



Atrial Fibrillation Association
PO Box 1219,
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www.atrialfibrillation.org.uk

Providing information support and access to established new or innovative treatments for Atrial Fibrillation

SAMPLE JOB DESCRIPTION

Title of Post: Cardiac Rhythm Management (CRM) Nurse Practitioner

Hospital Location:

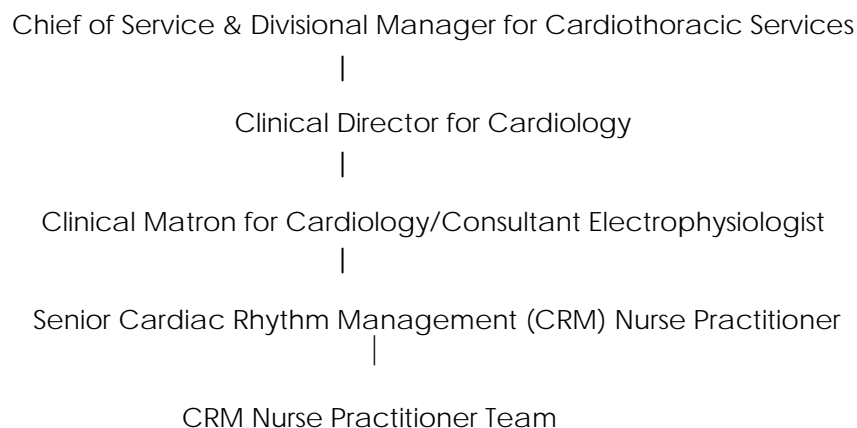
Department/Specialty:

Grade: Trust Grade

Responsible to: Clinical Matron for Cardiology

Accountable to: Divisional Manager/Clinical Director

Organisational Chart



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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Job Summary

The post holder will be an expert clinical practitioner who will develop and lead a specialist nurse service in relation to CRM. They will be independently responsible on a daily basis for the management of a team of CRM Nurse Practitioners, providing both clinical and professional support. They will be expected to mentor, manage and develop their own individual group of staff and be independently responsible for appraisals, sickness monitoring, off duty, job plans and discipline and grievance.

They will independently provide specialist nursing care for all arrhythmia patients including those requiring electrophysiology (EP) procedures, implantable cardioverter defibrillators (ICD's), permanent pacemakers (PPM), cardiac resynchronisation therapy (CRT) devices, implantable loop recorders and tilt tests.

They will develop and co-ordinate on a daily basis a support service for patients requiring complex cardiac devices (ICD's/CRT devices). This service will extend to patients/patient carers and health carers involved in the care of this client group locally, regionally and nationally. They will work on a daily basis across the Cardiothoracic division and will frequently be required to extend their service to other areas within the trust.

The post holder will demonstrate advanced clinical assessment skills to ensure patients are suitable to undergo EP/PPM procedures. They will frequently assess patient suitability for and initiate nurse led intravenous moderate sedation in accordance with local policy. They will manage their own caseload and frequently take direct referrals from Consultant Cardiologists and perform psychological assessment of patients pre and post device implant.

They will act as a resource and develop patient/staff information booklets, integrated care pathways and efficient policies and protocols to guide others involved in the care of this diverse client group. They will liaise on a daily basis with Consultant Cardiologists/Physicians, Specialist registrars, Physiologists, Nurse Practitioners, Cardiology Pathway Co-ordinator, administrative staff, ward/catheter lab/ CCU staff, GP's and other professionals within primary care to achieve a co-ordinated comprehensive service.

The main responsibilities of the role will be related to clinical expertise within CRM with an emphasis on initiating, performing and maintaining standards of clinical excellence. This will be achieved by self-development and motivation then by guiding and supporting others.



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Personal specification for Cardiac Rhythm Management Nurse Practitioner- Grade

Attributes	Essential	Desirable
<u>Qualifications</u>	<ul style="list-style-type: none"> ▪ Current First Level Nursing and Midwifery Council Registration ▪ Health-related 1st degree ▪ LEO or equivalent leadership course ▪ Recognised teaching certificate i.e. ENB 998/730 ▪ Advanced Life Support Certificate ▪ Post graduate qualification in Clinical assessment skills in medicine Level 3/degree ▪ Evidence of further education related to CRM i.e. E.P for nurses/ICD foundation course 	<ul style="list-style-type: none"> ▪ Secondary Prevention in Coronary Heart Disease course ▪ Pharmacology module ▪ Nurse initiated Intra venous moderate sedation programme ▪ Counselling certificate ▪ N.A.S.P.E Pacing/Electrophysiology Certificate. ▪ Masters level Degree ▪ Nurse Practitioner framework for obtaining consent
Previous experience	<ul style="list-style-type: none"> ▪ Minimum of 3-5 years experience within cardiothoracic services, 1 year at trust grade 9 ▪ Advanced skills in cardiac rhythm interpretation/analysis and management ▪ Demonstrable organisational skills of self and others ▪ Motivational skills ▪ Negotiation and influencing skills ▪ Management and development of staff 	<ul style="list-style-type: none"> ▪ Previous clinical research and audit experience ▪ Experience of caring for the patient undergoing PCI/CRM as first assistant to Consultant ▪ Experience within Out Patient Clinic environment ▪ Proven management of teams within the healthcare setting
Knowledge	<ul style="list-style-type: none"> ▪ Work within the boundaries of the NMC Code of Professional Conduct. ▪ Evidence of advanced clinical and professional development. ▪ Understands operational procedures and practices within Cardiology. 	<ul style="list-style-type: none"> ▪ Evidence of previous service development/improvement or change management experience.

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	<ul style="list-style-type: none"> ▪ Understands government policies and its impact upon health service provision. ▪ Contributes to research and audit ▪ Knowledge of ongoing research/developments relating to CRM ▪ Evidence of developing policies and protocols 	
<u>Skills</u>	<ul style="list-style-type: none"> ▪ Demonstrates excellent communication and interpersonal skills ▪ Excellent time management and organisational skills ▪ Demonstrates excellent teaching and development/support skills ▪ Demonstrates team working. ▪ Ability to work independently. ▪ Ability to work under pressure. ▪ Ability to work in an environment with a high degree of uncertainty ▪ Presentation/IT skills ▪ Demonstrates ability to initiate change in practice ▪ Undertake positive performance management for team members 	<ul style="list-style-type: none"> ▪ Working collaboratively with a diverse group of individuals ▪ Ability to foster links with other Local/Regional/National centres ▪ Business planning ▪ Demonstrate advanced leadership skills
Extended Skills	<ul style="list-style-type: none"> ▪ Ability to obtain written informed consent for treatments in accordance with local policy (within 6 months) ▪ Psychological assessment of patients pre and post procedure ▪ Physiological assessment of patients pre and post procedure ▪ Intravenous drug administration ▪ Venous cannulation ▪ Set up and care of anaesthetic equipment/monitoring equipment ▪ Nurse initiated Intravenous Moderate sedation (within 6 months) ▪ Advanced scrub practitioner 	<ul style="list-style-type: none"> • Experience of input to consultant ward rounds and subsequent planning of patient care

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	<p>skills</p> <ul style="list-style-type: none"> ▪ Interpretation of Cardiac Electrograms ▪ Arterial/venous sheath removal ▪ Advanced blood analysis skills ▪ Advanced Life Support skills ▪ Request investigations i.e. 24hr ECG monitoring/Exercise tolerance tests ▪ Advanced ECG analysis ▪ Advanced knowledge of high technology monitoring ▪ Ability to assess and discharge patients post procedure ▪ Management of nurse led clinics (New patient, pre admission and follow up) ▪ Counselling of ICD patients pre and post implant ▪ Ability to identify potential and actual problems which may threaten the safety of patients undergoing CRM procedures 	
Key behaviour/ Competencies	<ul style="list-style-type: none"> ▪ Lead and motivate change in practice. ▪ Lead and develop staff. ▪ Encourages other to contribute to and lead change initiatives ▪ Ability to communicate effectively with all grades and professions. ▪ Able to create a calm environment and remain steady under pressure. ▪ Ability to listen effectively and take appropriate action. ▪ Demonstrates a caring attitude ▪ Flexible to the needs of the service ▪ Set standards of care by implementing evidence based protocols in order to change clinical practice ▪ Encourage colleagues to strive for excellence in care ▪ Able to deal with conflict 	
Others	<ul style="list-style-type: none"> ▪ Computer Literate ▪ Ability to enter and retrieve 	

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	<p>DATA</p> <ul style="list-style-type: none"> ▪ Initiate and support audit processes ▪ Flexible with working pattern ▪ Confident and assertive ▪ Self-motivating ▪ Professional role model and clinical resource 	
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KEY RESPONSIBILITIES

