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Bwrdd Iechyd Prifysgol  
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## DISGRIFIAD SWYDD

### MANYLION Y SWYDD

**Teitl Swydd:** Nyrs Arbenigol Syndrom Coronaidd Llym (ACS)

**Band:** 7

**Graddfa Cyflog:**

**Oriau Gwaith:** 150 awr y mis

**Adran/GRhG:** GRhG Gofal Cychwynnol, Cymuned a Meddygaeth Arbenigol

**Lleoliad:** YG

### TREFNIADAU SEFYDLIADOL

**Yn atebol i:**

1. Metron Cardioleg

### **Diben y Swydd:**

Bydd deilydd y swydd yn ymarfer fel ymarferydd uwch o fewn cardioleg. Bydd hyn yn cynnwys sgiliau asesu, archwilio, gwneud diagnosis a thrin o fewn cwmpas cytunedig o ymarfer drwy wasanaethau Cardioleg.

Bydd Nyrs Arbenigol ACS yn:

- Meddu ar wybodaeth uwch mewn cardioleg.
- Ymddwyn fel ymarferydd clinigol cymwys gan asesu cleifion sy'n gritigol wael a'u rheoli.
- Trosglwyddo cleifion sy'n gritigol wael rhwng adrannau ysbyty at ddibenion diagnostig a thriniaeth.
- Dechrau prosiectau ymchwil ac archwiliadau perthnasol i gardioleg gritigol a chymryd rhan ynddynt.
- Wedi cwblhau'r rhaglen yn llwyddiannus sy'n cynnwys modiwlau academiaidd yn y brifysgol, a gofynion hyfforddiant a galluoedd clinigol yn y gweithle.

## DYLETSWYDDAU A CHYFRIFOLDEBAU:

### Cyfrifoldebau Clinigol

- Dysgu i ddynodi cleifion cardiaidd sy'n gritigol wael o fewn y lleoliad llym, yn cynnwys y rhai sydd angen PPCI.
- Dysgu sut i hebrwng cleifion drwy eu llwybr PPCI gan ymddwyn fel cefnogaeth i Dîm Labordy Cathetr.
- Gweithio ochr yn ochr â DSMP i ddatblygu hyder a gallu i redeg RACPC yn annibynnol gyda chyfrifoldeb am safonau clinigol, asesu gallu a goruchwyllo gweithwyr proffesiynol iechyd eraill.
- Gweithio ochr yn ochr â DSMP i ennill gwybodaeth glinigol arbenigol i allu cynghori'n annibynnol i reoli cleifion ACS ym mhob maes o'r ysbyty yn cynnwys Gofal Heb ei Drefnu.
- Gweithio ar y cyd â chydweithwyr gofal cychwynnol i ddeall timau cardioleg arbenigol sy'n gweithio ar draws gofal cychwynnol ac eilaidd.
- Bydd yn datblygu sail gwybodaeth fel y gall ddarparu addysg arbenigol a hyfforddiant i ystod eang o weithwyr proffesiynol iechyd yn cynnwys nyrsys, meddygon a phersonél ambiwlans.
- Cynnal ymchwil ac arwain ar archwiliad clinigol yn eich arbenigedd eich hun gyda chyfrifoldeb sefydliadol dros gydymffurfiaeth â rhaglenni archwilio cenedlaethol perthnasol.
- I sicrhau cyfiawnder mynediad at wasanaethau, triniaethau ac ymchwiliadau ar gyfer grŵp cleient.
  
- Asesu, archwilio, ymchwilio, gwneud diagnosis a thrin cleifion yn briodol, gan arwain at reolaeth ddiogel a chyfeirio neu ryddhau cleifion sydd â symptomau tebyg a heb gael diagnosis yn briodol o fewn terfynau ymarfer.
  
- Dysgu i adnabod cleifion sydd â statws iechyd sy'n newid a chymryd camau gweithredu priodol
  
- Ar y cyd â V300 gweithio ochr yn ochr â DSMP i gwblhau galluoedd ffarmacolegol gan ddefnyddio cyfarwydddebau grŵp cleifion neu ragnodi anfeddygol a rhoi meddyginiaeth fel y rhagnodwyd gan eraill yn unol â BIPBC.
  
