



HEART ASSESSMENT TEAM SISTER (BAND 6)

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



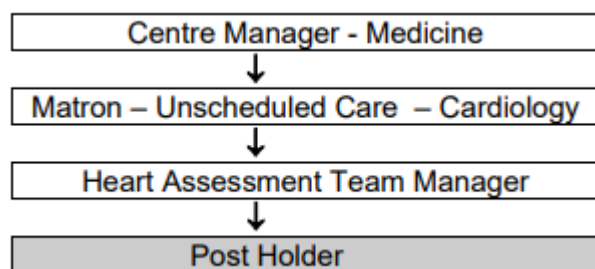
JOB DESCRIPTION

Job Title	Heart Assessment Team Sister
Band	6
Directorate	Medicine/Cardiology
Accountable to	Department Manager
DBS Required?	Yes

JOB OVERVIEW

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 where required. 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, supporting 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

Service Provision (General)

- 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 the assessment, planning, implementation and evaluation of care programmes in accordance with service standards.
- 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.
- 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 and local guidelines.
- 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.
- 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.
- 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.
- To be proactive in supporting the development of the Heart Assessment Team across site (PRH/RSH).
- To manage resources effectively.

Patient Care

- To accept referrals from medical / nursing staff in accordance with locally agreed referral pathways.
- To formulate a heart failure / cardiac rehabilitation management plan in collaboration with medical staff, senior colleagues and the patients and their family / carers specific for the patients individual needs.
- To work closely with the multidisciplinary team to facilitate prompt discharge from hospital and ensure adequate support exists for patients in their own home.

- To plan and organise straight forward activities and 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.
- To undertake clinical review both within secondary and primary care settings. Review existing therapeutic intervention and with support from senior colleagues commence titration of medication as advised in pre-discharge/post clinic heart failure/coronary heart disease management plan and in accordance with locally and nationally agreed clinical guidelines.
- Undertake the Physical Assessment Course to assess in the ongoing assessment and management of Cardiac patients.
- To run nurse led Heart Failure and Post MI/Post Cardiac Surgery clinics with the support of the Consultant Cardiologist and senior colleagues as required.
- 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.
- Screen referrals to the Heart Failure /Cardiac Rehabilitation Service, identifying the need for requesting additional tests where required.
- Be proactive in the development and delivery of care to meet the palliative care needs of patients within the service.
- Be proactive in the development of primary and secondary care based nurse led exercise programmes.
- To provide patients with written information regarding their condition together with contact numbers for advice and ongoing support.
- To provide patients with information on voluntary groups and organisations as appropriate.
- 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.
- Demonstrate dexterity and accuracy to maintain physical skills required for venepuncture, cannulation, administration of intravenous infusions and the use of medical devices such as infusion pumps.

Professional

- 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.

- To provide patient care in accordance with the NMC Code of Conduct, Scope of Professional Practice and Trust Policies and Professional Guidelines.
- The post holder must always carry out duties and responsibilities with due regard to the Acute Trust's Equal Opportunities Policy.
- To participate in clinical supervision in line with Acute Trust procedure.
- To participate in staff appraisal and performance review scheme.
- To act as a professional role model at all times.
- To provide specialist advice as required, within the trust, community, outside agencies and to the general public.
- Maintain co-ordinated service provision in the absence of the Team Manager
- Assist the Team Manager in the selection and recruitment of staff into the department.
- Manage own time constructively to meet the demands of the service.

Education

- Provide specialist support, advice, education and training to members of the multi-disciplinary team and outside agencies with regards to the 4 phases of cardiac rehabilitation and the management of chronic heart failure.
- 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.
- 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.
- Take responsibility for own education and training as required by PREP. Update own knowledge and experience by participation in relevant courses.
- Actively participate in work based training, education, supervision and assessment of student nurses allocated to the department.
- Actively participate in the supervision and assessment of learner nurses and students through mentorship.
- Act as a mentor to new members of staff.
- Professional knowledge acquired through degree supplemented by diploma level specialist training, experience, and additional short courses.

Communication and Relationship Skills

- To maintain effective channels of communication within and between the Heart Assessment Team and
 - Patients, carers and family members
 - All members of the multi-disciplinary team eg medical, nursing and therapy staff across the primary/secondary care interface
 - Outside agencies eg local, regional and national Coronary Heart Disease/Heart Failure forums and local support groups
- 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.
- 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.
- Refer patients to other agencies as necessary.
- To ensure confidentiality in all matters relating to patients, and particularly the confidentiality of electronically stored personal data in line with the requirement of the Data Protection Act.
- Ensure accurate record keeping.
- Provides and receives complex, sensitive information from patients, their carers, other health professionals or external agencies. Utilise an appropriate manner that is understandable, offers empathy and reassurance and likely to achieve engagement. and being mindful to any barriers of understanding. Some patients may have special, needs, may be hostile or antagonistic.

Analytical and Judgemental Skills

- To have appropriate skills to assess, analyse and interpret complex needs of patients/clients and to make decisions around areas such as diagnosis, treatment plans and expected outcomes, risks associated with treatment and progression to palliation, end of life and deactivation of devices.

Responsibility for Resources

- To be responsible for equipment used and identify equipment that needs repair or replacement.
- To be aware of and maintain stock control
- To supervise work of others, clinical supervision of staff, students and provide training to others.
- Maintain accurate and comprehensive work-related records, including maintaining the departmental databases.
- To be aware of and participate in research and development activities within area of responsibility.

Freedom to Act

- Work as an autonomous practitioner, unsupervised with the ability to manage own time and prioritise workload effectively exhibiting managerial and supervisory skills.
- Work within code of practice and professional guidelines.
- To ensure that day to day services is delivered effectively within the Heart Assessment Team.

Physical, Mental and Emotional demands of the post

- There will be an ongoing requirement to exert light physical effort within a number of situations, clinically with regards to supporting/manoeuvring patients/clients utilizing the service. Walking regularly to various departments throughout both hospitals which can involve distances of over a kilometre at any one time. There may be the need to drive across site. Non clinical duties including sitting in restricted positions regularly due to nature of work with inputting data into the computer with regular keyboard use.
- To cope with frequent interruptions whilst in periods of concentration when providing clinical duties or when office based. Work pattern can be unpredictable.
- To act sensitively and compassionately at all times ensuring that patients/clients are dealt with sympathetically.
- To deal with frequent exposure to distressing or emotional circumstances working with palliative patients, patients requiring urgent symptom reviews and imparting unwelcome news/information to patients and their families.

Working Conditions

- To assess and deliver direct patient care in order to maintain professional competence, authority and credibility.
- To work in normal office conditions, including regular VDU work.
- With regards to working conditions there will be a frequent requirement to be exposed to highly unpleasant conditions due to working closely with the wards when reviewing patients or when examining patients in the clinical setting. Additionally, there can be frequent exposure to angry or upset relatives/patients within the clinical setting either face to face or via telephone which needs to be dealt with in an effective and understanding manner.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Registered General Nurse • Post registration cardiology nursing experience at Band 5 or above. • ENB 124 or equivalent • ENB 998 / C&G 730 or equivalent • Intermediate Life Support • Experience of working in a primary care setting. • Physical Assessment Course or ability to work towards this • Evidence of being able to study level 6/level 7 modules • Experience in developing and delivering educational information. 	

EXPERIENCE, KNOWLEDGE AND SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to impart appropriate knowledge to other health care professionals. • Computer literate, key board skills, basic word processing skills • Demonstrates an awareness of own limitations. • Evidence of excellent communication skills at all levels – verbal and non-verbal. • Ability to manage conflict and difficult situations positively. • Ability to develop practice and provide appropriate feedback to clinicians and managers. • Ability to manage own workload and meet deadlines set. • Accurate written and verbal reports. • Self-motivated and able to work independently. • Ability to support and challenge traditional views and work practices in a credible and non-threatening way. • Proven teaching and presentation skills • Ability to assist other professionals to identify learning needs in relation to the management of CHD / Heart failure. • Data base management 	

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Ability to work across both Trust sites• Ability to work flexibly to meet the demands of the service	

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

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

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. 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 colleagues; and
- 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; and
- 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.

- 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 - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. 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, to protect yourself and the Trust from any possible 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 continuous personal development including, 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

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

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 Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to

empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH 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 make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.



EMPLOYER RECOGNITION SCHEME

SILVER AWARD

Proudly supporting those who serve.





The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital