

## Job Description

<b>Job Title:</b>	<b>Heart Assessment Team Sister</b>
<b>Band:</b>	<b>Band 6</b>
<b>Directorate:</b>	<b>Unscheduled Care: Medicine: Cardiology</b>
<b>Location:</b>	<b>PRH/RSH</b>
<b>Hours of Work:</b>	<b>37.5 hours per week</b>
<b>Accountable to:</b>	<b>Line Manger</b>
<b>Professionally accountable to:</b>	<b>Line Manager</b>

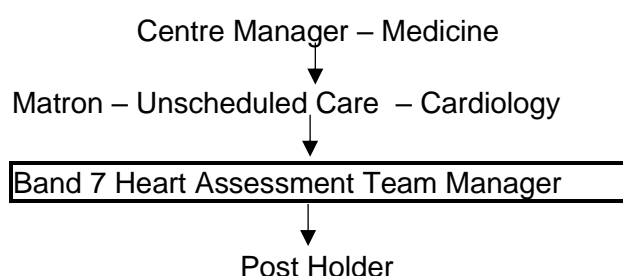
### Job Summary

You will assist with the development and implementation of an ongoing evidence based programme of care for patients with chronic cardiac disease focusing upon their heart failure and cardiac rehabilitation needs.

Working as an autonomous practitioner, you will provide ongoing support and lifestyle advice to cardiac patients on an in-patient, out-patient and community basis through one to one counselling and group sessions. You will undertake patient assessments prior to commencement of cardiac rehabilitation exercise programmes and supervise early and intermediate exercise sessions. You will undertake a variety of nurse led clinics focusing upon risk assessment, medication optimisation, urgent symptom review and palliative care needs.

You will play an integral role within the multi-disciplinary team in promoting partnership working between primary/secondary care service providers and facilitate the implementation of evidence based clinical practice to meet heart failure management and cardiac rehabilitation standards of the NSF for Coronary Heart Disease.

### Organisational Chart



### Main Duties and Responsibilities of the Post Holder

#### 1.0 Service Provision (General)

1.1 To provide high standards of evidence based clinical care and advice to patients with heart failure / cardiac rehabilitation needs within the primary / secondary care setting through

KR Band 6 Heart Assessment Team Sister January 2008

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Updated 12<sup>th</sup> November 2018 to remove reference to PCT and update job titles

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the assessment, planning, implementation and evaluation of care programmes in accordance with service standards.

- 1.2 To contribute to the development of standards, guidelines and protocols for the care of patients with heart failure / cardiac rehabilitation needs in primary / secondary care.
- 1.3 To support General Practice and the Acute Trust in achieving the standards for the management of heart failure / cardiac rehabilitation patients outlined in the National Service Framework for Coronary Heart Disease and the guidance issued by the National Institute for Clinical Excellence (2003).
- 1.4 To work closely with primary/secondary care to assist in the assessment of the incidence of heart failure / coronary heart disease in the population of Telford & Wrekin and Shropshire.
- 1.5 To assist in the development of evidence based clinical practices and to support clinical research / audit within the department, participating in clinical research / audit projects where necessary. Utilise findings to enhance clinical practice.
- 1.6 To participate in departmental meetings and discussions about new ideas to develop the Heart Failure / Cardiac Rehab Service and assist in their implementation into practice.
- 1.7 To be proactive in supporting the development of the Heart Assessment Team across site (PRH/RSB).
- 1.8 To manage resources effectively.

## **2.0 Patient Care**

- 2.1 To accept referrals from medical / nursing staff in accordance with locally agreed referral pathways.
- 2.2 To formulate a heart failure / cardiac rehabilitation management plan in collaboration with medical staff and the patients and their family / carers specific for the patients individual needs.
- 2.3 To work closely with the multidisciplinary team to facilitate prompt discharge from hospital and ensure adequate support exists for patients in their own home.
- 2.4 To provide support and advice to patients and their carers/family members through a structured programme of education and exercise where appropriate, imparting specialist knowledge relating to their condition and its management, facilitating recovery, self management and future wellbeing.
- 2.5 To undertake clinical review both within secondary and primary care settings. Review existing therapeutic intervention and commence titration of medication as advised in pre-discharge/post clinic heart failure/coronary heart disease management plan and in accordance with locally agreed clinical guidelines.
- 2.6 To undertake the role of Nurse Independent/Supplementary Prescriber within the Heart Assessment Team and in line with Trust policy, professional regulatory and national guidance.

