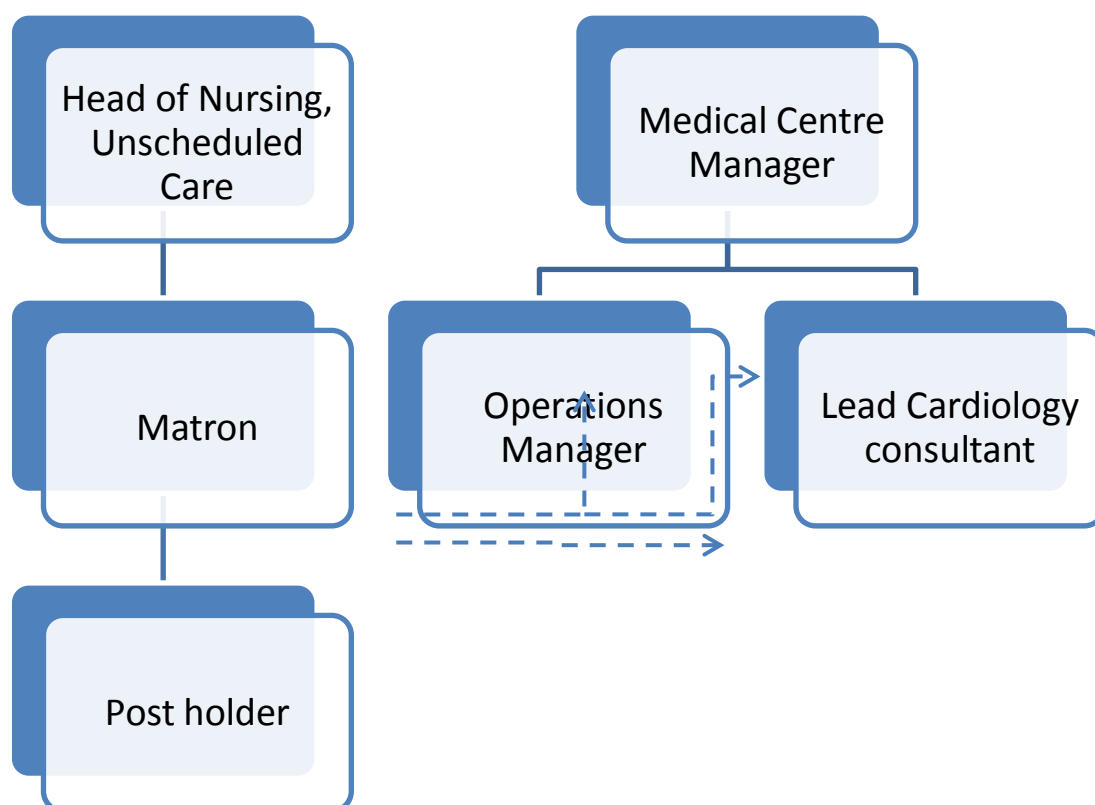


JOB DESCRIPTION

Job Title:	Arrhythmia Clinical Nurse Specialist
Band:	7
Directorate:	Unscheduled Care
Job Group:	Unscheduled Care
Location:	The Princess Royal Hospital base. Cross site working at the Royal Shrewsbury Hospital
Hours of Work:	37.5
Accountable to:	Matron
Professionally accountable to:	Matron
Date:	7/8//2019

Organisational Chart:



Job Purpose

The post holder will work as part of a multi-disciplinary team providing a specialist nursing service primarily for patient who need cardiac arrhythmia management both in the acute and community setting, with the aim of enhancing the experience of patients with cardiac arrhythmia by providing advice, specialist support, clinical intervention and coordination throughout the patient journey.

They will participate in education, audit, research, and development of new initiatives, assisting in the review and updating of cardiac arrhythmia management service policies, procedures, protocols and guidelines both locally and trust wide.

Provide, present and receive information relating to implanted electronic cardiac devices locally, Trust wide and nationally, including coordination of care patient pathways to optimise patient outcomes.

Liaise, communicate and collaborate effectively with all members of the multidisciplinary team and external agencies, providing professional nursing advice, with regard to aspects cardiac arrhythmia management in order to ensure a high standard of co-ordinated patient care.

To assess patients with cardiac arrhythmias undertaking non-invasive diagnostic testing and advise medical and nursing staff in primary and secondary care settings on the diagnosis and management of patients with cardiac arrhythmias.

Main Duties and Responsibilities

Responsibility for staff:

- You will share responsibility with your fellow Nurse Specialists to delegate, support and educate the junior members of the team.
- Undertaking return to work interviews and deal with rostering issues / AL.
- Ensure NMC codes of conduct are adhered to.
- To ensure that all local and national HR policies, procedures and guidelines are adhered to and report any failure to do so appropriately.
- To undertake the role of Nurse Independent Prescriber within the Arrhythmia service and in line with Trust policy, professional regulatory and national guidance.
- To maintain competency in prescribing according to level of prescribing qualification and participate in regular continuing professional development in relation to the role.
- To prescribe in accordance with the Trust's Medicine code ,its Non -Medical Prescribing Policy and other local and national prescribing guidance.
- To prescribe within the limits of their individual competencies and approved Scope of practice/Formulary

Responsibility for patients / clients to include specific area of specialisation:

- To be a highly skilled practitioner, leading innovation and demonstrating clinical expertise. The post holder will act as a resource and advisor in their area of expertise to colleagues in other wards and departments through the Trust.
- To sustain a high quality specialist service for the patient, including coordination of fast-track investigations for diagnosis of patients cardiac arrhythmias.
- To assess individual need, physical, social and psychological, implement clinical practice and evaluate its effectiveness referring appropriately to services in the acute and community setting.

- Ensure two-way liaison with community and hospital teams to ensure continuity of care for patients and their families.
- To act as a resource and advisor by providing expert professional Cardiac arrhythmia management advice to patients, carers and colleagues in the delivery of aspects of specialist Cardiac arrhythmia management to all members of the multidisciplinary team in wards and departments throughout the Trust and to external agencies.
- Use advanced communication skills to impart sensitive, complex and potentially distressing information, providing information, counselling and continuing practical and psychological support for patients, and to their families and carers, prior to and following Cardiac arrhythmia management, using pathways for cardiac arrhythmia management including Cardioversions and implantable devices.
- To act as patient advocate appropriately.
- To develop effective working relationships with other disciplines in order to provide effective holistic care.
- In collaboration with medical staff provide nurse led clinics in outpatient / community setting, acting as patient advocate when informed discussion may lead to choices concerning treatment options.
- Run nurse led clinics as part of the Cardiac arrhythmia management pathway.
- To work autonomously within agreed policies and protocols to diagnose, assess, and manage patients with Cardiac arrhythmias. Attend and actively contribute at MDT meetings and take actions to ensure patient care follows the correct pathways and acting as advocate where treatment options are discussed.
- Provide needs based holistic approach to caring for patients with Cardiac arrhythmias. Discussing / counselling on diet, social, psychological and social care related to potentially life altering procedures. Providing practical support within the multidisciplinary team framework, acting as their key worker.
- Support care of patients with cardiac arrhythmia management under the care of cardiology consultants.
- Assess and advise on the management of other inpatients with cardiac arrhythmias under the care of other teams.
- Diagnose, assess, identify causes and manage patients with cardiac arrhythmias.
- Establish patient history and undertake clinical assessment and monitor patient responses to treatment.
- Undertake wound cleansing, and apply simple, specialist dressings e.g. steri strips, pressure dressings.

Responsibility for resources:

- Ensure Trust policy is adhered to with regards to receipt of gifts, patient choice and devices offered to patients.
- Work with procurement to ensure the managing conflicts of interest policy is adhered to.
- Fair and equitable distribution of AL to avoid reduction in service provision.
- In liaison with others support the development of staff caring for patients through support, formal education, practice development and role modelling. To include education for staff in primary and secondary care.
- Student education and junior doctor teaching

- Responsible for the ordering and monitoring stock control and ensuring efficient use of resources. In conjunction with the team members, take responsibility for implementing and reviewing clinical practices to ensure that they are cost effective and up to date.

