

JOB DESCRIPTION

GENERAL INFORMATION:

Title:	Clinical Nurse Specialist in Cardiology – Advanced Nursing team
Grade:	Band 7
Job Base:	Harefield Hospital
Responsible to:	Nurse Consultant and Clinical Director of Heart Division
Accountable to:	Nurse Consultant
CRB checks:	DBS – enhanced <input type="checkbox"/>

Job summary:

- To be a highly specialised nurse working with a specified group of cardiology patients and taking responsibility for their on-going clinical management.
- In collaboration with the Nurse Consultant in Cardiology, manage the continuing care of patients who are undergoing PCI.
- To deliver a high standard of care to cardiology patients.

Main tasks & responsibilities

Clinical

- To manage the outpatient follow-up care for patients who have undergone PCI including the assessment, planning, implementation and evaluation of that care.
- To arrange admission dates for procedures and follow-up appointments as per PCI follow-up protocol.
- Use expert judgement and analytical and problem-solving skills in the surveillance and recognition of changes in the patients' condition, referring to senior/medical staff as necessary.
- To independently manage a caseload of patients and the associated responsibilities.
- To ensure accuracy of documentation and to maintain an efficient and accurate record system with relevant information in agreement with the cardiology team.
- To be aware of the legal implications of all patient related records.



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- To be responsible for data entry and maintaining the BCSIS/CCAD patient database.
- To assist with the running of pre-admission clinics for all elective cardiology admissions.
- To participate in nurse-led discharge.
- To manage the psychological issues related to caring for patients on a long-term basis.
- To assist with the running of other cardiology nurse-led services.
- To act as an expert resource for patients/relatives/colleagues relating to the care of their caseload of patients.
- To maintain patient's confidentiality, privacy, dignity, religious and cultural needs at all times.
- To supply and administer medicines according to Patient Group Directions/protocols and/or to be able to prescribe drugs as a non-medical independent prescriber.
- To interpret blood results, ECGs and other non-invasive tests and act accordingly.
- To maintain an environment for safe and effective patient care in accordance with the Trust Risk Management Policy.
- To work effectively within the Trust's adult multidisciplinary cardiology team as required ensuring an individualised, evidence based optimum service for each patient and their family.
- To act as advocate for cardiology patients enabling them to express their needs effectively when dealing with the multidisciplinary team.
- To promote collaborative relationships with other health care professionals for the benefit of quality patient care.
- To maintain effective channels of communication within the multidisciplinary team and promote effective interpersonal skills.
- To facilitate a seamless service between the Trust and locally based services by ensuring good on-going communication between tertiary, secondary and primary care.
- To actively promote a healthy lifestyle for patients & staff in line with national strategy requirements.

- To deputise for the Nurse Consultant in Cardiology when required.

Management

- To develop and maintain clinical skills and knowledge of the speciality of cardiology that are evidenced based aiming to achieve a 'best practice' principle.
- To act as a role model and clinical expert for staff providing education as appropriate.
- To work in partnership with colleagues, having accountability for decisions made (in accordance with the NMC Code of Professional Conduct).
- To develop professional practice through reflection, participation on post registration courses and attendance at meetings and conferences.
- To identify and be responsible for own professional and managerial development in liaison with the Nurse Consultant and Modern Matron.
- To contribute to the development of positive staff morale and team cohesiveness.
- To utilise appropriate resources within the Trust to provide a consultation, education, technical or information service as needed for self, staff or patients.
- To co-ordinate departmental activities ensuring there is adequate cover for annual leave and study leave.
- To ensure staff, equipment and resources are managed effectively.
- To access and utilise all IT services appropriate to the service.
- To maintain high standards of nursing care within own practice and monitor the performance of junior staff.
- To act as a professional representative of the Cardiology department and the Trust.
- To attend suitable course/conferences and hold membership of appropriate professional organisations.
- Participate in the Trust appraisal and personal development plan schemes by meeting with their manager at least annually.
- To abide by the Trust's core behaviours for staff and all other Trust policies.

Service Development

- To ensure the constant provision of effective, high quality nursing care to all cardiology patients.
- Plan and lead local audit as required, ensure findings are disseminated appropriately and recommendations implemented.
- To support and work with the cardiology multidisciplinary team in the introduction of clinical changes.
- To be actively involved in the development and implementation of cardiology related protocols and procedures in conjunction with other members of the multidisciplinary team.
- To keep up to date with new advances treatment and new developments in the world of cardiology research and actively seek ways of implementing new ideas into clinical practice.
- To be actively involved in the production of departmental and divisional reports.
- To participate in the presentation and publication of relevant research and best practice initiatives.
- To attend and actively contribute to departmental and multidisciplinary meetings and actively participate in committee meetings as requested.
- To develop and maintain operational policies, standards, guidelines and procedures and ensure those kept within the department are up to date and monitored as per Trust procedure.
- To represent the Trust nationally and internationally.

Quality and Patient Safety

- To assist with the development and implementation of quality assurance programmes.
- To participate in departmental and divisional audit activities.
- To implement changes in care practices as indicated by audit results and current research findings including those identified within the Nursing strategy.
- Be aware of and act in accordance with the Patients' Charter for the care of cardiology patients.
- To be aware of and act in accordance with the National Service Framework for Coronary Heart Disease, NICE guidelines and Trust Cardiology guidelines.



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- To participate promptly and effectively with the investigation of complaints and incidents in line with Trust policy and procedure.
- To comply with and participate in the Trust's framework for Clinical Governance within the department.
- Identify clinical risks and ensure that appropriate action is implemented in accordance with the Trust risk management policy.

