

JOB DESCRIPTION

JOB DETAILS	
Job Title	Arrhythmia Nurse Specialist
Reports to	Arrhythmia Nurse Lead / Clinical Matron
Band	7
Department/Directorate	Cardiology, Eastern Services

JOB PURPOSE
- The post holder will work within their professional code of practice and all legal frameworks related to their specialist role, encompassing physical examination; non-medical prescribing legislation and maintaining professional competence, to provide expert arrhythmia care. - To work autonomously to provide specialist care, undertaking holistic assessment, planning, implementation and evaluation of programmes of care for patients referred with, or suspected of having cardiac rhythm disorders - To provide on-going care throughout the care pathway, from diagnosis, (including differential diagnosis), development & implementation of clinical management plans and referral to relevant health professionals regarding on-going health care needs of individual patients. - Managing cardioversion and implantable loop recorder (ILR) caseloads. Identifying suitable patients, providing safe and effective non-medical led DC cardioversion and ILR implantation services. - To liaise with, or refer to Consultant Cardiologists for more complex arrhythmia management, for example where EP studies and ablation are indicated. - Function as an autonomous practitioner with own caseload to manage changing healthcare needs in conjunction with the clinical team; - Work collaboratively and co-operatively with clinical colleagues, to provide a multi-disciplinary approach across cardiology services including cardiologists, specialist support, cardio-respiratory and in-patient teams. - To deliver, and support development of, services provided for patients within the specialist area, providing specialist advice, support, education and training. - Provide training and education to wider healthcare teams involved in arrhythmia management within primary and secondary care

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
- Provide specialist advice related to arrhythmia and heart conduction issues to support and facilitate high quality, individualised care to patients and relatives without supervision in collaboration with the multi – disciplinary team in line with local and national targets. - Work autonomously to deliver specialist clinical care appropriate to the needs of the patient group and based on principles that are research based and which enhance the quality of patient care. - To be flexible in the approach to the clinical area and to provide cover for any area specified acting as a professional role model providing direct and indirect clinical care, teaching and research. - Employ robust referral criteria for ensuring patients with identified arrhythmias receive appropriate and prompt treatment. - Demonstrate skills in interpretation of electrocardiograms to inform clinic decisions. - Provide continuity of patient care by following the patient's journey from preadmission / admission, discharge and follow up/continuous support, as necessary. - Maintain, update and develop personal and professional knowledge and skills, using the trust's performance review system, enabling standards to patient care to be monitored constantly and improved. - Participate fully as a team member, sharing knowledge and information and supporting colleagues, including support staff to promote a cohesive team and achievement of team objectives.

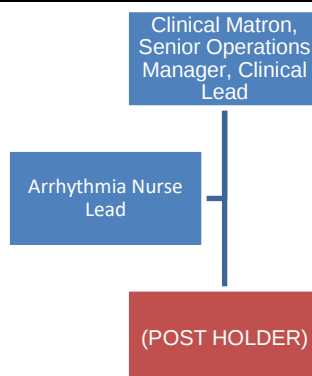
- In accordance with professional codes maintain own professional development and competence to practice.
- Participate in the process of ensuring patients receive sufficient information to enable informed consent by communicating complex information regarding management of care, including benefits, risks, alternatives, complications and lifestyle advice.

KEY WORKING RELATIONSHIPS

The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Internal to the Trust	External to the Trust
• Nursing Staff • Consultant Cardiologists and Cardiology Department • Secondary care teams • Other Consultant Specialists • Heart Failure Nursing staff • Cardiac Rehabilitation staff • Stroke team • Operation manager/service leads • Clinical support services	• Patients/Service Users • Health and Social care sector • Private sectors • Peninsula network • Primary Care Teams

ORGANISATIONAL CHART



FREEDOM TO ACT

The post holder will manage own workload within areas of individual competency in Cardiac Rhythm Management and Arrhythmia care, in order to provide expert patient care. This will include:

- Acting as a lead specialist within their sphere of expertise.
- Working within their professional code of conduct.
- Assimilating risk/ benefits and rationalise decision making based on extensive knowledge skills and experience, recognising and acting on potential gaps in knowledge.
- Seeking out advice and support from consultant colleague when required.
- As a non-medical prescriber, review medication and recommend changes in accordance with local and national guidance.
- Act as an expert resource in this specialist field.
- Be accountable for all decisions made independently, whilst using agreed guidelines
- Refer directly with the cardiology team, in line with NICE recommendations e.g. consideration for referral for radiofrequency ablation and / or pacemaker.
- Have the ability to work autonomously, making complex and important decisions

COMMUNICATION/RELATIONSHIP SKILLS

The Arrhythmia Nurse Specialist will:

- Establish clear lines of communication between all members of multi-disciplinary team and professional teams, working collaboratively with all relevant health care professionals, agencies and service users and carers
- Communicate effectively with patients and carers to ensure a clear understanding of their arrhythmia and its' management. This will involve providing and receiving complex, sensitive information and will require developed motivational, empathetic and reassurance skills. There will be barriers to understanding.
- Be responsible for providing advice / guidance and information on rhythm disorders and its management, that may often be complex, to medical and nursing colleagues, within both primary and secondary care.
- Be responsible for teaching patients and their carers to manage their arrhythmia to the best of their abilities. The aim being to prevent short term and long-term complications, this may be one to one or in groups.
- Require advanced communication skills to communicate highly sensitive information and bad news to patients and carers in an empathetic and supportive manner, empowering the patient to manage their condition e.g. development and impact of complications; effect on activities of daily living etc.
- To maintain effective verbal and written communication with the clinical team and to keep staff informed of changes to prescribing intervention or treatment provided to service-users.
- To work in partnership with medical staff and service-users in the development and implementation of clinical management plans related to an individual's treatment and prescribing needs.
- To establish and maintain good liaison with GP practices and other services in the area, including sharing prescribing information and rationale.
- Use clinical knowledge and judgement to identify appropriate timing to undertake sensitive conversation with an individual about their care and preferences, recognising any changes in condition and offering compassion and support to the patient and those important to them.
- Be able to relay or translate complex information to staff, patients, carers into a clear and understandable format.
- Represent the service, profession and organisation in a variety of meetings/forums.

ANALYTICAL/JUDGEMENTAL SKILLS

The post holder will:

- Make operational judgements, manages conflicting views, reconciles inter and intra-professional differences of opinion and escalates for senior clinician review when required
- Identify own personal development needs to maintain their competency as a clinical specialist, and take appropriate action to ensure these needs are met to achieve this.
- Use specialist knowledge, physical assessment, history taking and clinical decision-making skills to identify most appropriate treatment plan. Clinical judgement and patient preference will be required when formulating a plan of care
- Consider often complex health, social and psychological needs of the patient in an effort to develop an individualised, yet evidence based, management plan that also considers the patients' other co-morbidities
- Assess patient's response to treatment, review prognosis and consider alternative treatment options, being realistic about potential treatment outcomes, at each clinical encounter.
- Utilising advanced clinical reasoning skills and assessment techniques autonomously in the context of their speciality
- Provide specialist advice and clinical supervision where appropriate, to staff working with patients with abnormal heart rhythms
- Uses advanced analytical and judgemental clinical skills within a diagnostic process, and with reference to evidence-based practice and local protocols, to consider differential diagnosis in order to ensure the delivery of appropriate care
- Identify strategies to motivate patients who are complex, have cognitive impairment or have limited communication to comply with their treatment plan.

PLANNING/ORGANISATIONAL SKILLS

The post holder will:

- Manage patient caseload, receiving referrals from both primary and secondary care in a timely manner
- Prioritise caseload according to clinical stability of patients, considering the unpredictable nature of caseload
- Liaise with colleagues to help ensure service requirements and clinical demand met
- Follow lone working policy and remain in contact with team and update colleagues of any changes to diary / working schedule, when remote from office base.
- Plan and coordinate a timely cardioversion service, ensuring an appropriate skill mix of staff are available to provide a safe and effective service. Ensure patients are suitably pre-assessed and informed.
- Attend relevant clinical / professional meetings, seminars and conferences

PATIENT/CLIENT CARE

The post holder will:

- Assess clinical status; using clinical examination and history taking skills to formulate individualised, evidence based pharmacological and non-pharmacological management plans
- Provide support and education for patients and their carers enabling them to make informed decisions about the treatment, management and monitoring of their condition; with the aim of optimising their quality of life whenever possible.
- Use highly specialist knowledge and assessment skills to facilitate clinical decision making and direct changes in patients management plan
- Review medication regimes as appropriate, to ensure patients are receiving appropriate therapy in effective doses and / or improve quality of life, assessing their tolerance in response to medication.
- Plan for and arrange hospital admission, where it is no longer safe to facilitate management within the patient's home setting and this meets the patient's preference / wish.
- Apply theory to practice through a clinical decision-making model
- Apply the principles of therapeutics and safe prescribing
- Review patients in a clinic setting and conduct telephone consultations
- Assesses, prescribes and demonstrates the safe use of highly specialist and non-specialist equipment.

POLICY/SERVICE DEVELOPMENT

The post holder will:

- Support the development of a systematic approach to the identification of patients with abnormal heart rhythms in line with the agreed patient pathway
- Use change management skills to support service and practice developments
- Support developments to ensure sustained robust referral systems within primary and secondary care
- Contribute to local development of arrhythmia service at operational and clinical meetings
- Ensure equality and access to the service across the trust and support the development of links with secondary care ensuring access to correct diagnosis and where appropriate referral to secondary care.
- Support project developments, within the cardiac support service, as identified within clinical / operational meetings and business planning
- Supporting the writing of policies and maintaining standards within cardiac rhythm management
- Ensure implementation of change and developments in the patient pathway are within agreed targets and timescales

FINANCIAL/PHYSICAL RESOURCES

- Not a budget holder, but expected to work efficiently and effectively making best use of available resources
- To contribute to financial governance through knowledge and appropriate resource management of allocated prescribing budget for service, in collaboration with clinical lead and medical colleagues.

