



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

Job Description

Position:	Senior Arrhythmia Care Coordinator - SACC
Accountable To:	Director of Nursing and Patient Safety
Responsible To:	Senior Nurse, Division of Cardiothoracic Services
Hours of Duty:	37 ½ hours per week.
Location:	XXX Hospital

Job Purpose

To ensure the implementation of the National Service Framework for Coronary Heart Disease (DoH, 2005) and the government's continued improvement agenda, for patients with or suspected with an arrhythmia and those at risk of sudden cardiac death, through working across boundaries with primary and secondary care and ensuring that the service is convenient, accessible and equitable to patients. This is an exciting opportunity to support the implementation of the quality requirements set out within chapter 8 of the NSF-CHD 'Arrhythmias and Sudden Cardiac Death' (DH 2005).

Quality requirement one: Patient Support

People with arrhythmias receive timely and high quality support and information, based on an assessment of their needs

Quality requirement two: Diagnosis and Treatment

People presenting with arrhythmias, in both emergency and elective settings, receive timely assessment by an appropriate clinician to ensure accurate diagnosis and effective treatment and rehabilitation

Quality requirement three: Sudden Cardiac Death

When sudden cardiac death occurs, NHS services have systems in place to identify family members at risk and provide personally tailored, sensitive and expert support, diagnosis, treatment, information and advice to close relatives.

- The post holder will be an expert clinical practitioner who will develop, deliver and co-ordinate a specialist service in relation to Cardiac Rhythm Management. They will develop the SACC role in CRM and provide a comprehensive nursing service within the tertiary centre and within the local healthcare community.
- They will develop improved diagnostic, referral and treatment pathways for arrhythmia patients across the care continuum from primary to tertiary care, engaging with lead clinicians in both Primary and Secondary care as well as other healthcare professionals across the network area, including those caring for patients with Adult Congenital Heart Disease.

