***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | Arrhythmia Pre-assessment & clinical support Nursing assoc |
| **Reports to** | Senior CNS for Arrhythmia |
| **Band** | Band 4 |
| **National Job Profile used** | Nursing: Nursing Associate |
| **Department/Directorate** | Cardiology / Medicine |

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| **JOB PURPOSE** | |
| To work as part of the arrhythmia specialist team primarily in the outpatient and day case setting, with scope to support inpatients as able. To meet the health needs of people with arrhythmia by assisting with delivering an effective and efficient service to patients within the department of cardiology. To co-ordinate pre-assessment of patients undergoing cardioversion. To ensure that correct measures are taken to prevent cancellation of elective patients. To work with the booking team to ensure all booked patients receive the correct information with regards to the procedure to be undertaken. To be able to manage own workload and prioritise their working day. To provide clinical support for cardioversion and implantable loop recorder lists. The post holder will undertake delegated tasks and duties under indirect supervision of members of the Arrhythmia team. Training will be provided to support the role. Support clinics and offer education to patients as outpatients and on the ward. | |
| **KEY WORKING RELATIONSHIPS** |  |
| * CNM & Senior CNS for Arrhythmia. * Arrhythmia Specialists * Consultant cardiologists * Cardiology Support teams * GPs and Primary Care services * Ward matrons and ward nursing teams * Day case staff * Patients and Carers * Secretaries and administration team | |
| **ORGANISATIONAL CHART** | |
| Assistant Director of Nursing Medical Division  Clinical Matron Cardiology  Senior Nurse for Cardiac Support Services  Arrhythmia urse / HCP specialist  Arrhythmia Nursing Associate    Admin | |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | |
| * To participate in the delivery of high-quality patient focused care within the arrhythmia service, supporting the arrhythmia specialist team within the different care settings they work * Work efficiently within the multi-disciplinary team in a professional manner at all times * With indirect supervision, manage own clinical workload within the given competencies of the post * Organise pre-assessment lists for provide clinical skills to support, the cardioversion and implantable loop recorder lists. * Support of outpatient clinics & carry out pre-assessment and follow up telephone calls for arrhythmia patients * Collate and chase missing test results for patients when required within Mycare or by telephone to the relevant department * Support the organization and participate in the training and development of health care assistants, student nurses and registered nurses as appropriate. * Assist in the collection of information required as data in approved audit and research programmes. * Assist with telephone enquiries, and directing calls to the appropriate specialist within the team. * Attend relevant meetings e.g. Nurse meetings/MDT meetings and contribute to the agenda in the development of the nursing service and where appropriate wider practice systems. * To ensure competent completion and documentation of written communications * To maintain standards of work and care through regular updating professional evidence and attending training courses as required. Identify and knowledge or skills gaps and escalate to the post holder’s line manager. | |
| **COMMUNICATION/RELATIONSHIP SKILLS** | |
| There is a high degree of patient contact on a daily basis and excellent communications skills are required as a result. The post holder must be able to communicate effectively and maintain working relationships with the various multidisciplinary teams, community partners and patients/carers.   * Maintain direct contact with clinicians and senior nurses to ensure clinics run smoothly with maximum capacity and appropriate bookings * Make and receive telephone calls both external and internal according to Trust standards * Communicate effectively including discussion and written communication * Proactively manage email communication in line with the RDUH email Best Practice guidance * Provide excellent customer care, in a calm and professional manner – some situations may be challenging | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** | |
| |  | | --- | | * Is able to assess patients with support, use of guidelines/ standard operating procedures and report / instigate the appropriate care. | | |
| **PLANNING/ORGANISATIONAL SKILLS** | |
| |  | | --- | | * Organises own workload with support from the Arrhythmia team which will be supported with a clear work plan. | | |
| **PHYSICAL SKILLS** | |
| * Be able use equipment specific to role within the hospital setting. | |
| **PATIENT/CLIENT CARE** | |
| * Provide educational advice and support to patients with appropriate guidance and training from the arrhythmia team * Provide excellent customer care which may include communication with distressed and anxious patients and relatives, treating them with tact and empathy | |
| **POLICY/SERVICE DEVELOPMENT** | |
| * Work as part of the team in developing processes within the department to meet the demands of a growing service * Attend and participate in regional/national meetings and conferences.   Contribute to audits regarding departmental procedures   * Adhere to the Trust Access Policy and Health Records Policy and appropriate standard operating procedures, Key Performance Indicators, government targets and standard operational policies | |
| **FINANCIAL/PHYSICAL RESOURCES** | |
| * Ensure adequate and appropriate supplies of patient information or specific tools used for patient education across the arrhythmia service | |
| **HUMAN RESOURCES** | |
| * Support the organization. Participate and be a resource in the training and development of health care assistants, student nurses and registered nurses as appropriate. * Assist the arrhythmia team with specific training and supervision (training will be provided) | |
| **INFORMATION RESOURCES** | |
| * Assist with data base management- inputting, storing and providing information. * Utilise a variety of software products (Word, Excel, PowerPoint,) for the extraction of information and to prepare documents. * Comply with local and national policies for safe, secure and confidential processing and storage of patient laboratory and other information. * Use of EPIC trust software (training will be provided) * Ensure accurate and up-to-date patient details are maintained on patient information systems in line with Trust Information, Governance policy * Ensure all information is secure and confidentiality of information is maintained at all times. | |
| **RESEARCH AND DEVELOPMENT** | |
| * If required assist in the collection of information in approved audit and research programmes   . | |
| **FREEDOM TO ACT** | |
| * Works within scope of practice with supervision from the arrhythmia team. * To work within specific guidance/standard operating procedure/ regional and national and departmental guidelines pertinent to role. | |
| **OTHER RESPONSIBILITIES** | |
| To take part in regular performance appraisal.  To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  To contribute to and work within a safe working environment  The post holder is 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. | |
| **APPLICABLE TO MANAGERS ONLY** | |
| Evidence that supporting employee health and wellbeing is included in any documents outlining the skills and knowledge that line managers need.  All managers hold the responsibility of the health and safety and wellbeing of their staff.  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. | |
| **THE TRUST- VISION AND VALUES** | |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:  Honesty, Openness & Integrity  Fairness,  Inclusion & Collaboration  Respect & Dignity  We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. | |
| **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.  The RDUH is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. | |

