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|  **JOB DESCRIPTION** |  |
| **Job Title:**  | **Cardiac Rehabilitation Nurse Specialist** |
| **Band:**  | **6** |
| **Responsible To:**  | **Cardiac Prevention and Rehabilitation Lead** |
| **Accountable:** | **Cardiac Prevention and Rehabilitation Lead** |
| **Section/Department/Directorate:** | **Cardiac Rehabilitation/ Cardiac Support Service / Medicine** |

**Job Purpose:**

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| To aid in the development and delivery of appropriate care to patients referred to the service 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. |

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| **Context:**Cardiac rehabilitation is recommended in NICE clinical guideline 172 on myocardial infarction (MI) – secondary prevention as an appropriate intervention for people following a hospital admission for MI. This supports the National service framework for coronary heart disease which sets the standard that: 'NHS Trusts should put in place agreed protocols/systems of care so that, prior to leaving hospital, people admitted to hospital suffering from coronary heart disease have been invited to participate in a multidisciplinary programme of secondary prevention and cardiac rehabilitation. The aim of the programme will be to reduce their risk of subsequent cardiac problems and to promote their return to a full and normal life'.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 cardiac rehabilitation exercise programmes across Northern Devon Healthcare Trust’s geographic area. |
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| **Key Working Relationships:** * Cardiac Rehabilitation Specialists in secondary and tertiary care
* Consultant Cardiologists
* GPs, Practice and Community Nurses
* Nurse Specialists (HF & Diabetes)
* Community Rehabilitation teams
* Social Services
* Voluntary Organisations (BHF, Age UK)
* Work Force development – Skills For Health
* External trusts – liaison re: holiday makers

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. |

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| **Organisational Chart:** |
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| **Key Result Areas/Principal Duties and Responsibilities*** To assess patients who have experienced uncomplicated MI in a nurse led clinic.
* To assess patients who have undergone cardiac surgery in a clinic with MDT support as needed.
* To assess patients living with heart failure as reviewed 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.
* Manage service’s workload, making decisions within own professional role. Receive and make referrals, ensuring they are appropriate. Provide information to clients about the service. Make decisions within the post holder’s own professional scope of practice.
* 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, such as more widespread use of BHF resources.
* To assist the Exercise Specialists 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.
* Help patients / clients make sustainable lifestyle changes using behavioural change models to direct the process.
* To deliver presentations to support informed lifestyle changes within the monthly 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.
* Develop communications networks to enhance and support the patient experience.

Maintain accurate and timely patient records in line with the Trust’s standards on documentation. |
| **Communication and 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.
* Participate in the resolving of complaints and issues at a local level in partnership with patients, carers, their family and other health care professionals.
* Manage the flow of patients within this clinical area.
* 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.
* Contribute to action plans to improve and maintain compliance with the Health Act 2008, Care Quality Commission and NHSLA standards and take an active part in implementing those plans
* To demonstrate politeness, courtesy and sensitivity in dealing with patients, clients, visitors, relatives and colleagues, maintaining good customer relations.
* Upholding Northern Devon Healthcare NHS Trust’s shared values.
* Promote 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.

**Analytical and Judgement 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.
* Assist with the investigate of complaints, accident reports and untoward incidents within own clinical speciality and in conjunction with the line manager and contribute recommendations for action

**Planning and Organisational Skills*** Support the service lead to monitor the policies, protocols and standards for the cardiac rehabilitation service.
* Maintain service provision and effective use of resources by working with the service lead to examine service provision and monitor outcomes through quality audit indicators.
* 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
* Work on projects relevant to the service as required.

**Physical Skills** * Be able to participate in the delivery of rehabilitation exercise sessions for patients recovering from a broad range of coronary events, who may have mobility and/or other care needs, as appropriate.

**Responsibility for Patient and 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 take responsibility for managing patients with cardiac conditions and be responsible for providing assessment and treatment plans for patients with these conditions.
* Evaluate patient progress, reassess and change treatment programmes as appropriate.
* Discuss with patient and carers outcome of treatment and prognosis.
* 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.
* Support line manager to ensure that care, treatment and service needs are meet.
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**Responsibility for Policy and Service Development*** Work within clinical guidelines and have a good working knowledge of national and local standards and monitor own and others quality of practice as appropriate.
* Assess and manage clinical risk within all relevant work areas.
* Be involved in reviewing and updating departmental policies and procedures as appropriate
* Promote user involvement in the planning and evaluation of the service, establishing links with relevant support groups and charities

**Responsibility for Financial and 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.

**Responsibility for Human Resources*** To train, supervise and provide education and support to junior staff, students and other members of the wider MDT.
* 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 as an appraisee and be responsible for complying with your agreed personal development programme to meet set knowledge and competencies.
* 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

**Responsibility for 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

**Responsibility for 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.
* 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. **Decision Making*** 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.
* To ensure a high standard of clinical care for the patients under your management, and support more junior staff.

**Physical Effort*** Lift and carry equipment (wheelchairs, health care equipment) and furniture.
* Driving to meet the requirements of the post.

**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

**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

**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
* 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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**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom 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.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

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.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST :**  **Cardiac Rehabilitation Nurse Specialist**

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| REQUIREMENTS | E/D\* | HOW TESTED?Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE(1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :* Registered Nurse
* Relevant Teaching or mentorship qualification
* Relevant Cardiac Nursing qualification
* Evidence of ability to study at Masters Degree level.
* 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
 | EDEEEEEED | Application form““““““““ |  |  |
| 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
 | EEEEEEEE | Application form“““““““ |  |  |
| EXPERIENCE:* Minimum of 2years 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.
 | EDED | Application form“Interview“ |  |  |
| PERSONAL REQUIREMENTS:* 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
* **A**bility to work autonomously
 | EEEEEEEE | Interview“““““ |  |  |
| 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 | EE | InterviewInterview |  |  |

\*Essential/Desirable

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| **HAZARDS :** |
| Laboratory SpecimensProteinacious Dusts |  | Clinical contact with patients | x | Performing ExposureProne Invasive Procedures |  |
| Blood/Body Fluids | x | Dusty Environment |  | VDU Use | x |
| Radiation |  | Challenging Behaviour | x | Manual Handling | x |
| Solvents |  | Driving | x | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation | x |
| Cytotoxic drugs |  | Night working |  |  |  |