Professional

- Adhere to guidelines set by the NMC Code of Conduct
- Comply with and ensure compliance from other staff of policies and procedures laid down by the Trust
- Comply with all trust policies and procedures relating to Health & Safety
- Demonstrate an understanding of the mission, vision and core values of the unit and the organisation
- Demonstrate an attitude in line with the trust's 'Patient's first' policy and protect the reputation of the directorate and trust.
- Takes responsibility for own continuing professional and personal development. Identifying own development needs and involvement in setting own personal development plan.
- Understand the different roles and responsibilities of all members of the multi disciplinary team and develop integrated working practices
- Demonstrate knowledge of health strategy and policy, i.e. National Service Framework for Coronary Heart Disease, NICE Guidelines at a local and national level and be able to plan services ahead to take into account such strategies
- Support CRM Team nurses and others across the directorate to fulfil clinical roles and provide clinical expertise
- Actively seek opportunities to improve service delivery through partnerships across and within organisations, exploring new ways of working
- Demonstrate effective leadership in the establishment of maintenance of safe clinical practice
- Encouraging the multi disciplinary teams to find new ways of service delivery for patients undergoing CRM and where applicable, take a lead in implementing change
- Demonstrate specialist clinical knowledge to an expert level underpinned by theoretical knowledge and relevant practice
- Always act in such a manner that promotes a positive image of the directorate
- Act as host to visitors to the unit
- Encourage others to strive for excellence within clinical practice

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Patient care

- Independently responsible for own caseload of patients
- Responsible for assessing, developing and implementing programmes of care, to achieve high standards.
- Specialist and first point of access via the patient telephone help line and pager system for CRM patients, in order to identify problems and provide ongoing care. This includes managing emergency situations; arranging emergency clinic appointments; giving advice regarding medications; making referrals to other members of the multidisciplinary team; ordering investigations such as 24-hour taped electrocardiogram, exercise tolerance tests, haematological investigations
- Provide education, counselling and reassurance to patients undergoing ICD insertion, with particular emphasis on pre and post implant education advice
- Provide psychological support for CRM patients (including adult, adolescent and paediatric patient groups). In particular those patients waiting for ICD implant and those experiencing difficulties in adjusting to life with an ICD and/or patients traumatised by shock therapy
- Make referrals to the Community Mental Health team as required
- Support patients with genetic heart conditions, whose families have suffered Sudden Cardiac Death
- Liaise with other Health Care Professionals regarding family screening for genetic heart conditions
- Facilitate every 3 months a patient support meeting for patients with ICD's and their carers
- Keep abreast of new technological developments and demonstrate a commitment to the future development of educational material, such as video, website, newsletter and patient education study days
- Lead Nurse Specialist responsible for the development and review of current, comprehensive health information for CRM patients/carers. In addition to ensuring full understanding of complex cardiac conditions, the information is relevant to age, level of understanding, culture and language
- Provide continuity of patient care on a daily basis by following the patients journey from pre admission/admission, discharge and follow up/continuous support
- Obtain informed consent by communicating complex information regarding management of care, including: benefits, risks, (i.e. mortality risks) alternatives complications and lifestyle advice
- Perform physical assessment of patients prior to their procedure. This includes assessment of cardiovascular, respiratory and peripheral vascular system, reviewing medication and recommending changes in conjunction with consultant cardiologists
- To assess patient suitability for discharge including review of blood results, ECG's, wound sites and trouble shooting any identified problems. If suitable for discharge relevant follow up, education and relevant discharge documentation
- To be contactable to healthcare professionals at a local, regional and national level to provide accurate, up-to-date information, answer queries regarding patient management issues, giving advice and exchanging information regarding changes to patients clinical status
- To maintain patient records in a concise and literate manner ensuring hand over of complex management issues to the relevant healthcare professional
- To receive and provide accurate and complex information regarding patients' clinical status from Consultant Cardiologists/Physicians and Specialist Registrar's, relevant wards, Coronary Care Units from across organisations.

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- Demonstrates sound judgement when dealing with complex clinical information and/or situations that require analysis, interpretation, consideration of options, formulation of solutions and deciding (or recommending) upon a particular course of action
- Provide highly specialised advice which contributes to the diagnosis care and education of patients/carers within the speciality of Cardiac Rhythm Management
- Demonstrate expert knowledge and specialist skills required to manage patients within the speciality of CRM and to support junior members of staff
- Work in an environment where the work pattern is frequently unpredictable
- Maintains patients dignity, privacy, respect and well being at all times, meeting individual needs of the patients physical, psychological, emotional, social and spiritual needs. Ensuring they are given accurate information.
- Respect the patients right to participate in decisions about their care and be able to advise them on complex and personal matters
- Liaise and collaborate with The Cardiology Pathway Co-ordinator on a daily basis to maintain effective channels of communication which enhance and streamline the patient journey
- Liaise daily with CRM Team Nurses, Consultant Cardiologists, Registrars, secretarial staff, Cardiac Catheter Laboratory Team (includes Radiographers, Physiologists and Registered Nurses) and Cardiology wards to ensure effective communication related to patient clinical needs and condition
- Recognise own limitations and refer to relevant health care professionals/outside agencies as appropriate i.e.: Cardiac Rehabilitation, Community mental health team
- Ensure self and other team nurses are aware of trust health and safety policy with regards to dealing with body fluids i.e. blood. Provide staff with the necessary education, training and support to enable them to meet this responsibility
- Recognise and manage a sudden clinical change in patients clinical condition utilising specialist knowledge
- Liaise and build close networks with the ambulance services providing education and advice to maintain patient safety
- Occasional exposure to unpleasant working conditions as a consequence of dealing with potentially sensitive and complex information
- Use of a VDU over several short periods per shift worked
- Daily exposure to hazardous materials such as blood and body fluids