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**

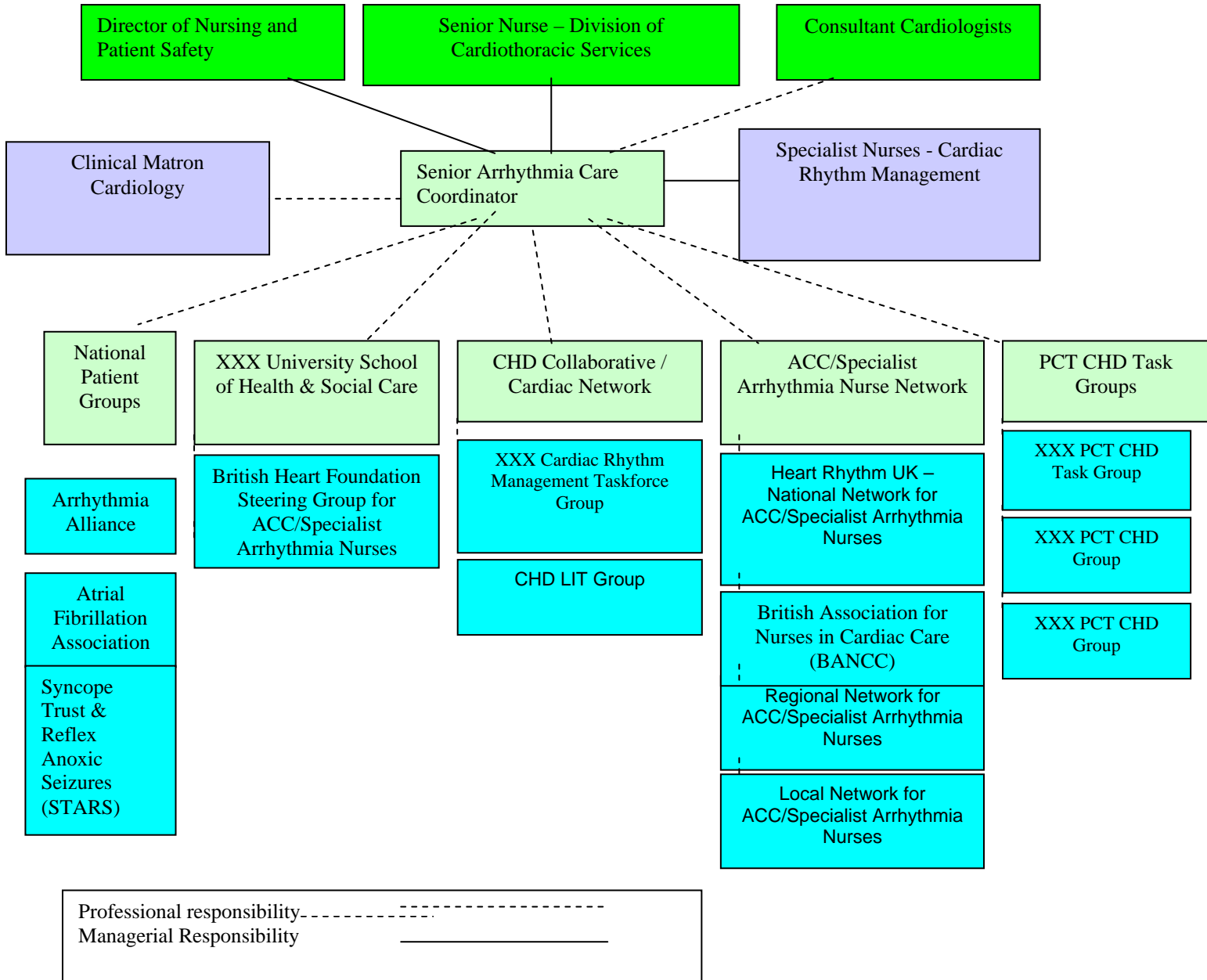
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- They will provide professional leadership to support and inspire colleagues and enhance the development of clinical practice
- The post will ensure that the service offered will be convenient and accessible to patients. They will assist in ensuring that patients receive timely and streamlined care as well as contributing to reducing waiting times, waiting lists for treatment and inappropriate admissions to acute beds
- They will maximise the development of CRM services within the tertiary centre, local communities and across Cardiovascular Networks by providing excellence in-patient care, underpinned by evidence-based practice and centred on individual patient need.
- They will enhance the development of nurses within the Trust through effective leadership in conjunction with the Director of Nursing and Patient Services, Senior Nurses and clinical matrons, by fostering innovation, both clinically and organisationally, utilising expert specialist skills.
- They will contribute to nursing leadership within the Division of Cardiothoracic Services and foster innovation, both clinically and organisationally.
- They will support the development of staff to their fullest potential and provide advice and education to professionals within the organisation and from other agencies.
- They will play an active role in supporting the Director of Nursing and Patient Services to promote and develop nursing issues throughout the Trust and at a regional and national level
- They will provide advice and consultancy to professionals within the organisation and from other agencies caring for patients with or suspected with an arrhythmia.
- They will develop and deliver educational programmes relating to arrhythmia management through collaborative working with local universities and pertinent national organisations.
- They will be involved in national/international networking through developing effective clinical networks, organising, speaking and attending conferences, linking with national patient groups and through publication of articles in national peer reviewed journals.
- They will be required to be involved in developing audit criteria for evaluation of the post and of clinical outcomes for patients with arrhythmias, the latter being in conjunction with developments at the Central Cardiac Audit Database.

Organisational Chart





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Knowledge, Skills and Experience

- A senior qualified nurse with an extensive record of Cardiology nursing experience and of innovation.
 - A record of career long learning and education, with a first degree in nursing and with or working towards a Masters degree
 - A profile of expertise at local and national level through development of clinical networks, involvement in development of national policy, organisation of national conferences, delivery of presentations and publications.
 - Highly developed leadership, interpersonal relationship and communication skills.
- Develop a patient centred arrhythmia management service that is integrated across professional and organisational boundaries.
- Develop and lead an arrhythmia management service according to government policy and national service framework for coronary heart disease (CHD)
- To develop a comprehensive arrhythmia management nurse service in secondary and primary care for patients presenting with arrhythmia and act as a national exemplar for the potential of this role.
 - To motivate and encourage all nursing staff in reviewing their practice to comply with international evidence based care and treatment. Encourage and support the facilitation of research based nursing practice through innovation and leadership.
 - To develop a high profile nationally and regionally through organisation of educational programmes, attendance and organisation of conferences, publications and presentations.
 - To demonstrate a personal commitment to lifelong learning through continued academic study.
 - To develop strategies to ensure that standards of care are established and benchmarked.
 - To ensure the knowledge base of the multidisciplinary team is sufficient to meet the needs of patients with arrhythmia by developing and delivering educational programmes to ACC's, nurses, technicians, paramedics, medical students, junior medical staff and general practitioners.