HUMAN RESOURCES

- Day to day management of the arrhythmia care service.
- Responsible for ensuring adherence to lone working policies and staff tracking systems.
- Individual responsibility to attend mandatory training.
- Assist the Lead Nurse in the recruitment and selection of staff.
- Support the Lead Nurse in taking appropriate action to deal with poor work performance and initiating any appropriate initial investigation regarding complaints.
- Assist in the management of absence according to policy.
- Responsibility for Information Resources
- Deliver formal and informal teaching initiatives as part of the education strategy in collaboration with the clinical lead to ensure practice development and improved care for patients.
- Provide specialist education and support to clinical staff across the community to ensure all patients with abnormal heart rhythms have access to specialist treatment

INFORMATION RESOURCES

- Records personally generated information, maintains patient / client records to high information governance standards at all times
- Records and processes research results and disseminate effectively at appropriate levels.
- Uses appropriate computer software to support information analysis in relation to research data.
- Ensures effective documentation in the reporting of incidents using the approved channels
- Produce and interpret documents, reports and briefings to support, develop and lead specialist service area.

RESEARCH AND DEVELOPMENT

- Seeks out new knowledge by reading, enquiring and participating in continuing education and attend relevant clinical / professional meetings, seminars and conferences.
- Reviews and disseminate new information to relevant staff.
- Evaluates clinical practice in relation to its evidence base and clinical effectiveness.
- Participates in research within scope of professional practice, to include active participation in research and audit projects and Quality Assurance projects at least once a month.
- Uses audit skills to enable the specialist team and other health professionals to improve quality of care by undertaking audits of clinical practice and actively contribute to the implementation of the findings/recommendations.

PHYSICAL SKILLS

- Dexterity and accuracy required in relation to clinical practice including: manual handling and treatment of patients with complex and specialist needs, whilst carrying out functional rehabilitation, mobilisation and manipulative procedures on a frequent basis. This would require moderate physical effort over short periods.
- Advanced clinical examination skills
- To have highly developed computer skills to maintain patient records, prepare reports, prepare and deliver presentations, clinical audit, research and to support other organisational need and clinical practice.

PHYSICAL EFFORT

- Highly developed dexterity, co-ordination and palpatory skills for assessment, manual handling and treatment of patients. This would require moderate physical effort over short periods.
- The post holder maybe required to travel to a variety of locations to meet service requirements and to attend meetings.

MENTAL EFFORT

The post holder will:

- Be flexible to the demands of the work including unpredictable work patterns.
- Frequently be able to concentrate with persistent interruptions, managing patients with complex needs and supporting members of the team.

- Frequently requires long periods of concentration, particularly when using a VDU.

EMOTIONAL EFFORT

The post holder will:

- Work with patients/service users, and carers, to optimise outcomes or who have a poor/life limiting prognosis including the communication of distressing news.
- Be able to make calm, rational decisions under stressful situations.
- Deal effectively and efficiently with issues of complaint and concern. Demonstrating listening and empathic skills with the ability to resolve potential contentious issues.
- Have frequent exposure to mentally and emotionally challenging situations

WORKING CONDITIONS

- There will be occasional exposure to significantly distressed and challenging patients with occasional exposure to verbal and physical aggression.
- Ability to work in shared space with often noisy and frequent interruptions
- VDU user
- Moderate exposure to unpleasant working conditions (e.g. blood).

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.

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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimizing the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Arrhythmia Nurse Specialist
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Registered Nurse/Midwife	E	
Relevant Cardiac nursing courses or evidence of specific training / learning to cardiology experience	E	
Degree in Nursing Qualification or equivalent in health-related study	E	
Teaching and Assessing Course, ENB 998 or equivalent experience	E	
Post-registration qualification at Master Level in Arrhythmia care management or equivalent experience	E	
Basic Life Support	E	
Independent prescriber or willingness to work towards	E	
KNOWLEDGE/SKILLS		
Advanced knowledge of a range of rhythm disorders and their management	E	
Advanced ECG recognition skills	E	
Ability to assess, negotiate and plan care to meet patients' needs	E	
Excellent interpersonal and communication skills	E	
Understanding of primary and secondary care working	E	
Knowledge and understanding of NICE and NSF guidelines relevant to cardiology and sub-speciality	E	
IT literate	E	
Time management skills	E	
Good presentation skills	E	
Understanding of quality and audit cycle and application	E	
IV Drug Administration	E	
Ability to work unsupervised / Manager own workload	E	
Ability to critically analyse research	E	
EXPERIENCE		
Minimum three years post registration	E	
Experience of working within Cardiac Patients / Cardiology	E	
Extensive Cardiology knowledge	E	
Experience of managing patients with Arrhythmia	E	

• Clinical decision-making and assessment	E	
PERSONAL REQUIREMENTS: • Demonstrate a caring and compassionate manner. • Commitment to providing a high quality service • 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	E E E E E E E E E	
OTHER REQUIREMENTS • Committed to further personal and professional development • Able to understand requirement to manage resources effectively • Ability to travel and move frequently between sites and across Devon as required. • The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. • Ability to work in shared space with often noisy and frequent interruptions	E E E E E	

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