- 2.7 To maintain competency in prescribing according to level of prescribing qualification and participate in regular continuing professional development in relation to the role.
- 2.8 To prescribe in accordance with the Trust's Medicine Code, its Non-Medical Prescribing Policy and other local and national prescribing guidance.
- 2.9 To prescribe within the limits of their individual competence and approved Scope of Practice/Formulary.
- 2.10 To run nurse led Heart Failure and Post MI/Post Cardiac Surgery clinics with the support of the Consultant Cardiologist as required.
- 2.11 To work closely with the multidisciplinary team to facilitate prompt discharge from hospital where appropriate and ensure adequate support exists for patients in their own home.
- 2.12 To undertake home visits where appropriate for education, medication review, urgent symptom review and palliative care support. Review heart failure/coronary heart disease management plan with patients and their family / carers. Provide continuing education and support, empowering them to be partners in care.
- 2.13 To provide telephone follow up for patients to monitor their symptom control, review their medication or for Phase II of the Cardiac Rehabilitation Programme. Provide more frequent contact where this is warranted by the patient's condition.
- 2.14 Screen referrals to the Heart Failure /Cardiac Rehabilitation Service, identifying the need for requesting additional tests where required.
- 2.15 Be proactive in the development and delivery of care to meet the palliative care needs of patients within the service.
- 2.16 Be proactive in the development of primary and secondary care based nurse led exercise programmes
- 2.17 To provide patients with written information regarding their condition together with contact numbers for advice and ongoing support.
- 2.18 To provide patients with information on voluntary groups and organisations as appropriate.
- 2.19 To undertake the following enhanced practice roles within the department in accordance with locally agreed policies and guidelines.

☐ Emergency Defibrillation

The above will be performed at the discretion of the post holder based on their clinical judgement and without direct medical supervision. The post holder will be accountable for their own actions and act in accordance with locally agreed policies and guidelines.

### **3.0 Professional**

- 3.1 To work closely within the policies and guidelines set out both within primary care, The Shrewsbury and Telford Hospital NHS Trust and NMC Code of Professional Conduct and Scope of Professional Practice.
- 3.2 To provide patient care in accordance with the NMC Code of Conduct, Scope of Professional Practice and Trust Policies and Professional Guidelines.
- 3.3 The post holder must at all times carry out duties and responsibilities with due regard to the Acute Trust's Equal Opportunities Policy.
- 3.4 To participate in clinical supervision in line with Acute Trust procedure.
- 3.5 To participate in staff appraisal and performance review scheme.
- 3.6 To act as a professional role model at all times.
- 3.7 To provide specialist advice as required, within the trust, community, outside agencies and to the general public.
- 3.8 Maintain co-ordinated service provision in the absence of the Team Manager
- 3.9 Assist the Team Manager in the selection and recruitment of staff into the department.
- 3.10 Manage own time constructively to meet the demands of the service.

### **4 Education**

- 4.1 Provide specialist support, advice, education and training to members of the multidisciplinary team and outside agencies with regards to the 4 phases of cardiac rehabilitation and the management of chronic heart failure.
- 4.2 Evaluate learning needs of members of the primary/secondary health care team in relation to the management of patients with heart failure / coronary heart disease.
- 4.3 Contribute to the organisation and provision of training and education through a local teaching programme and study day's for staff working in the Acute Trust, GPs and Community Nurses.
- 4.4 Take responsibility for own education and training as required by PREP. Update own knowledge and experience by participation in relevant courses.
- 4.5 Actively participate in work based training, education, supervision and assessment of student nurses allocated to the department.
- 4.6 Actively participate in the supervision and assessment of learner nurses and students through mentorship.
- 4.7 Act as a mentor to new members of staff.

## **5 Communication**

- 5.1 To maintain effective channels of communication within and between the Heart Assessment Team and
- 5.1.1 Patients, carers and family members
  - 5.1.2 All members of the multi-disciplinary team eg medical, nursing and therapy staff across the primary/secondary care interface
  - 5.1.3 Outside agencies eg local, regional and national Coronary Heart Disease/Heart Failure forums and local support groups
- 5.2 Ensure Heart failure / Coronary Heart Disease data base is updated and contains all relevant information relating to patient's condition and the follow up care provided.
- 5.3 To attend and contribute to appropriate Primary Care, Secondary Care and other meetings when required in the absence of the Team Manager ensuring effective communication and feedback.
- 5.4 Refer patients to other agencies as necessary.
- 5.5 To ensure confidentiality in all matters relating to patients and, in particular, the confidentiality of electronically stored personal data in line with the requirement of the Data Protection Act.
- 5.6 Ensure accurate record keeping

## **6 Health & 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.

## **7 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; and

- 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; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and on-going continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

## 8 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.

## 9 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; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes

## 10 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.

## **11 Equality, Diversity and Inclusivity**

- Create a culture of equality, diversity and inclusivity by personally embedding these factors into everyday working life.
- Report any behaviours or acts that may be discriminatory

## **12 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.

## **13 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.

The above job description is a summary of the main responsibilities of the post holder and not an exhaustive list of duties undertaken. The duties may be redefined in accordance with the demands of the service. Any redefinition will be subject to agreement between yourself and the Heart Assessment Team Manager and deemed by you both to be within your level of competence.

I confirm that I have read and agree with the contents of this job description.

Post Holder .....

Signature .....

Manager .....

Signature .....

Date .....

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