- Cyfathrebu gwybodaeth sensitif iawn neu gymhleth iawn i gleifion a theuluoedd ac o fewn y tîm gofal iechyd.
  
- Cynllunio a threfnu dan oruchwyliaeth gweithgareddau cymhleth i gleifion, yn cynnwys cysylltu â gwasanaethau ysbyty eraill ac asiantaethau allanol, a chynllunio manwl ar gyfer rheoli cleifion, eu cyfeirio a'u rhyddhau.

- Ymgymryd â sgiliau clinigol uwch yn unol â phrotocolau cytunedig ac i angen y gwasanaeth.
- Dehongli canlyniadau labordy a radiolegol a dechrau rheoli cleifion yn briodol.
- Cynnal eich datblygiad clinigol eich hun drwy gadw ar y blaen â thriniaethau a thechnolegau newydd o fewn cardioleg.
- Gwella ansawdd profiad y claf drwy ddynodi anghenion clinigol unigol cleifion a'u bodloni .
- Adolygu yn llym gyda goruchwyliwr bob agwedd o gynllun gofal claf, a dynodi materion a all arwain at wasanaeth safon is a mynd i'r afael â nhw.
- Gan weithio ochr yn ochr â'r DSMP, bydd yr ANP yn datblygu gwybodaeth, sgiliau ac yn darparu diagnosis gwahaniaethol, cynllun rheoli annibynnol, i ddarparu cynllun triniaeth priodol neu gyfeirio at arbenigeddau eraill fel bo'n briodol.
- Gan weithio ochr yn ochr â'r DSMP **bydd yr ANP** yn datblygu'r gallu i frysbenno cleifion sydd ag amheuaeth o Syndrom Coronaidd Llym (ACS) a dderbyniwyd drwy gyfeiriad yn ddiogel, ac yn gwneud asesiad clinigol cynhwysfawr i gynnwys archwiliad o'u hanghenion gofal iechyd.
- Os yw'n briodol, trosglwyddo cleifion ar gyfer PCI cychwynnol at labordy Cathetr ac i Uned Gofal Coronaidd/ward os oes angen
- Dadansoddi'r gofal a roddir i gleifion, ac yn archebu ymchwiliadau priodol, a chymryd cyfrifoldeb dros weithredu ar ganlyniadau, gan ddarparu triniaeth a gofal yn unigol, a drwy gyfeirio at Gardiolegwyr neu arbenigwyr fel bo'n briodol.
- Darparu cyngor proffesiynol arbenigol a chysylltu â chleifion, yr Adran Achosion Brys, Uned Derbyniadau Llym, Labordy Cathetr Cardiaidd, Uned Gofal Coronaidd a Ward Cardioleg a chydweithwyr;
- Cydweithio a gweithio'n gyfnewidiol rhwng meysydd cardioleg llym a chymuned yn dibynnu ar anghenion y gwasanaeth sy'n newid.
- Ymddwyn fel ANP annibynnol o fewn RACPC gan sicrhau bod RTT yn cyflawni arweiniad a argymhellir gan NICE a NSF.
- Gweithio ochr yn ochr â'i DSMP **bydd yr ANP** yn datblygu hyder a gallu i dderbyn cleifion neu eu rhyddhau o fewn ei faes arbenigol, a chyfeirio cleifion sydd â chyflyrau clinigol cymhleth at dimau arbenigol.
- Trefnu apwyntiadau dilynol, crynodebau rhyddhau, a chyfeiriadau at weithwyr proffesiynol gofal iechyd priodol. Gall hyn gynnwys rhyddhau cleifion yn ôl i ofal cychwynnol heb ymgynghoriad pellach â Chardiolegydd.
- Cyfathrebu'n effeithiol ag ystod eang o unigolion mewn modd sy'n gyson â'u lefel o ddealltwriaeth, diwylliant a chefnidir a ffyrdd o ddeall sy'n well ganddynt.
- Cyfathrebu â gwybodaeth gymhleth iawn i gleifion a gofalwyr ynglŷn â chyflwr a rheolaeth, gydag ychydig o'r wybodaeth yn ymwneud â diagnosis a phrognosis anffafriol /rhoi newyddion drwg o bosibl
- Asesu galluedd meddyliol, cael cydsyniad gwybodus dilys, a gallu i weithio o fewn fframwaith cyfreithiol (Deddf Galluedd Meddyliol 2007) gyda chleifion nad oes ganddynt y gallu i gydsynio i driniaeth.

- Yn gyfrifol am sicrhau bod y safonau uchaf posibl o ofal yn cael eu bodloni a'u cynnal gyda'r adnoddau sydd ar gael
- Bydd yn deall llywodraethu nyrsio o amgylchedd Uwch Ymarfer Nyrsio a'i defnyddio. Bydd yn gweithio bob amser o fewn Cwmpas ymarfer proffesiynol, a dilyn arweiniad gan RCN ar Uwch Ymarfer Nyrsio.
- Darparu cyngor arbenigol ynglŷn â datblygiad gwasanaethau Cardioleg Llym a Chyffredinol yn y Bwrdd Iechyd yn cynnwys PCI Cychwynnol

### **Rheoli ac Arwain**

- Arweinydd clinigol brwdfrydig sy'n gallu ysbrydoli unigolion a thimau a'u harwain drwy newid a moderneiddio gwasanaethau.
- Gweithio'n uniongyrchol gydag unigolion a gofalwyr, gan fabwysiadu dulliau iechyd y cyhoedd i amddiffyn y cyhoedd, cydlynu gwasanaethau, cefnogi hunanofal, gweithio mewn timau amlddisgyblaethol ac amlasiantaethol, yn bodloni anghenion iechyd cymunedau ac yn cefnogi gofal rhagddyfalus.
- Meincnodi meysydd o arfer da a mewngorffori'r rhain i arfer gweithio; datblygu datrysiadau arloesol i arferion gweithio i fynd i'r afael â heriau sefydliadol / clinigol megis rheolaeth effeithiol gofal heb ei drefnu a lleihau derbyniadau y gellir eu hosgoi / gan leihau hyd arhosiad ayyb.
- Ymddwyn fel cyswllt rhwng meysydd clinigol perthnasol (UC, AMU, Uned Gofal Cardiaidd, ward Cardioleg, labordy Cathetr, ac Adran Ffisioleg Cardiaidd) gan gysylltu â chydweithwyr ar draws BIPBC.
- Cynnal lefelau uchel o gyfathrebu ynglŷn â datblygiadau gwasanaeth, canfyddiadau ymchwil a chydweithio. Hyrwyddo gweithio rhyngadrannol effeithiol.
- Darparu safon uchel o arweinyddiaeth glinigol a rheolaethol, ac ymddwyn fel esiampl i staff drwy'r Bwrdd Iechyd o fewn cyfrifoldebau rôl deilydd y swydd;
- Dynodi darpariaeth gwasanaeth annheg a datblygu polisiau i fynd i'r afael â'r rhain ar y cyd â Chardiolegwyr fel bo'n briodol.
- Cynrychioli BIPBC, mewnbwn clinigol i rwydwaith cardiaidd gan ymddwyn fel cynghorydd arbenigol o ran cynllunio strategol a darparu gwasanaethau ACS a pholisi perthnasol neu ddatblygiad canllawiau ar draws BIPBC.
- Darparu goruchwyliaeth glinigol ar gyfer ymarferwyr dynodedig a chymryd rhan yn y broses werthuso iddyn nhw eu hunain ac eraill.
- Codi pryderon a'u huwchgyfeirio yn unol â pholisi Codi Cwynion BIPBC. Cwblhau adrodd ar ddigwyddiad yn unol â pholisi rheoli risg ac Iechyd a Diogelwch sefydliadol
- Codi materion yn ymwneud ag ansawdd a risgiau cysylltiedig â phobl perthnasol a mynd ar drywydd hyn yn unol â pholisi'r Bwrdd Iechyd e.e. cwynion, digwyddiadau, cyfathrebu gwael

### **Addysg**

- Mynychu prifysgol a chwblhau cwrs MSC Uwch Ymarferydd Nyrsio.
- Gweithio ochr yn ochr â DSMP am nifer dynodedig o oriau clinigol sy'n ofynnol.

- Cwblhau galluoedd drwy leoliadau cardioleg clinigol, y tu mewn i'w (y tu allan i'w) faes arbenigol yn bennaf.
- Gweithio gyda thimau arbenigol i'w deall a'u cefnogi mewn cyfnodau o alw uchel.
- Grymuso cleifion trwy ddarparu gwybodaeth, cyngor arbenigol ac addysg i hunan reoli eu gofal ym mhob cam priodol yn cynnwys ymwybyddiaeth o arwyddion/symptomau cymhlethdodau posibl a chymau gweithredu priodol sy'n ofynnol o ran poen yn y frest a chyflyrau cardioleg eraill.
- Hyrwyddo dysgu a chreu amgylchedd ddysgu gadarnhaol i aelodau iau o staff.
- Cyfrannu at addysgu a hysbysu defnyddwyr gwasanaeth/gofalwyr a datblygu deunyddiau addysg ar gyfer defnyddwyr gwasanaeth/gofalwyr
- Bydd yn datblygu gwybodaeth a sgiliau i ddarparu addysg a hyfforddiant arbenigol i ystod eang o weithwyr proffesiynol iechyd yn cynnwys nyrsys, cydweithwyr meddygol a parafeddygon.
- Cyfrannu at addysgu, mentora a hyfforddi
- Adnabod eich anghenion datblygu eich hun a gosod amcanion datblygiad personol PADR wrth drafod â'ch adolygydd gan gadw ar y blaen ag unrhyw dueddiadau a datblygiadau newydd a'u cynnwys fel bo'n briodol yn eich gwaith.
- Gwneud defnydd effeithiol o gyfleoedd dysgu gan gyfrannu at ddatblygu'r gweithle fel amgylchedd dysgu
- Cynhyrchu a rhannu gwybodaeth ac arbenigedd clinigol gyda holl aelodau o'r tîm amlbroffesiynol, gan ddefnyddio unrhyw adborth gwybodaeth newydd i lywio arfer a'i newid.
- Cefnogi datblygu sefydliad sy'n dysgu gan dynnu sylw rheolwyr at faterion adnoddau a all effeithio ar hyn
- Derbyn cyfrifoldeb ar y cyd dros gynnig rhaglenni hyfforddiant a datblygiad i'r tîm aml-ddisgyblaethol
- Bydd yn mynychu cyfarfodydd rhwydwaith ac yn datblygu safbwynt strategol gwasanaethau cardioleg. Lle bo'n briodol cyfrannu.
- Yn gyfrifol am sicrhau darpariaeth amgylchedd dysgu ar draws maes arbenigol, yn grymuso pobl eraill i ysgogi ac annog addysg a datblygiad staff.
- Arwain a chydlynu datblygiad addysg a rhaglenni hyfforddiant 'arbenigedd' trwy ymgynghori â rhanddeiliaid allweddol, fel eu bod yn cael ei hintegreiddio mewn cynlluniau hyfforddiant nyrsio GRhG.
- Datblygu mentrau addysgol ffurfiol ac anffurfiol fel rhan o addysg a hyfforddiant arbenigol uchod.

### **Archwiliad ac Ymchwil**

- Cymryd rhan mewn treialon ymchwil clinigol ar gyfer cleifion o fewn cardioleg a bod yn ymwybodol ohonynt.
- Gweithredu canfyddiadau ymchwil i arfer- yn cynnwys defnyddio a datblygu polisïau/protocolau a chanllawiau.
- Cynnal ymchwil ac arwain ar **archwiliad clinigol yn eich arbenigedd** eich hun gyda chyfrifoldeb dros gydymffurfiaeth â rhaglenni archwilio cenedlaethol perthnasol megis Prosiect Archwilio Cenedlaethol Isgemia Mycardiaidd (MINAP)

- Cyflwyno ***dadansoddiad manwl ac adroddiadau MINAP priodol i lywio a dylanwadu ar ddarparu gwasanaeth***, ac i bwysleisio meysydd o arfer da neu bryder a ddylai gael eu hadrodd arnynt i'r rheolwr llinell a Rheolwr Gwasanaeth Ffisioleg Cardioleg a Cardiaidd BIPBC. Mae ychydig o'r data yn gymhleth iawn ac mae angen dehongliad arbenigol;
- Sefydlu system o gyfathrebu canlyniadau ymchwil a data archwiliad yn effeithiol. Bydd hyn yn cynnwys ymchwil perthnasol, canllawiau NICE + ymchwil lleol a data archwiliad. Sefydlu dosbarthu effeithiol a sicrhau bod gweithredoedd yn cael eu cymryd i fynd i'r afael â materion a bwysleisir gan y canfyddiadau, yn enwedig lle mae hyn yn ymwneud ag arfer clinigol;
- Hysbysu eraill am ddatblygiadau newydd a'u harwain i ddeall sut ddylai eu harferion newid i wella ansawdd; asesu ansawdd gwaith yn eich maes eich hun a'i fonitro.
- Mesur a gwerthuso'ch gwaith a'ch arferion cyfredol trwy brosiectau ymarfer sy'n Seiliedig ar Dystiolaeth, archwilio a mesurau canlyniad, ac arwain eraill i wneud hyn. Gwneud argymhellion ar gyfer newid a'i arwain.
- Dangos cysylltiad ag ymchwil sydd wedi'i arfarnu'n gritigol a'i ddefnyddio
- Hwyluso proses archwilio yn eich ardal waith eich hun ac arfer ar draws y Bwrdd Iechyd cyfan

## **GOFYNION CYFFREDINOL**

### **Gallu**

Ni ddylai deilydd y swydd ar unrhyw adeg weithio y tu hwnt i lefel ddiffiniedig cymhwyster. Os oes pryderon ynghylch hyn fe ddylai eu trafod â'i reolwr/goruchwyliwr yn syth. Mae gan weithwyr gyfrifoldeb i roi gwybod i'w goruchwyliwr/rheolwr os oes ganddynt amheuaeth ynglŷn â'u gallu i wneud eu dyletswyddau.

### **Gweithiwr Proffesiynol Iechyd Cofrestredig**

Gofynnir i holl weithwyr y Bwrdd Iechyd Lleol y mae gofyn iddynt gofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.

### **GORUCHWYLIAETH**

Pan fo'r sefydliad proffesiynol priodol yn gofyn am ofyniad o ran goruchwyliaeth, cyfrifoldeb deilydd y swydd yw sicrhau y cydymffurfir â hyn. Os oes gan weithwyr unrhyw amheuaeth am fodolaeth gofyniad o'r fath, dylent siarad â'r Nyrs Gardioleg Arweiniol neu DSMP.

### **Rheoli Risg**

Elfen safonol o rôl a chyfrifoldeb holl staff y BILL yw eu bod yn cyflawni rôl ragweithiol o ran rheoli risg yn eu holl waith. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau perthnasol ac adrodd am bob digwyddiad, pethau y bu ond y dim iddynt ddigwydd a pheryglon.

### **Rheoli Cofnodion**

Fel un o weithwyr BIPBC, mae gan ddeilydd y swydd gyfrifoldeb cyfreithiol am yr holl gofnodion y bydd yn eu casglu, eu creu neu'n eu defnyddio fel rhan o'u gwaith yn BIPBC

(gan gynnwys iechyd cleifion, materion ariannol, personol a gweinyddol), waeth a yw'r rhain ar bapur neu ar gyfrifiadur. Ystyrir pob cofnod o'r fath yn gofnodion cyhoeddus, ac mae gan ddeilydd y swydd ddyletswydd gyfreithiol tuag at ddefnyddwyr y gwasanaeth (hyd yn oed ar ôl i weithiwr adael BIPBC). Dylai deilydd y swydd ymgynghori â'i reolwr os oes ganddo unrhyw amheuaeth am reoli unrhyw gofnodion y mae'n gweithio gyda nhw yn gywir.

### **Gofynion Iechyd a Diogelwch**

Mae gan holl weithwyr BIPBC ddyletswydd gofal statudol am eu diogelwch personol eu hunain ac eraill a allai gael eu heffeithio gan eu gweithredoedd neu eu diffyg gweithredoedd. Rhaid i ddeilydd y swydd gydweithredu â rheolwyr fel bod y BILL yn gallu bodloni ei ddyletswyddau cyfreithiol ei hun a rhoi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeilydd y swydd gadw at bolisiau rheoli risg, iechyd a diogelwch a pholisiau cysylltiedig BIPBC.

### **Datganiad Hyblygrwydd**

Amlinelliad o ddyletswyddau'r swydd ydy'r disgrifiad swydd a'r manylion personol ac efallai y newidir hwy drwy gytundeb y ddwy ochr neu drwy Bolisi Newid Sefydliadol os yw anghenion gwasanaeth yn gofyn am hyn.

### **Cyfrinachedd**

Rhaid i ddeilydd y swydd fod yn ymwybodol bob amser o bwysigrwydd cadw gwybodaeth a gafwyd yn ystod ei ddyletswyddau yn gyfrinachol ac yn ddiogel. Mewn llawer o achosion, bydd hyn yn cynnwys mynediad at wybodaeth bersonol am ddefnyddwyr y gwasanaeth. Rhaid i ddeilydd y swydd drin pob gwybodaeth boed honno'n gorfforaethol, neu'n wybodaeth am staff neu gleifion mewn modd synhwyrol a chyfrinachol yn unol â darpariaethau Deddf Diogelu Data 1998 a pholisi'r sefydliad.

### **Hybu Amrywiaeth ac Urddas yn y Gwaith**

Mae BIPBC wedi ymrwymo i hybu amrywiaeth ac urddas yn y gwaith. Mae'n cydnabod bod gwahaniaethu ac aflonyddu'n annerbyniol a'i bod er lles BIPBC a'r bobl a wasanaethir ganddo i ddefnyddio sgiliau'r gweithlu cyfan. Rhaid i ddeilydd y swydd gydymffurfio â'r polisiau cyfleoedd cyfartal ac urddas yn y gwaith a chadw atynt.



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## JOB DESCRIPTION

### JOB DETAILS

**Job Title:** Acute Coronary Syndrome (ACS) Specialist Nurse

**Band:** 7

**Salary Scale:**

**Hours of Work:** 150hrs per month

**Department/CPG** Primary, Community and Specialist Medicine CPG

**Base:** YG

### ORGANISATIONAL ARRANGEMENTS

**Accountable to:**

1. Cardiology Matron

### **Job Purpose:**

The post holder will be practising as an advanced practitioner within cardiology. This will encompass the skills of assessment, examination, diagnosis and treatment within an agreed scope of practice throughout Cardiology services.

The ACS Specialist Nurse will:

- Have an advanced knowledge in cardiology.
- Function as a competent clinical practitioner assessing and managing critically ill patients.
- Undertake transfers of critically ill patients between hospital departments for diagnostic and treatment purposes
- Initiate and participate in audit and research projects relevant to critical cardiology.
- Have successfully completed the program involving university-based academic modules and workplace-based clinical competencies and training requirements.



## **DUTIES AND RESPONSIBILITIES:**

### **Clinical Responsibilities**

- Learn to Identify, critically ill cardiac patients within the acute-setting including those who require PPCI.
- Learn to escort the patient throughout their PPCI pathway acting as support to the Catheter Laboratory Team.
- Work alongside DSMP to develop confidence and competence to autonomously run RACPC with responsibility for clinical standards, competence assessment and supervision of other health professionals.
- Work alongside DSMP **to** gain expert clinical knowledge to be able to autonomously advise in the management ACS patients in all areas of the hospital including Unscheduled Care.
- Work collaboratively with primary care colleagues to understand the specialist cardiology teams that work across primary and secondary care.
- Will develop a knowledge base that is such they can deliver specialist education and training to broad range of health professionals including nurses, doctors and ambulance personnel.
- To undertake research and lead clinical audit in own speciality with organisational responsibility for compliance with relevant national audit programmes.
- To ensure equity of access to services, treatments and investigations for the client group
- To appropriately assess, examine, investigate, diagnose and treat patients, resulting in the safe management and appropriate referral or discharge of patients with undifferentiated and undiagnosed presentations within the boundaries of practice.
- To learn to recognise patients with changing health status and to take appropriate actions
- In conjunction with V300 work alongside DSMP to complete pharmacological competencies using non-medical prescribing or patient group directives and administer medications as prescribed by others in accordance with BCUHB.
- Communicate highly complex and highly sensitive information with patients and families and within the healthcare team.
- Planning and organising under supervision complex activities for patients, including liaison with other hospital services and external agencies, and detailed planning for patient management, referral and discharge.
- Undertake advanced clinical skills according to agreed protocols and to service need.

- Interpretation of laboratory and radiological results and initiate appropriate patient management
  - Maintain own clinical development by keeping abreast of new treatments and technologies within cardiology.
  - To improve the quality of the patient experience by identifying and meeting the individual clinical needs of patients.
  - To rigorously review with a supervisor all aspects of the patient's plan of care and identify and address issues that may result in a sub-standard service.
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- Working alongside their DSMP the ANP will develop knowledge, skills and provide a differential diagnosis, management plan autonomously, to deliver an appropriate treatment plan or refer to other specialities as appropriate.
  - Working alongside their DSMP **the ANP** will develop the ability to safely triage referral received patients with suspected Acute Coronary Syndrome (ACS) and makes a comprehensive clinical assessment to include examination of their health care needs.
  - If appropriate to transfer patients for primary PCI to Catheter lab and to CCU/ ward if necessary
  - Evaluates the care given with patients and orders necessary investigations, and takes responsibility for acting upon results, providing treatment and care both individually and through referral to Cardiologists or specialists as appropriate.
  - Provide expert professional advice and liaise with patients, the Emergency Department , Acute Admissions Unit, Cardiac Catheter Laboratory, Coronary Care Unit and Cardiology Ward and colleagues;
  - To collaborate and work interchangeably between the acute and community areas of cardiology depending on the changing needs of the service.
  - Act as an autonomous ANP within RACPC ensuring RTT achieves recommend guidance by NICE & NSF.
  - Working alongside their DSMP **the ANP will** develop confidence and competence to admit or discharge patients within their speciality area and refer patients with complex clinical conditions to specialist teams.
  - Organise follow up appointments, discharge summaries, and referrals to appropriate health care professionals. This may also involve discharge of patients back to primary care without further consultation with Cardiologist.
  - Communicate effectively with a wide range of people in a manner consistent with their level of understanding, culture and background and preferred ways of understanding.
  - Communication of highly complex information to patients and carers regarding condition and management, some of which may relate to diagnosis and adverse prognosis / breaking bad news
  - Assess mental capacity, gain valid informed consent and have the ability to work within a legal framework (Mental Capacity Act 2007) with patients who lack capacity to consent to treatment.

- Responsible for ensuring and maintaining the highest standards of care are met within the resources available
- Will understand and apply the nursing governance around Advanced Nurse Practice. Will always work within the Scope of professional practice and follows guidance from RCN on Advanced Nurse Practice.
- To provide expert advice regarding the development of Acute & General Cardiology services within the Health Board to include Primary PCI

### **Management and Leadership**

- Motivated clinical leader who can inspire and lead individuals and teams through change and modernisation of services.
- Working directly with individuals and carers, adopting public health approaches to protecting the public, co-ordinating services, supporting self care, multi-disciplinary and multi-agency team working, meeting the health needs of communities and supporting anticipatory care.
- Benchmark areas of good practice and incorporate these into working practice; develop innovative solutions to working practice to address organisational / clinical challenges such as effective management of unscheduled care and reducing avoidable admissions / reducing length of stay etc.
- Act as link between relevant clinical areas (UC, AMU, Coronary Care Unit ,Cardiology ward, Catheter laboratory and Cardiac Physiology Dept) liaising with colleagues across BCUHB.
- Maintaining high levels of communication regarding service developments, research findings and collaborative working. Promote effective interdepartmental working.
- To provide high standards of clinical and managerial leadership and act as role model for staff throughout the Trust within the remit of the post holder's role;
- Identify inequity of service provision and develop policies to address these in conjunction with Cardiologists as appropriate.
- Representative for BCUHB, clinical input into Cardiac network acting as expert adviser with regards to strategic planning and delivery of ACS services and relevant policy or guideline development across BCUHB
- Provide clinical supervision for designated practitioners and participate in the appraisal process for themselves and others.
- Raise and escalate concerns in line with BCUHB Raising concerns policy. Completion of incident reporting in line with organisational H&S and risk management policy
- Raise quality issues and related risks with relevant people and follow this up as per Health Board policy e.g. complaints, incidents, poor communication.

### **Education**

- Attend university and complete Advanced Nurse Practitioner MSC course.
- Work along-side DSMP for designated number of clinical hours required.
- Complete competencies throughout clinical cardiology settings, primarily *inside* (outside) their area of expertise.
- Work with specialist teams to understand and support them at times of high demand.

- Empower patients through the provision of information, specialist advice and education to self-manage their care at all appropriate stages including an awareness of signs/symptoms of possible complications and appropriate action required in relation to chest pain and other cardiology conditions.
- Promote learning and create a positive learning environment for junior members of staff.
- Participate in service user/carer teaching and information giving and developing service user/carer education materials
- Will develop knowledge and skills to deliver specialist education and training to broad range of health professionals including nurses, medical colleagues and paramedics.
- Participate in teaching, mentorship and coaching
- Identify own development needs and set own personal development objectives PADR in discussion with his/her reviewer keeping abreast of any new trends and developments and incorporate them as necessary into your work.
- Make effective use of learning opportunities whilst contributing to developing the workplace as a learning environment
- Generate and share clinical knowledge and expertise with all members of the multi professional team, utilising any new knowledge feedback to inform and change practice
- Support the development of a learning organisation alerting managers to resource issues which may affect this
- Take shared responsibility for the delivery of training and development programmes for the multi-disciplinary team
- Will attend network meeting and develop a strategic perspective of cardiology services. Where appropriate contribute.
- Responsible for ensuring provision of learning environment across the specialty, empowering others to motivate and encourage education and staff development
- Lead and co-ordinate the development of 'specialty' training programmes and education in consultation with key stakeholders, so that they are integrated into CPG nursing training plans.
- Develop and provide formal and informal educational initiatives as part of the above specialist education and training.

### **Audit & Research**

- Participate in and be aware of clinical research trials for patients within cardiology.
- Implement research findings into practice - including use of and development of policies/protocols and guidelines.
- To undertake research and **lead clinical audit in own speciality** with responsibility for compliance with relevant national audit programmes such as the Myocardial Ischemia National Audit Project( MINAP)
- Presents **detailed analysis and appropriate MINAP reports to inform and influence service delivery**, and to highlight areas of good practice or concern which should be reported to line manager and BCUHB Cardiology & Cardiac Physiology Service Manager. Some of this data is highly complex and requires expert interpretation;
- Establish a system of effectively communicating the results of research and audit data. This will include relevant research, NICE guidelines + local research and audit data.

Establish effective dissemination and ensure action is taken to address issues highlighted by the findings, particularly where this relates to clinical practice;

- Alert others to new developments and lead them in understanding how their practice should change to improve quality; assess and monitor the quality of work in own area
- Undertake the measurement and evaluation of your work and current practices through the use of Evidence Based Practice projects, audit and outcome measures, and lead others in doing so. Make recommendations for and lead change.
- Demonstrate involvement in and utilisation of critically appraised research
- Facilitate the process of audit within work area and Health Board wide practice

## **GENERAL REQUIREMENTS**

### **Competence**

At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their manager/supervisor. Employees have a responsibility to inform their supervisor/manager if they doubt their own competence to perform a duty.

### **Registered Health Professional**

All employees of the LHB who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

### **Supervision**

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If employees are in any doubt about the existence of such a requirement they should speak to the Lead Cardiology Nurse or DSMP.

### **Risk Management**

It is a standard element of the role and responsibility of all staff of the LHB that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

### **Records Management**

As an employee of the BCUHB, the post holder is legally responsible for all records that they gather, create or use as part of their work within the BCUHB (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and the post holder has a legal duty of confidence to service users (even after an employee has left the BCUHB). The Potholder should consult their manager if they have any doubt as to the correct management of records with which they work.

### **Health and Safety Requirements**

All employees of the BCUHB have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required

to co-operate with management to enable the LHB to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the BCUHB risk management, health and safety and associated policies.

### **Flexibility Statement**

The duties of the post are outlined in this job description and person specification and may be changed by mutual agreement or via Organisational Change Policy if service needs required.

### **Confidentiality**

The Post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information whether corporate, staff or patient information in a discreet and confidential manner in accordance with the provisions of the data protection act 1998 and organisational policy.

### **Promoting Diversity and Dignity at Work**

The BCUHB is committed to promoting diversity in employment and dignity at work. It recognises that discrimination and harassment is unacceptable and that it is in the best interests of the BCUHB and the population it serves to utilise the skills of the total workforce. The post holder must comply with and adhere to the equal opportunities and dignity at work policies.