Extended Skills

- Advanced specialist clinical skills to assess patients requiring Cardiac Rhythm Management Procedures
- Manage nurse-led clinics for CRM patients
- Interpretation of complex ECG's and Cardiac Electrograms
- Nurse led administration of moderate sedation in the cardiac catheter laboratory
- Demonstrate flexibility in developing new clinical/extended skills to meet a continuously changing service
- Maintain advanced resuscitation skills
- Demonstrate advanced scrub practitioner skills
- Counselling skills

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Education & training

- To maintain and develop expert knowledge on new and current trends in cardiac rhythm management
- To continuously develop specialist advanced, extended clinical skills in response to the service
- Continue to attend any management courses or development days
- To be responsible for promoting the CRM team locally, regionally, nationally, by organising and presenting at relevant conferences. Increasing public awareness of arrhythmias and their management
- Encourage the development and autonomy of junior staff through empowerment
- Be responsible for professional guidance and clinical development within the CRM Nurse Team
- Share positive and good practice locally, regionally and nationally at appropriate forums.
- Attend all mandatory training as required by trust policy.
- Attend Directorate meetings, Clinical Leaders and Catheter Laboratory meetings as lead of CRM Nurse Team

Management

- Undertake positive performance management
- Be responsible for discipline of staff and deal with any grievances as required.
- Involvement with the recruitment process, interviewing candidates when necessary
- Ensure all annual leave and sickness/absence is documented and address issues concerning these in line with trust policy
- Lead and co-ordinate team meetings to discuss and disseminate pertinent information in relation to CRM which is conducive to forward planning of the CRM service
- Lead the development of the CRM Nurse service
- Frequent use of the hospital Patient Administration System and CaMIS to access patient and clinic details to effectively manage/plan team work load
- Maintain records in a concise and literate manner
- Understands trust complaints procedure and manage a complex situation in a sympathetic manner ensuring junior staff follow the same standards
- Demonstrate leadership of others to promote evidence based practice
- Demonstrate the use of information technology to support clinical practice
- Demonstrate understanding of change process and initiate opportunities to improve the service
- Work in collaboration with Consultant Cardiologists, Assistant Director of Nursing, Clinical Matron with reference to the strategic planning and future service expansion
- Identify and respond to environmental hazards and eliminate and/or prevent where possible and communicate actions to the relevant person
- Implement and evaluate systems to monitor risk, understand the trust risk management policy and ensure staff comply
- Demonstrate knowledge of trust infection control policy and guidelines, responding to issues appropriately
- Act as a resource within the senior nurse team for other members in relation to advanced clinical nursing issues.
- Support the Clinical Matron and Cardiology Directorate to fulfil the trusts chosen means of monitoring and attaining Government related targets
- Develop and maintain staff off duty and team job plans ensuring adequate cover for service

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- Formulate business plans in relation to own service and contribute to the divisional business planning process
- Ensure Clinical Matron is informed of any significant changes or service developments within the CRM teams that may effect standards of care, modes of practice

Audit & Research

- Ensure all information is handled in a professional, accurate and confidential manner, upholding the requirement of the Data Protection Act 1984
- Continuously audit and evaluate the service in order to meet the needs of the patient within CRM, act upon audit findings and feed back at divisional audit day
- Maintain accurate records of audit data and demonstrate understanding of the importance of audit in clinical practice.
- Collect relevant audit information pertaining to CRM, comprising of daily input of complication data and audit of CRM nurse service.
- Liaise with Divisional Audit team.
- Liaise closely with the Divisional IT team to ensure systems are used efficiently for recording and storing patient information
- Resource manage
- Maximise the use of available resources
- Encourage staff to be cost conscious in the use of resources
- Uses expert assessment skills in pre admission clinics to identify any actual or potential problems to minimise inappropriate patient admissions.
- Reduces hospital in-patient stay for elective admissions by providing pre admission services
- Effective use of out patient clinic appointment slots by introducing specialist nurse services within the out patient setting

Signature of employee..... Date.....

Signature of manager..... Date.....