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Key result area 1 - Expert Clinical Practice

They will provide expert nursing practice, exercising a high degree of specialist professional judgement through the management of a caseload at nurse led clinics referred to them by GPs, consultant colleagues and other health care professionals.

The post holder will carry out an independent assessment of patients referred to them, via the ordering/undertaking and interpretation of diagnostic tests. They will make critical judgements to inform clinical decision-making, recommendations and prescription of treatment.

They will use complex reasoning skills to provide diagnosis, treatment options and health promotion advice in the area of arrhythmia management to patients and develop methods and strategies to make this accessible to all. This will include communication of complex information on managing the condition including risks and benefits (mortality, complications) provide details of alternative options.

They will support the Specialist Nurses in arrhythmia clinics within the tertiary and primary care setting who provide direct care with clinical advice on care packages.

They will promote innovative solutions, identifying pathways of care that move across boundaries and strategies to prevent further complications, with the aim of maintaining trust and dignity.

They will provide expert advice, consultancy and education to other professionals and agencies to reduce the level of inappropriate referral to the acute service.

They will provide support for patients and carers to ensure that advice and information is accessible to them and to promote empowerment and informed choice.

They will support staff within the trust to provide care appropriate to patient need and support staff to develop required skills and knowledge.

They will provide health promotion advice to patients and develop methods and strategies to make this more widely accessible.

They will provide information and advice to patients and other health carers by providing a first point contact.

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Expert Clinical Practice Competencies

- Act as an expert practitioner demonstrating advanced clinical knowledge, competence and interpersonal skills in caring for arrhythmia patients and their families
- Utilise expert specialist knowledge of clinical skills as a senior practitioner in the Cardiology division
- Utilise specialist expert knowledge and technology in the field of cardiac arrhythmia assessment to triage, diagnose and treat patients with a variety of causes of arrhythmia
- Develop arrhythmia and/or syncope/blackout clinics where necessary and develop integrated care pathways to aid arrhythmia management
- Demonstrate a high degree of specialist professional judgment through the management of a caseload within arrhythmia clinics, including running of pre-admission clinics for patients undergoing elective procedures, new patient and follow up clinics
- Develop and employ robust referral criteria for ensuring patients with identified arrhythmias receive prompt, appropriate investigations and treatment in the appropriate setting
- Establish appropriate support services for patients with long-term conditions and ensuring appropriate patient information is available regarding the spectrum of arrhythmia conditions, investigations and treatments
- Demonstrate advanced cardiac clinical examination skills including chest auscultation to detect cardiac murmurs
- Demonstrate advanced Electrocardiograph interpretation skills
- Demonstrate advanced blood analysis and interpretation skills
- Demonstrate advanced skills to perform administration of intra venous medication
- Utilise complex technological equipment, interpreting results to assist in the formation of diagnosis and treatment
- Accept direct referrals from other health care professionals, carry out assessment of patients and document the results
- Demonstrate expert knowledge to prescribe / administer medications
- Demonstrate complex reasoning and critical thinking to analyse the needs of patients and make recommendations for treatment and nursing care.

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- Manage the care of a patient caseload and make appropriate referrals to others
- Audit patient outcomes related to care provision, as an inherent part of practice. This should involve designing of databases, analysis and service development based on the results.
- Extend the boundaries of nursing practice by developing specialist nurses to meet the needs of a patient centred service.
- Work collaboratively with professionals from other agencies to continuously improve the service to patients.
- Develop and implement protocols for nursing/medical colleagues to access in relation to arrhythmia management
- Network locally, regionally and nationally to recognise the ethical, legal and professional expansion of their practice.
- Identify and implement strategies for optimising the health of specific target population and co-ordinate awareness on health promotion issues.
- Manage care of patients including moving and handling and exposure to body fluids on a daily basis
- Develop and implement protocols for nursing/medical colleagues to access in relation to arrhythmia management
- Network locally, regionally and nationally to recognise the ethical, legal and professional expansion of their practice
- Co-ordinate and evaluate the provision of specialist care, advice and education to patients on an individual and a group basis through patient satisfaction surveys and patient focus groups
- Co-ordinate the development and review of current, comprehensive health information for arrhythmia patients and their carers. In addition to ensuring full understanding of complex cardiac conditions, the information is relevant to age, level of understanding, culture and language in conjunction with patients, their families, clinical staff and patients info service
- Provide continuity of patient care on a daily basis by following the patients journey from pre admission/admission, discharge and follow up/continuous support
- Ensure patients receive sufficient information to enable informed consent by communicating complex information regarding management of care, including: benefits, risks, (i.e. mortality risks) alternatives complications and lifestyle advice

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- Demonstrate skills and knowledge in obtaining informed consent for procedures pertinent to arrhythmia management
- Receive and provide accurate and complex information regarding patients' clinical status from Consultant Cardiologists/General Physicians, Specialist Registrar's, health care professionals in primary and secondary care, relevant wards and Coronary Care Units from across organisations
- Liaise with arrhythmia management team, Consultant Cardiologists, Specialist Nurses, Registrars, Secretarial staff, Cardiac Investigation and Catheter Laboratory Team (includes Radiographers, Physiologists and Registered Nurses) and Cardiology wards to ensure effective communication related to patient clinical needs and condition prior to procedure
- Provide specialised advice which contributes to the diagnosis care and education of patients/carers within the speciality of arrhythmia management
- Seek expert help or more experienced help where necessary
- Record all patient information using relevant manual / computerised systems.

Key Result Area 2 - Professional Leadership

The SACC will be a recognised expert in arrhythmia management and provide professional leadership, which will support and inspire colleagues and enhance the development of clinical practice.

They will develop a template of planned care for patients with or suspected with arrhythmia, from referral and through hospital admission and discharge. Through taking referrals from the primary and secondary care settings and developing and expanding arrhythmia clinics, offering expert advice to other professionals both within the Trust and in the Primary Care setting.

They will work with local and national groups contributing to patient and public involvement networks to help patients and their carers to become independent in the care and management of their condition.

They will act as a resource to implement strategies to support Clinical Governance within the Division and will be expected to promote best practice and influence the development of services across organisational boundaries.

They will enhance nursing leadership Trust wide, through involvement in current nursing issues and developments.

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They will play an active part in national organisations to promote best practice in the area of arrhythmia management.

They will provide leadership for Specialist Nurses working in the Division of Cardiothoracic Services including cardiology and cardiac surgical related speciality roles.

Professional Leadership and consultancy competencies

- Have advanced leadership skills to enhance the development of patient pathways to meet national standards and guidelines.
- Act as recognised expert in arrhythmia management and provide professional leadership, which will support and inspire colleagues and enhance the development of clinical practice
- Implement strategies to support Clinical Governance and promote best practice and influence the development of services across organisational boundaries
- Enhance leadership Trust wide, through involvement in current issues and developments
- Play an active part in national organisations to promote best practice in the area of arrhythmia management
- Influence and develop policy and strategy, based on the strategic direction of the organisation and expectations of key stakeholders, with particular reference to the NSF
- Have advanced leadership skills to enhance the development of patient pathways to meet national standards and guidelines
- Participate in the development of the organisations mission, vision and values and promote a culture of excellence
- Utilise advanced leadership skills in the clinical supervision and mentoring of junior/senior staff
- Identify and develop systems to motivate, support and recognise the contributions of others
- Develop mechanisms for involving and empowering colleagues
- Implement and monitor standards of nursing practice and promote continuous improvement
- Negotiate and agree with patients and other professionals, roles responsibilities and outcomes
- Generate and implement new solutions that will best suit the needs of patients, through thinking laterally about practice

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- Initiate and implement structures for Clinical Governance and promote best practice.
- Act as a positive role model and provide specialist advice and consultancy for multidisciplinary colleagues including nurses working in the Acute Trust and Primary Care setting, medical staff working in the Acute Trust, which includes junior doctors – consultant medical staff, GPs and paramedic staff in the local ambulance Trusts
- Provide leadership for Divisional Specialist Nurses, in all aspects of development including educational, clinical skills, audit and research, publications and service development
- Provide specialist advice and act as a resource for professionals from other agencies
- Provide information and analysis of this information to support service development
- Publish articles and speak at national conferences on topics pertinent to arrhythmia management
- Work collaboratively with colleagues to provide advice and consultancy

Key Results area 3 - Education and Training

The SACC will play a key role in the development of a wide variety of clinical professions across professional boundaries, to enable staff to extend their practice in the interest of patients.

