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***“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**  | Cardiac Rehabilitation Specialist Nurse |
| **Reports to**  | Lead Cardiac Rehabilitation Nurse  |
| **Band**  | 6 |
| **Department/Directorate**  | Cardiology |

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| **JOB PURPOSE**  |
| * Adopt a flexible and dynamic approach to patient care, service planning and development. The style and level of intervention required for each individual patient will be determined by patient preference, service demands and constraints. In addition to considering the nature of the patients’ disease and symptoms, thereby recognising the diverse range of coronary heart disease and heart failure patients referred to the service.
* Work as a member of a specialist team contributing to the delivery of cardiac rehabilitation in the acute hospital and community settings
* Responsible for the cardiac rehabilitation service – ensuring provision for a seamless service in hospital and following discharge.
* Assist in the running of the outpatient exercise groups for cardiac patients, in line with national standards
* Provide health education / promotion for patients eligible for the CR service
* Act as clinical expert for CR issues, for patients and staff
* Provide teaching for Multi-Disciplinary Team and medical school.
* Assess patients, plan and implement care, provide specialist advice; maintains records
* Carry out specialist nursing procedures
* Provides clinical supervision to other staff/students
* Lead clinical audits in own specialist area.
 |
| **KEY WORKING RELATIONSHIPS**  |  |
| Senior NurseCardiac rehabilitation teamLead clinical Interventional cardiologistCardiac Technicians/ physiologistsWard/ CCU MatronsClinical Nurse Specialist teamSupport WorkersAdmin and Clerical support team Local Heart Support GroupsBritish Heart Foundation |
| **ORGANISATIONAL CHART**  |
|  |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES**  |
| **Clinical Practice** * Ensuring delivery of CR in line with Directorate and CR service objectives taking into account evidence-based practice (British Association of Cardiovascular Prevention) ensuring clinical effectiveness is maintained

The day to day management of cardiac patients from assessment to discharge. Provide specialist advice to patients and their families/carers, staff and students and ensure that care is delivered in a style appropriate to the individual’s needs* Provide health information / promotion which support life style changes that may improve health. To promote ways of working that acknowledges individuals’ rights to make their own decisions and recognize their own responsibilities, supporting informed consent.
* Establishing good professional relationships with patients and their families, working to support, guide, motivate, educate and assist people to develop/regain the skills necessary to achieve their optimum level of fitness within the boundaries of their cardiac condition/other pre-existing conditions
* Organising and planning own caseload to meet service and patient priorities, readjusting plans as situations change/arise
* Identifying any physical or psychological condition that may prohibit/inhibit recovery and, where appropriate, implement treatment or refer to appropriate specialist for advice
* Recognising gaps and pressures within the service and areas for service development, proposing and implementing remedial action as agreed with line manager
* Representing the CR service and/or individual patients at multi-disciplinary team meeting, to ensure the delivery of a co-ordinated multi-disciplinary service. This may include discussion of patient care, patient progress and involvement in discharge planning.
* Working in collaboration with Phase 4 providers in developing ongoing programmes of exercise and ensuring that there are seamless referral systems to them
* Keeping abreast of developments in exercise and CR and other related professional practice by personal study, in-service training and external courses as well as using systematic research methods e.g. literature reviews and incorporate new skills into clinical practice
* Undertaking other project work as required by the CR service and agree with line manager
* Undertaking as directed the collection of data for use in service audit and research projects
* Participate in the development, presentation and evaluation of educational programmes for staff, patients and other colleagues within acute and community settings at a level appropriate to their knowledge and experience
* Ensuring that their own practice and that of staff under their supervision meet the required professional standards of CR
* Maintain accurate patient documentation, record mandatory statistical information, assessment findings and care planning to reflect care provided and meet professional and local standards
* Undertake Basic Life Support / intermediate life support training to assist during any emergency situation
* Demonstrate good time management skills and the ability to work flexibly and effectively in differing environments
* Respond immediately to incidents or accidents involving patients, visitors or staff and report to the appropriate manager as soon as possible
* Act in a professional manner and maintain confidentiality at all times
* Ensure effective communication and professional relationships with all departments within the Trust
* Act as a patient advocate
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| **COMMUNICATION/RELATIONSHIP SKILLS**  |
| * Provides and receives sensitive or complex information from patients, their relatives and members of the public with empathy
* Communicates with a range other health professionals, acting as a specialist resource
* Develops the skills to assess and interpret specialist information and conditions and takes appropriate action
* Provides advice and support to patients, their families and carers, regarding ongoing care and conditions
 |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Understands and recognises own limitations and refers to a more experienced specialist when require
* Ability to concentrate and deal with complex medical information during assessments and treatment; information will be from a variety of sources, e.g. patients, case notes and correspondence (paper / electronic).
* Ability to deal with competing demands.
* May be required to explain difficult information relating to rehabilitation progress or when needing to refer for expert medical opinion.
* Working patterns and tasks may be interrupted on a frequent basis and may have to deal with unpredictable events during their working day. As will have frequently interrupted work, will need ability to concentrate on present task.
 |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Works flexibly in order to meet demands of the service
* Takes responsibility for his/her own patient caseload/workload and for the assessment and treatment of patients on a day to day basis, without direct guidance from line manager.
* Driving across designated geographical area to deliver cardiac rehabilitation or to attend meetings
* May need to explain to class attendees cancellations at short notice due to insufficient staff to safely operate the class and complaints at such times
 |
| **PHYSICAL SKILLS**  |
| * Able to perform and interpret basic observations of pulse, respiration, blood pressure, ECG and oxygen saturations
* To perform basic and intermediate life support if and when needed
* Carry out assessments of patients with a wide range of conditions and disabilities with frequent moderate physical effort which may vary from short to long periods depending on individual patient needs on a daily basis. The post holder will be expected to stand for long periods, kneel, sit on heels, and occasionally support patients or push wheelchairs. Lifting and carrying equipment on a daily basis.
* Light to moderate physical effort, demonstrating exercises, standing for long periods

