



Atrial Fibrillation Association  
PO Box 1219,  
Chew Magna  
Bristol  
BS40 8WB  
01789 451 837  
Info@atrial-fibrillation.org.uk  
www.atrialfibrillation.org.uk

### **Sample Job Description**

**Title:** Cardiac Arrhythmia Specialist Nurse  
**Grade:** F/G  
**Reports to:** Consultant Cardiologist (Cardiac Rhythm Management)  
**Accountable to:** CSM  
Senior Nurse

### **Job Summary:**

Working within a multidisciplinary team the post holder will play a key part in caring for adult and paediatric patients with cardiac arrhythmias, in particular, patients undergoing electrophysiological studies (EPS), radiofrequency ablation (RFA) and device insertion of implantable cardiac defibrillators (ICD), REVEAL and cardiac resynchronisation therapy (CRT).

### **Key Duties**

- Develop proficiency as an expert practitioner in electrophysiology, to provide an advanced level of knowledge and skills.
- To work closely with electrophysiologists/technicians to assess the needs of the patient.
- To establish a service that will provide ongoing support and advice for patients and their family on discharge from hospital.
- Raise the profile and develop the arrhythmia service in the OPD, assisting with the pre-assessment of patients and establishing/participating in clinics i.e. AF/Genetic LQT.

### **Patient education and support**

The post holder will

- Assess the individual needs of the patient to provide continuing education and psychological support.
- Develop educational materials and resources for patients and the multidisciplinary team.
- Assess and counsel patients prior to implantation of ICD, REVEAL and CRT.  
devices providing an explanation of the procedure and its implications.
- Establish a telephone help line to provide ongoing support and advice for the patient and family on discharge from hospital.

### **Practice Development**

- Develop policies and protocols to standardise the care the patient receives whilst undergoing EP investigations/procedures.

**TRUSTEES - Prof A John Camm, Mrs Jayne Mudd, Prof Richard Schilling**  
**Medical Advisory Committee – Dr Campbell Cowan, Dr Matthew Fay, Dr Andrew Grace, Prof Greg Lip**  
**Chief Executive Officer: Mrs Trudie Lobban MBE, Support and Information Manager: Mrs Jo Jerrome**  
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- Participate in audit to evaluate patient outcomes and the arrhythmia service.
- Assist the EP team with research projects and data collection.
- Liaise and network with EP centres both within region and nationally.
- Attend one session per week in catheter laboratory.
- Maintain patient records and establish a database.

### **LIMITS OF AUTHORITY**

The cardiac arrhythmia specialist nurse does not have the authority to

- Appoint staff
- Dismiss staff
- To grant unpaid leave/compassionate leave

In addition, as a condition of employment, the post holder may be required to undertake various other duties and/or hours of work as may reasonably be required.

This job description will be reviewed periodically and may be amended according to the requirements of changing health care policies.

### **DATA PROTECTION ACT 1998**

In accordance with the Data Protection Act (1998), all employees of the Trust are reminded of the need to treat all patients and staff identifiable information, as well as clinical and management information, as confidential. Failure to respect this requirement may lead to disciplinary action.

### **HEALTH & SAFETY**

It is the responsibility of all staff to make themselves conversant with the Trust and Departmental Health and Safety Policies. Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, misuse anything provided in the interests of health, safety and welfare. Any employee who does so will be liable to serious disciplinary action including dismissal.

### **REHABILITATION OF OFFENDERS ACT**

This post is subject to an Exemption Order under the supervision of Section 4 (2) of the Rehabilitation of Offenders Act.

### **NO SMOKING POLICY**

The Trust has a No Smoking policy, which forms part of the conditions of service.

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