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| **POST** | Arrhythmia Nursing Associate |
| **BAND** | Band 4 |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING** | GCSE in Maths and English or equivalent  NMC Registered Nursing Associate  Willingness to undertake any in-house training programmes as required by the role and be a resource/ provide training as required |  |
| **PREVIOUS EXPERIENCE** | At least 12 months experience working as a registered nursing associate  Substantial experience of working within a caring environment.  Experience of critically evaluating and analysing information and following agreed procedures/protocols.  Experience of interacting with a variety of professionals in the delivery of patient care. | Experience in the management of people with arrhythmia in the hospital clinical setting.  Experience of providing patient and staff education |
| **SKILLS** | Excellent communication skills  Good IT skills.  Ability to work to priorities and deadlines  Ability to work with other Trust departments  Excellent inter-personnel skills. | . |
| **KNOWLEDGE** | Demonstrates an interest in cardiology  Knowledge of NHS practices and processes in relation to both primary and secondary care.  Knowledge of implications and responsibilities under Information Governance.  Understanding and acts withing the NMC professional standards of practice and code of conduct | Fundamental understanding of arrhythmias |
| **PERSONAL QUALITIES** | Flexible in approach and in working  relationships  Team player  Ability to empathise with patients, carers and staff.  Motivated to deliver high quality of patient care  Strong, confident and effective communication skills  Recognise limits of role scope and competence and escalate appropriately. |  |
| **OTHER REQUIREMENTS** | Commitment to continuous professional development | Hold a drivers licence able to travel as required by the job |

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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 |  |  |  |  |
| Exposure Prone Procedures | Y | X |  |  |  |
| Blood/body fluids | Y |  | X |  |  |
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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 | xxxXXX X |  |  |  |
| 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 |  |  |  |  |
|  | | | | | |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | X |
| Heavy manual handling (>10kg) | Y |  | X |  |  |
| Driving | Y | X |  |  |  |
| Food handling | Y | X |  |  |  |
| 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 |  |

**COMPETENCY REQUIREMENTS**

To be completed for all new positions

Please tick which of these essential learning s is applicable to this role

(**NB** those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

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| Safeguarding Children | Group 1 | | 🞏 | Blood Transfusion | BDS18 collection | | 🞏 | Consent Training | 🞏 |
|  | Group 2 | | x🞏 |  | BDS 19 & 20  Preparing & Administering | | 🞏 | VTE Training | 🞏 |
|  | Group 3 | | 🞏 |  | BDS 17 Receipting | | 🞏 | Record management and the nhs code of practice | 🞏 |
|  | Group 4 | | 🞏 |  | Obtaining a blood sample for transfusion | | 🞏 | The importance of good clinical record keeping | 🞏 |
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|  | Group 5 | | 🞏 |  | Annual Update | | 🞏 | Antimicrobial Prudent Prescribing | 🞏 |
|  | Group 6 | | 🞏 |  |  | |  | Control & Restraint Annual | 🞏 |
| Not mapped this one |  | | 🞏 | Safeguarding Adults Awareness | Clinical Staff | | x🞏 | Mental Capacity/DOL’s | X🞏 |
|  | Group 8 | | 🞏 | Non Clinical Staff | | 🞏 |  |  |
| Manual Handling – Two Year | | | 🗹 | Falls, slips, trips & falls | Patients | | X🞏 |  |  |
| Equality & Diversity – One-Off requirement | | | 🗹 |  | Staff/Others | | 🞏x |  |  |
| Fire | | Annual | 🞏 | Investigations of incidents, complaints and claims | | | 🞏 |  |  |
|  | | Two Yearly | 🞏x | Conflict Resolution – 3 yearly | | | 🞏x |  |  |
| Infection Control/Hand Hygiene | | Annual requirement | 🞏x | Waterlow | | | x🞏 |  |  |
|  | | One-Off requirement | 🞏 | PUCLAS | | | 🞏x |  |  |
| Information Governance | | | 🗹 | Clinical Waste Management | | Application principles for clinical staff | x🞏 |  |
| Harassment & Bullying (Self Declaration – One off requirement) | | | 🗹 | Application principles for housekeeping | 🞏 |  |  |
|  | | |  | Application principles for portering and waste | 🞏 |  |  |