Research

- To maintain an active awareness of clinical and professional developments within cardiology and to disseminate that knowledge to all colleagues.
- To identify and suggest relevant areas for research within cardiology nursing which will benefit patient care.
- To lead on nursing research including publishing papers and speaking at conferences/meetings.
- To encourage other staff to recognise the need for nursing research.
- To assist in introducing and applying research findings along with members of the cardiology team.
- To participate in research studies as appropriate.

Teaching

- To mentor pre and post-registration students and health support workers as requested.
- To participate in the in-house adult education programme and to undertake informal teaching of colleagues and ward nursing staff as required.
- To be actively involved with conferences and meetings developing presenting skills in the national and international setting.

Other duties

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

To undertake any other duties commensurate with the grade as requested.

ADDITIONAL INFORMATION:

Trust mission



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To be the leading national and international centre for the diagnosis, treatment and care of patients with heart and lung disease, creating and disseminating knowledge through research and education.

Confidentiality

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to patients and staff.

In order to comply with the Data Protection Act 1998 you must not at any time use personal data held by either Trust for any unauthorised purpose or disclosure such as data to a third party.

You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trusts, unless expressly authorised to do so by the Trusts.

Health and safety

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of themselves and others and to ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Diversity

You are at all times required to carry out your responsibilities with due regard to the Trust's Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

Patient & public involvement

All staff would have a responsibility to contribute to the implementation of the patient and public involvement (PPI) strategy and associated action plans.

Risk management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

Conflict of interests

You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in the Trust. Interests that might appear to be in conflict should also be declared.

In addition the NHS Code of Conduct and Standards of Business conduct for NHS Staff (HSG 93/5) required you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or

subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position, which may give rise to a conflict between your private patient's interest and your NHS duties.

CODE OF CONDUCT FOR PROFESSIONALLY QUALIFIED STAFF GROUPS

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

DISCLOSURE AND BARRING CHECKS (where relevant)

Any applicant who is short-listed for this post will be asked to complete a disclosure form as the post-holder will be required to have contact with vulnerable adults or persons under the age of 18. The successful candidate will be subject to a criminal record check from the Criminal Records Bureau prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable.

Core behaviours for all Trust staff:

All staff will commit to:

- Act with honesty and integrity at all times
- Demonstrate respect for others and value diversity
- Focus on the patient and internal and external customer at all times
- Make an active contribution to developing the service
- Learn from and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as ambassadors for their directorate and the Trust
- Be aware of the impact of their own behaviour on others
- Be discreet and aware of issues requiring confidentiality

In addition, all managers and supervisors will:

- Value and recognise the ideas and contributions of all team members
- Coach individuals and teams to perform to the best of their ability
- Delegate work to develop individuals in their roles and realise their potential
- Give ongoing feedback on performance, and effectively manage poor performance
- Provide support and guidance to all team members
- Encourage their team to achieve work/personal life balance
- Actively listen to comments/challenges and respond constructively
- Lead by example, setting high standards
- Ensure that there are sufficient resources for their team and rebalance priorities accordingly
- Provide a safe working environment

Infection and Prevention Control

All Trust staff will:

- Act as a role model and champion for the highest standards of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.
- Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

Nurses working within the Royal Brompton and Harefield NHS Foundation Trust are expected to abide by the essentials of nursing care (6C's)

- Competence: to continually develop nursing knowledge and skills
- Care: to always provide the highest quality care to all patients
- Compassion: to treat people with kindness and respect at all times
- Commitment: to always strive to do the best for patients
- Communication: to be open and transparent with patients and colleagues at all times
- Courage: to always speak out if it is in the patients best interest

Confirmed as accurate by post-holder:.....

Date:.....

Confirmed as accurate by manager:.....

Date:.....

PERSON SPECIFICATION

GENERAL INFORMATION

Post: Clinical Nurse Specialist in Cardiology

Grade: Band 7

Department: Cardiology

	ESSENTIAL	DESIRABLE
EDUCATION & QUALIFICATIONS	<ul style="list-style-type: none"> • Registered nurse • Relevant post-registration course • Mentorship in practice qualification or equivalent • ALS/ILS certification • Professional related degree • Masters level equivalent experience • Evidence of continuing professional development at a post graduate level 	<ul style="list-style-type: none"> • Masters level qualification. • Non-medical prescriber
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> • Extensive post registration experience with experience of working in a relevant area • Experience of change 	<ul style="list-style-type: none"> • Counselling skills • Running nurse-led clinics



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	<ul style="list-style-type: none"> management • Evidence of the development of advanced critical care nursing skills • Ability to demonstrate sound knowledge of cardiology patients • Excellent interpersonal skills • Ability to inspire and motivate others • Excellent organisation skills • Knowledge and experience of research and audit 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Leadership skills • Ability to adapt to changing needs of the service • Proven communication skills both orally and in writing • Excellent interpersonal skills • Proven teaching and assessing skills • Evidence of applying current research to practice • Able to prioritise and meet deadlines • Able to manage difficult situations effectively • Able to use initiative • Demonstrates the ability to compile complex written information • Demonstrates the ability to adapt to NHS and Trust service developments and new nursing theories for use in the clinical area • Demonstrates evidence of applying research to practice • Ability to use computers • Analytical skills • Ability to work within a multidisciplinary team and independently 	<ul style="list-style-type: none"> • Venepuncture/ cannulation skills • Demonstrate commitment through involvement in Trust wide initiatives/committees
<u>PERSONAL QUALITIES</u>	<ul style="list-style-type: none"> • Assertive attitude • Approachable • Positive change agent • Calm and objective • Self motivating and able to 	



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	<p>motivate others</p> <ul style="list-style-type: none">• Kind and compassionate• Committed to the service• Smart and pleasant appearance• Punctual• Caring nature• Pleasant demeanour• Flexible• Ability to work under pressure• Enthusiastic• Excellent time management and organisational skills	
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Date:

AP 03/19