They will be expected to design, develop and deliver teaching packages that enable expert skills development. Provide specialist input for the education and training of other health care professionals within the Trust, PCTs and from other agencies.

They will collaborate with Universities to develop educational programmes with specialist practice components, and will be involved in teaching for pre and post registration programmes, in the area of arrhythmia management and across professional boundaries.

They will help patients and their carers to become independent in the care and management of their condition.

They will provide clinical supervision and mentorship for senior nurses within the Division and the Trust. They will be expected to use reflective skills within their own supervision and extend professional development through accessing academic and professional learning opportunities.



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Utilise marketing opportunities to co-ordinate competency based training packages to other health Trusts so that similar services can be developed on a national basis.

They will support a team of nurses to develop arrhythmia services in the acute trust setting and within various primary care settings, ensuring patients are risk stratified and managed according to evidence based guidelines.

Education and Training Competencies

- Promote the development of a culture that is conducive to lifelong learning
- Develop training and development strategies to meet the needs of professionals within the organisation and across organisational boundaries
- Develop an acknowledged professional profile locally and nationally through development of educational programmes, organisation and attendance of national conferences, presentations and publications
- Identify and network with key players at a local and national level to develop nursing roles to ensure the delivery of best practice
- Utilise advanced reflective skills effectively from the practice and knowledge of self and others
- Develop and improve your own competence in structured ways, including accessing clinical supervision
- Contribute to the national debate on professional training and education and participate in the introduction of improvements and changes to Higher Education curriculum
- Work with other ACC's and Specialist Arrhythmia Nurses locally, regionally and nationally, in the national development of the ACC/Specialist arrhythmia nurse role
- Train and develop Specialist Nurses to be able to provide a comprehensive trust wide service for management of arrhythmia
 - Work with patients to devise suitable educational and information materials regarding arrhythmias, diagnostic and treatment procedures at local, regional and national level
 - Develop and implement guidelines and standards for the management of arrhythmias through the arrhythmia subgroup of the Cardiac Network
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- Collaborate with Universities to develop educational programmes with specialist practice components, and be involved in teaching for pre and post registration programmes, in the area of arrhythmia management across professional boundaries.
- Provide clinical supervision and mentorship for ACC's, arrhythmia nurses/physiologists
- Use reflective skills within your own supervision and extend professional development through accessing academic and professional learning opportunities
- Identify and network with key players at a local and national level to develop SACC/ACC roles to ensure the delivery of best practice.
- Develop and improve your own competence in structured ways, including accessing clinical supervision
- Contribute to the national debate on professional training and education and participate in the introduction of improvements and changes to Higher Education curriculum.

Key Area 4 - Practice & Service Development, Research and Evaluation

The SACC will be expected to play a major role in planning, initiating and undertaking research projects related to their role, in conjunction with other nursing staff and health care professionals. They will be expected to develop professional practice through Clinical Governance, the promotion of evidence-based practice and critical appraisal.

They will implement innovative practice and service delivery solutions to ensure that service delivery is convenient and accessible, in line with the government's modernisation agenda. You will set and monitor standards to evaluate service improvements.

They will make themselves aware of developments in practice at a national and international level and implement changes that reflect benchmarked best practice. They will participate in internal and external meetings for moving forward the NSF.

They will be expected to carry out research, the focus of which should aim to evaluate current practice and develop new ways of thinking in relation to clinical nursing practice. You will support colleagues to critically appraise research and you will have a key role in the expansion of the research capacity within the Division and the Trust and will support the Nursing Strategy Research group.

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They will be a member of Trust wide committees. This will require them to contribute to strategy discussions as projects need refinement and be able to offer advice in line with expertise offering the nursing input for that area of practice.

