trust sites and external venues to attend meetings.
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| MENTAL EFFORT |
| * Manage competing demands of providing services on a daily basis.
* Read, decipher & interpret patient information.
* Frequent mental effort in assessment and treatment programmes
* Identify strategies to motivate patients to comply with their treatment plan
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| EMOTIONAL EFFORT |
| * Work with patients who may have poor / life-limiting prognosis
* Ability to deliver unwelcome news to patients and carers in a professional manner and continue to have a good relationship with the patient
* Work with patients with challenging behaviours
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| WORKING CONDITIONS |
| * Work in a variety of settings according to patient needs which on occasions may include the patient’s own home which can involve hot/cold temperatures, cluttered environments and unhygienic conditions
* Occasional travel to other locations for clinics, conferences or training events
* Working outside of core hours may be required to offer patient choice in terms of rehabilitation classes.
* Work with patients with a wide range of conditions including occasional contact with body fluids such as urine, blood and sputum.
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| OTHER RESPONSIBILITIES  |
| Take part in regular performance appraisal.Undertake any training required in order to maintain competency including mandatory training, e.g. Manual HandlingContribute 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 infectionAs 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:* Be physically active at work (i.e. take breaks away from your desk, taking the stairs where possible)
* 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.
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| DISCLOSURE AND BARRING SERVICE CHECKS– delete section if not applicable |
| 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. Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.T*his* |

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| Job Title | Cardiac Rehabilitation Nurse Specialist  |

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| Requirements | Essential | Desirable |
| QUALIFICATION/ SPECIAL TRAINING* Registered Nurse
* Relevant Teaching or mentorship qualification
* Relevant Cardiac Nursing qualification
* Evidence of ability to study at level 7
* BACPR Physical Activity and Exercise in CVD part 1 & 2
* BACPR Physical Activity and Exercise in Heart Failure.
* BLS training or willingness to undertake
* Evidence of CPD maintained in a portfolio including attendance at recent post graduate course
* Counselling/motivational interviewing course
* Non-medical prescribing qualification
* Professional knowledge acquired through degree supplemented by post graduate diploma specialist training, experience, short courses plus further specialist training to masters equivalent level.
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| 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
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| EXPERIENCE * Extensive experience of working in Cardiology.
* Experience and evidence of motivational interviewing and cycle of change
* Experience and evidence of multi-professional team work
* Experience and evidence of counselling skills.
* Experience of remote consultations/exercise classes
* Experience of service development and implementing change
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| PERSONAL ATTRIBUTES * Self motivated
* Enthusiastic
* Able to work flexibly and proactively
* Team player
* Ability to prioritise
* Ability to delegate
* Prepared to travel outside of local area to attend courses

Ability to work autonomously | EEEEEEE |  |
| 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
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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 | Y | x |  |  |  |
| Contact with patients | Y/N |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y | x |  |  |  |
| 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) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
|  |  |  |  |  |
| 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 |  |  |  | X |
| Heavy manual handling (>10kg) | Y |  | X |  |  |
| Driving | Y |  |  | X |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort  | Y |  | X |  |  |
| Mental Effort  | Y |  |  | X |  |
| Emotional Effort  | Y |  | X |  |  |
| Working in isolation | Y |  |  | X |  |
| Challenging behaviour | Y |  | X |  |  |