Frequent / occasional exposure to distressing circumstances, including:* Dealing with patients with long-term degenerative conditions, or patients whose diagnosis or prognosis is worsening.
* Managing patients with chronic pain and dealing with patients who are in difficult social, emotional or mental health states.
* Tactfully dealing with differing personalities, helping to foster good working relations with all staff.
 |
| **PATIENT/CLIENT CARE**  |
| * Provides specialist advice to patients and their families/carers, staff and students and ensure that care is delivered in a style appropriate to the individual’s needs
* To provide health information / promotion which support life style changes that may improve health. To promote ways of working that acknowledges individuals’ rights to make their own decisions and recognize their own responsibilities, supporting informed consent
 |
| **POLICY/SERVICE DEVELOPMENT**  |
| * Develop policies and protocols to ensure excellent standards of care are delivered in all of the above areas.
* Support and develop pathways as required within the scope of exercise of cardiac patients.
* Adapt specialist clinical knowledge and skills to influence service delivery and patient care
 |
| **HUMAN RESOURCES**  |
| * Act as a specialist resource for other health care professionals.
* Act in a professional manner and maintain confidentiality at all times
* Provides teaching in practice to other staff and students through clinical supervision/facilitation
* Acts as a positive role model for other staff and students
* Teaches patients and their families/carers about managing own condition
* Participates in the planning, delivery and evaluation of the in-house education and training programme for all disciplines of staff.
* Works in partnership with other team members to cover when required
 |
| **INFORMATION RESOURCES**  |
| * Contributes to the development and improvement of systems and processes that facilitate patient flow
* Audit service activity to ensure timely patient assessment and satisfaction
* Implements assessment systems and processes
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| **RESEARCH AND DEVELOPMENT**  |
| * Ensure clinical practice developments are evidence based
* Review and disseminate new information
* Evaluate clinical practice in relation to its evidence base and clinical effectiveness
* Use core audit skills to enable the specialist team and other health professionals to improve quality of care
* Collect and collate epidemiological data to enable the team to inform independent or collaborative review of clinical practice
 |
| **FREEDOM TO ACT**  |
| To act as a skilled autonomous practitioner choosing, managing, planning and delivering the most appropriate treatment programmes tailored to individual needs, ensuring access to high quality and equitable service for all either in hospital or community settings. Clinically, this will involve assessment and risk stratification of patients, the prescription of individualised exercise plans, including home-based exercise, and running group exercise programmes as well as the education of patients and families with regards to ongoing physical activity, exercise and healthy living. |
| **OTHER RESPONSIBILITIES**  |
| To take part in regular performance appraisal.Maintain responsibility for own professional and specialist development.To undertake any training required in order to maintain competency including mandatory training, e.g. Manual HandlingUse reflection to identify and prioritise education/development needs. Pursue an ongoing programme of professional education/development relevant to the specialty Be a member of a professional specialist forum/association, if such exists, and attend regional and national meetings and conferences, when possible.Undertake any training required in order to maintain competency including essential training i.e. infection control, fire, moving and handling, resuscitationTo 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 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. |
| **APPLICABLE TO MANAGERS ONLY** |
|  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 & IntegrityFairness,Inclusion & CollaborationRespect & DignityWe 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 RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. |
| **POST**  | Cardiac Rehabilitation Nurse Specialist |
| **BAND**  | 6 |

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| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**Registered NurseBachelors degree in nursing or health related subject or equivalent experienceSpecialist post graduate diploma (where such a course exists) or equivalent coursesTeaching and mentoring qualification or equivalent experienceNon medical prescribing qualification.  | *E**E*D | *D**D* |
| **KNOWLEDGE/SKILLS**Ability to work unsupervised/ manage own work loadAbility to critically analyze research Basic/Intermediate Life supportExcellent verbal and written communication skillsUnderstanding of the audit cycle and its application within specialist sphereExcellent knowledge of coronary heart disease.Understanding of the principles of cardiac rehabilitationUnderstanding of principles of change management Computer literacy | EEEEEEE | EDD |
| **EXPERIENCE** Demonstrates post registration experience relevant to the postPrevious experience of teaching in informal and formal settingExperience of working with Cardiac patients | EE | D |
| **PERSONAL ATTRIBUTES** Enthusiastic, highly motivated and committed to develop the serviceExcellent interpersonal skillsAbility to work as team memberFlexible and adaptableGood communication and interpersonal skillsAble to priorities and work unsupervised Current valid car licence and access to a car | EEEEEEE |  |
| **OTHER REQUIRMENTS** Coordination of own work loadThe ability to plan implement and evaluate learning across cardiology directorateProfessional profile up to date | EEE |  |