Responsibility for Administration:

- To document all care given using the Trust guidelines.
- To ensure the Trust cardiac arrhythmia database is up to date
- Demonstrate competent I.T. skills. e.g. proficient in Windows applications
- Provide accurate record keeping of case records
- To ensure accurate logs are maintained for patient contact via telephone
- To be proficient at using all hospital I.T. software packages, e.g. SEMA, Clinical Portal etc.

Strategic and service responsibility:

- Liaising with other health care professionals including the Primary Health Care Team in order to provide the best possible care for patients and their carers/family, ensuring continuity of care from diagnosis throughout their pathway.
- Participate and lead on elements of service development.
- Contribute to PEER review.
- To be pivotal in the formulation, implementation and promotion of policies, protocols and guidelines for managing cardiac arrhythmia patients in collaboration with other health care professionals.
- To perform patient satisfaction surveys to ensure that the service is assessed and monitored regularly. Provide feedback and ensure that service deficiencies are identified and managed appropriately to effect change.
- Participate in the running of clinical trials under the guidance of the Matron and Consultant Cardiologists.
- Demonstrate awareness and understanding of research and development policies.
- Show commitment to clinical excellence and maintain standards of practice.
- Carry out regular audit and review of the service and produce outcomes in a report ensuring user involvement.
- To ensure the service is evidence based, through regular literature review and updating Trust guidelines accordingly.
- To develop nursing research skills and contribute to the development of nursing research within the specialty.
- The post holder must exercise initiative and discretion in accordance with the Data Protection Act (1998) and local Trust policies. The post holder will be expected to establish and maintain effective communication and working relationships
- Implement change within the group and lead on the PDSA where appropriate

Organisational skills:

- Highly organised with an ability to prioritise or delegate.
- To manage own caseload of patients within defined parameters, providing specialist intervention, care and support.
- To manage own time effectively to meet the service objectives

- To be accountable for their own actions

Communication and working relationships:

- Respond to complaints in a timely and sensitive manner and share learning with the team.
- Offering specialist emotional, psychological and practical support to the patients and family, referring patients for appropriate psychological advice. To include support to patients with complex physical and psychological related problems.
- Ensuring that all communication, (which may be complex, contentious or sensitive) is undertaken in a responsive and inclusive manner, focussing on improvements and ways to move forward.
- Ensuring all communication is presented appropriately to the different recipients, according to levels of understanding, type of communication being imparted and possible barriers such as language, culture, understanding or physical or mental conditions.
- Participate in multidisciplinary case reviews and clinical teaching.
- Triage clinical calls from hospital and teams effectively prioritising clinical tasks that are required.
- To act as a point of contact for professional and specialist clinical advice, supporting nursing/ medical staff in caring for patients both in an in-patient and community setting.
- To ensure that good communications occur with the ward staff and patient to ensure that patients can safely meet their EDD in a timely manner and deliver event led discharge.
- To ensure that all team members report changes in patient progress effectively, both verbally and in written form. Ensure that accurate, legible and holistic nursing records according to NMC /or HPC guidelines and unit guidance are maintained.
- Where appropriate interpret and present clinical information to patients and their relatives, demonstrating highest levels of interpersonal and communication skills ensure that patients and their carers, have sufficient relevant verbal and written information during the patient's stay.
- To actively support staff working with highly distressing / highly emotional levels of illness.

Other Responsibilities:

- To work within clearly defined policies and protocols with the post holder deciding how to achieve results with guidance from Lead Cardiology Consultant.

HEALTH AND SAFETY

As an employee of the Trust you have a responsibility to:

- Take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- Co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

INFECTION PREVENTION AND CONTROL

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- Ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself.
- Be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff.
- Maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development.
- Challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust you have a responsibility to:

- Participate in statutory and mandatory training as appropriate for the post.
- Maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct.

- Take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates. Ensuring that practice is evidence based and current.
- Participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
 - You are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - You attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

JOB DESCRIPTION AGREEMENT

I have read and understood the duties that are expected of me in the role of Arrhythmia Nurse Specialist: