

Job description

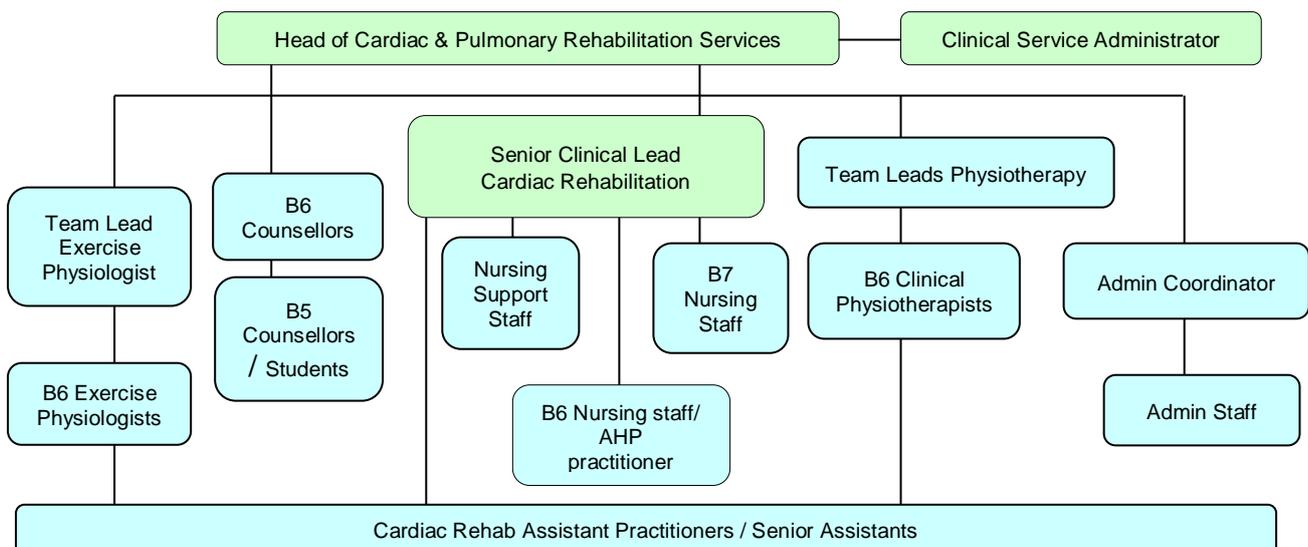
Job Title:	Community Cardiac Rehabilitation Nurse
Responsible to:	Senior Clinical Lead
Hours:	37.5
Last updated:	April 2024
Base:	TBC
AFC Banding:	Band 6

Job Summary

- To undertake the assessment, delivery and evaluation of care required for patients with complex, long term, and potentially high-risk cardiac conditions. Providing the necessary health education and advice in order to achieve a reduction in the risk of further cardiac events for people with heart disease, resulting in fewer hospital admissions and improved quality of life
- To manage a defined caseload of patients with cardiac conditions who have been identified as having ongoing needs and would benefit from focused case management
- Assist in the optimisation of secondary prevention medications as per national guidance.
- Undertake continuous professional development to enable the provision of pioneering specialist cardiac rehabilitation services to meet the needs of the local population in line with multiple national and local targets
- To assist in strategic work with tertiary, secondary and primary care services, the cardiac network and local authorities to link and plan cardiac rehabilitation services for the future
- To act as a source of knowledge on Coronary Heart disease to primary, community and secondary care
- To line manage staff where identified

Organisational Chart

Organisation Chart Cardiac Rehabilitation Service
May 2022



Dimensions

This established, award-winning Cardiac Rehabilitation Service is a multi-disciplinary team, comprising nurses, physiotherapists, exercise physiologists, counsellors, cardiac rehab assistants, practitioners' administrators and volunteers. Services are provided in a variety of locations, including in a patient's home, outpatient clinics in Health Centres and community venues such as Leisure Centres and village halls, within the Ashford, Canterbury, South Kent Coast and Thanet CCG localities.

We offer physical, social and psychological rehabilitation through a wide range of options, tailored to meet individual patient needs and preferences.

The post holder is expected to deliver a cardiac rehabilitation service within an allocated area of East Kent and to cover other areas identified by waiting times, referral demands and clinical capacity.

To support the Senior Clinical Lead and the Head of Service to deliver a safe, high quality clinical service through an effective and efficient model

To maintain professional links with colleagues, peers and other health care professionals for a good working partnership and development of the service.

Key Result Areas

Communication and Working Relationships

- Highly developed communication skills are required to impart complex, sensitive and sometimes contentious information to others using motivational and reassurance skills and empathy
- To communicate with Cardiac Specialist, Consultant or GP to escalate any concerns regarding patients on the caseload
- To communicate service related information to relevant teams and to staff and external agencies such as patient/service user forums
- To communicate effectively both in writing and verbally with the wider cardiac team in primary, secondary and tertiary care and across the organisation, taking and imparting complex information accurately and in a timely fashion
- To take part in team meetings, appraisal and personal development plans
- To meet with line manager on a regular basis to discuss current and future work
- To assist in the induction of new staff, identifying training needs. To promote the work of the specialist cardiac rehabilitation in formal presentations
- To meet with identified staff for whom you are responsible on a regular basis to discuss current and future work.

Analytical and Judgement skills:

- To use clinical knowledge to follow an agreed management plan, assess the impact, plan, implement and evaluate individualised care for patients with complex cardiac conditions
- To identify changes or deterioration in condition and act accordingly, reporting to senior staff or to GP or direct to consultant in secondary or tertiary care
- To request, perform and interpret appropriate cardiac investigations.
- To analyse the effectiveness of cardiac rehabilitation, through audit both nationally and locally
- To analyse research and implement findings appropriately to service provision to maintain evidence- based practice
- To identify service risks and report to manager for inclusion in service risk register

- To participate in supervision.
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Planning and Organisational skills:

- To plan and organise own caseload and cover from within the team while on leave
 - To maintain agreed activity levels
 - To identify areas of development nationally within cardiac rehabilitation to ensure that provision remains current and advances in a pioneering fashion
 - To assist in the development of cardiac services in line with commissioning requirements, national guidelines and available resources
 - Excellent time management skills and ability to prioritise work.
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Physical skills:

- Ability to travel across Kent as required by the post
 - Ability to undertake clinical examination of patient and perform investigations accurately.
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Responsibility for Patient/Client Care:

- Accountable to the Senior Clinical Lead for the delivery of an effective and efficient cardiac rehabilitation service
 - Accountable to the Senior Clinical Lead for a caseload of cardiac patients requiring specialised input to provide evidence-based care to promote health and well-being
 - To provide health education and advice regarding specific cardiac conditions in order for patients to be empowered and able to make informed choices
 - To communicate patient progress with the cardiac rehabilitation team, primary and secondary care which is timely, efficient and professional
 - Attendance and contribution to multi-disciplinary team meetings and service-led inter-professional meetings as required.
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Responsibilities for policy and service development implementation:

- To assist in the development of cardiac disease management guidelines for use across both primary and secondary care
 - To assist in the implementation of NICE and NSF requirements for cardiac rehabilitation services and evaluate own effectiveness in meeting these targets
 - To identify and report service issues that are placed on the service risk register, to acknowledge and act on service inequalities and risks
 - To adhere to Trust policies.
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Responsibilities for financial and physical resources:

- To maximise best use of resources with an awareness of financial implications of service delivery.
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Responsibilities for Human Resources:

- To participate in appraisal and personal development plan with line manager
- To participate in orientation programmes for new staff members
- To provide line management to staff where required

- To support the appropriate placements and mentoring to preceptorship and student nurses.
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Responsibilities for Information Resources:

- To provide accurate information to input into national and local service databases
 - To maintain accurate and contemporaneous patient records
 - To utilise electronic patient records appropriately within Trust policy.
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Responsibilities for Research and Development:

- To undertake research within the Cardiac Rehabilitation Service as required to advance service provision
 - To participate in local and national audit as required.
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Freedom to Act:

- To work alone clinically and autonomously to manage a caseload of complex cardiac patients.
 - To interpret newly published research and contribute to determining how it should be incorporated into the service to promote evidence-based practice
 - To act as a resource to others using clinical knowledge and experience
 - To abide by Professional Code of Conduct.
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Physical Effort

- Occasional light effort involved when parking some distance from client's homes and need to carry equipment
 - Light effort involved in performing clinical assessments and performing investigations
 - Post involves a combination of sitting, standing and walking.
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Mental Effort:

- Unpredictable work pattern i.e. responding to emergency service needs within the locality
 - Prolonged periods of concentration are required frequently on a daily basis whilst dealing with service users, GPs, secondary care physicians and staff
 - Prolonged concentration is required when preparing, planning and developing presentations/workshops, reporting to staff and other groups
 - Frequent interruptions to working pattern which involves changing from one activity to another.
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Emotional Effort

- Occasional requirement to deal with highly distressing or emotional circumstances and challenging behaviour such as patient, family or staff situations
- Explaining complex conditions and treatment options to patients and carers that may be difficult for them to comprehend and there may be physical and emotional barriers to receiving the information

- Requirement to discuss and implement end of life issues with both patients and family/carers.
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Working Conditions

- Lone working
 - Occasional unpleasant conditions of patient's homes
 - Potential for aggressive behaviour from patients and family members
 - Risks associated with visiting unknown patients at home
 - Daily driving to undertake role
 - Flexibility to cover the need of the service.
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On Call

This post does not require participation in an on call rota. The frequency of this rota is one week in ?

Corporate Accountabilities

Standards of Business conduct

The post-holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers.

All Trust staff may be involved directly or indirectly with people who are receiving a health service. Therefore, the Trust is exempt from the Rehabilitation of Offenders Act (1974) and this post may be subject to a Criminal Records Bureau disclosure.

It should also be stated here if the post holder is expected to adhere to any professional guidelines or codes of conduct, for example the Nursing and Midwifery Council Code of Professional conduct.

Risk Management

The post-holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk.

Governance Standards

Comply with the relevant governance standards applicable to the Trust as communicated to the post-holder from time to time.

Data Protection

To comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of patient information.

Confidentiality

The Trust's employees are required to ensure that information about patients is safeguarded to maintain confidentiality and is kept securely in accordance with NHS requirements of 1999. (The Caldicott Committee's Report on the review of patient-identifiable information 1997, & HSC/1999/012). This means that patient information can only be passed to someone else if it contributes to the provision of care or the effective management of health care services within the Trust.

Child/Adult Safeguarding

All staff must be familiar with and adhere to Trust child/adult safeguarding procedures and guidelines, in conjunction with Kent Safeguarding Children/Vulnerable Adults Board procedures and supporting policies/guidelines. All staff are required to attend child/adult safeguarding basic awareness training and additional training regarding child /adult safeguarding, commensurate to their position and role.

Records Management

To maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration.

Freedom of Information

To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures.

Security

To comply with Trust policies to ensure there is a safe and secure environment that protects patients, staff and visitors and their property, and the physical assets and the information of the organisation.

Infection Control

The post holder will ensure compliance with the Trust's Infection Prevention and Control policies and procedures and the Health Act 2006, ensuring that the risk of healthcare associated infection to service users and staff is minimised.

Whistleblowing

The post holder has responsibility for patient and staff welfare and should raise any concerns relating to a breach of NHS policies and procedures with their manager or refer to the Whistleblowing Policy for alternative options.

Environmental Impact

The post-holder will ensure compliance with the Trust's environmental management policies and procedures. These describe the Trust's commitment to climate change and carbon management, the recognition that our aim is to protect the environment and the use of natural resources that all staff have a responsibility towards.

Performance review

This Job Description will be used as a basis for individual performance review between the post holder and the manager.

The Job Description covers only the key result areas and, as such, does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April, and may develop to meet the changing needs of the service. The postholder will need to take due account, in the way they achieve the key result areas, of Trust policies and procedures.

Equality and Diversity

The Trust aims to maintain the goodwill and confidence of its own staff, service and users and the general public. To assist in achieving the objective it is essential that at all times employees carry out their duties in a courteous and sympathetic manner. The post holder will carry out their duties in accordance with the Trust's Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.

Job holder's name	
Job holder's signature:	
Date:	
Line managers name and title	
Line managers signature	
Date	

Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Relevant professional qualification e.g. RGN, HCPC • Degree level study • Evidence of continuing professional development 	<ul style="list-style-type: none"> • Independent / Supplementary Prescriber • Teaching/Mentoring qualification • Relevant cardiac course • Clinical assessment
EXPERIENCE	<ul style="list-style-type: none"> • 2 years cardiology experience 	<ul style="list-style-type: none"> • Community experience • Audit and research experience
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of national and local targets related to cardiac services • Knowledge of Coronary Heart Disease and secondary prevention including medication optimisation. • Knowledge of up to date clinical practice and current issues in cardiac and community nursing • Awareness of legal/ethical issues in nursing • Awareness of CCG strategic direction and ability to incorporate this with a clear vision of patient care and service delivery. 	<ul style="list-style-type: none"> • Awareness of Quality standards
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Good developed communication skills • Leadership/motivation skills • Good time management skills • Physical examination assessment skills • Ability to make clinical decisions and take appropriate action • Evidence of innovative clinical practice development • Ability to prioritise service needs in order to deliver a high standard of efficiency and efficacy 	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Confidence • Flexibility/adaptability • Assertiveness • Team player • Motivational 	