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Complete the table below as appropriate

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|  | **FREQUENCY****(Rare/ Occasional/ Moderate/ Frequent)** |
| **WORKING CONDITIONS/HAZARDS** | **R** | **O** | **M** | **F** |
|  |
| **Hazards/ Risks requiring Immunisation Screening** |  |  |  |  |
| Laboratory specimens | Y |  |  |  |  |
| Contact with patients | yes |  |  |  |  |
| Exposure Prone Procedures | Y |  |  |  |  |
| Blood/body fluids | Y |  |  |  |  |
| Laboratory specimens | Y |  |  |  |  |
|  |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  |
| 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 |  |  |  |  |
|  |  |  |  |  |
| **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 |  |  |  |  |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | Y |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort  | Y |  |  |  |  |
| Mental Effort  | Y |  |  |  |  |
| Emotional Effort  | Y |  |  |  |  |
| Working in isolation | Y |  |  |  |  |
| Challenging behaviour | Y |  |  |  |  |

**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)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Safeguarding Children | Group 1 | 🞏 | Blood Transfusion | BDS18 collection | 🞏 | Consent Training | 🞏 |
|  | Group 2 | 🞏 |  | 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  | 🞏 |
|  |
|  | Group 5 | 🞏 |  | Annual Update | 🞏 | Antimicrobial Prudent Prescribing  | 🞏 |
|  | Group 6 | 🞏 |  |  |  | Control & Restraint Annual | 🞏 |
| Not mapped this one |  | 🞏 | Safeguarding Adults Awareness  | Clinical Staff  | 🞏 | Mental Capacity/DOL’s | 🞏 |
|  | Group 8  | 🞏 | Non Clinical Staff  | 🞏 |  |  |
| Manual Handling – Two Year | 🗹 | Falls, slips, trips & falls  | Patients | 🞏 |  |  |
| Equality & Diversity – One-Off requirement | 🗹 |  | Staff/Others | 🞏 |  |  |
| Fire | Annual | 🞏 | Investigations of incidents, complaints and claims | 🞏 |  |  |
|  | Two Yearly | 🞏 | Conflict Resolution – 3 yearly | 🞏 |  |  |
| Infection Control/Hand Hygiene | Annual requirement | 🞏 | Waterlow  | 🞏 |  |  |
|  | One-Off requirement | 🞏 | PUCLAS  | 🞏 |  |  |
| Information Governance | 🗹 | Clinical Waste Management | Application principles for clinical staff  | 🞏 |  |
| Harassment & Bullying (Self Declaration – One off requirement) | 🗹 | Application principles for housekeeping  | 🞏 |  |  |
|  |  | Application principles for portering and waste  | 🞏 |  |  |

**APPENDIX 22**

**STRUCTURE CHANGE JUSTIFICATION FORM FOR NEW JOBS**

|  |  |
| --- | --- |
| Division/Directorate & Specialty:  |  |
| Line Manager's Name:  |  |
| Approved structure: |  |
| Revision to structure being proposed: |  |

**Please include current and proposed structure charts for this change, including management structure and supporting staff structure below.**

|  |
| --- |
| How does this revised structure compare or contrast with other structures that have been implemented across the Trust, give rationale for any changes: |
|  |
| Explain why this structure change is required, and how this has come about: |
|  |
| Have any other options been considered? If so what? |
|  |
| Describe impact if this decision is not supported: |
|  |
| Any other information to support this application: |
|  |
| Manager’s Signature: | Print Name: | Date: |
|  |  |  |
| Divisional Director Signature: | Print Name: | Date: |
|  |  |  |
| Chief Operating Officer Signature: | Print Name: | Date: |
|  |  |  |

**APPENDIX 22**

**STRUCTURE CHANGE JUSTIFICATION FORM FOR RE-BANDING**

|  |  |
| --- | --- |
| Division/Directorate & Specialty:  |  |
| Line Manager's Name:  |  |
| Approved structure: |  |
| Revision to structure being proposed: |  |

**Please include current and proposed structure charts for this change, including management structure and supporting staff structure below.**

|  |
| --- |
| How does this re-banding compare or contrast with other structures that have been implemented across the Trust, give rationale for any changes: |
|  |
| Explain the service needs for the re-banding |
|  |
| Explain why this re-banding is required |
|  |
| Explain how this re-banding will improve the structure and add value: |
|  |
| Have any other options been considered? If so what? |
|  |
| Describe impact if this job is not re-banded: |
|  |
| Any other information to support this application:  |
|  |
| Manager’s Signature: | Print Name: | Date: |
|  |  |  |
| Divisional Director Signature: | Print Name: | Date: |
|  |  |  |
| Chief Operating Officer Signature: | Print Name: | Date: |
|  |  |  |