They will develop a role as Visiting Lecturer at the university.

They will provide formal teaching sessions at the university for a variety of courses including the Arrhythmia management course, Heart failure course, Secondary prevention and Community matron Course

Practice & Service Development, Research and Evaluation Competencies

- Promote and maintain a culture of continuous improvement and change.
- Develop, implement and evaluate strategies to advance knowledge and practice.
- Use evidence based practice to underpin clinical guidelines and integrate research into clinical practice.
- Lead in the future development of integrated care pathways in relation to arrhythmia management
- Influence and develop policy and strategy, based on the strategic direction of the organisation and expectations of key stakeholders, with particular reference to the NSF.
- Identify national issues, strategies and policies that have an impact on service provision and initiate and implement practice and service improvement.
- Carry out research in an area of practice and implement findings.
- Influence the calibre of research across the Trust by reviewing projects and supporting staff.
- Analyse epidemiological, political and professional trends in order to develop and improve practice.
- Dissemination of information and research findings locally, nationally and internationally.



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- Work collaboratively with other professionals across organisational and professional boundaries.

Communication and Working relationships

The post holder will be expected to network and communicate at a Local, Regional and National level in order to influence the quality of service provision. You will be required to liaise with purchasers, external contractors and other stakeholders, particularly Primary Care groups, to maintain high standards of care for patients and develop partnerships in care with service providers across primary and secondary care.

You will have a close working relationship with the Senior Nurse, the Consultant Cardiologists specialising in electrophysiology and other senior medical staff and will also collaborate with the Director of Nursing and Patient Safety and other senior nurses across the Trust to maintain and extend the profile of the profession.

You will use advanced communication skills with staff internal and external to the Trust in managing highly complex information used to co-ordinate inter-professional collaborative working organisational boundaries.

Other Responsibilities

- The post holder will adhere to the NMC Code of Professional Conduct at all times and exercise his/her professional skills in a manner congruent with the NMC's position statement on the Scope of Professional Practice.
- The post holder will be expected to promote and implement the Trust's Equal Opportunities Policy.
- The post holder will be expected to work at all times in accordance with the Trust's Corporate Policies and Procedures.
- The post holder will be expected to ensure that confidentiality of information about patients and staff is maintained at all times.
- The post holder will be required to follow the requirements of the 1984 Data Protection Act.
- The post holder must declare any private interests that could result in personal gain as a consequence of their position. Interests that might appear in conflict should also be declared.

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- The post holder will provide leadership and manage a team of chest pain specialists nurses to meet the needs of evidence based care of patients with or suspected with an arrhythmia

Management

- Undertake management responsibilities for members of the nursing team and administrative team
- Manage a budget relating to the community arrhythmia service
- 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 arrhythmia management which is conducive to forward planning of the arrhythmia management service
- Play a pivotal role in the development of the arrhythmia management service
- Understand 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 understanding of the change process and initiate opportunities to improve the service
- Work in collaboration with Consultant Cardiologists, Lead Nurse 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 team for other members in relation to complex clinical issues

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- Support the Lead Nurse, 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
- Formulate business plans in relation to CRM service and contribute to the divisional business planning process
- Ensure Senior Nurse/Clinical Matron are informed of any significant changes or service developments within the arrhythmia management team that may effect standards of care, modes of practice and budgets

Infection Prevention and Control

- The staff member will ensure that she/he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections.
- He or she will ensure that she/he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties.
- He or she will use aseptic technique and personal protective equipment in accordance with Trust policies.
- Knowledge of the following policies is particularly relevant to this post:
 - HIC policy (01) Standard principles of Infection Control
 - HIC (14) Hand hygiene policy
 - HIC (19) Decontamination
 - HIC (20) Preventing central venous catheter associated infections
 - HIC (25) Infection prevention and control in children
 - HIC (36) Insertion and care of peripheral intravenous canulae

This job description sets out key tasks and responsibilities of the post. It is essential that it be regarded with a degree of flexibility, so that the changing needs of the service can be met and the role can be developed.

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Signed Post Holder

Signed Divisional Manager

Date

Practitioner Profile

The successful applicant will be a recognised leader within the field of cardiology; capable of advising Trust Staff at all levels. He/she will have expert clinical skills, and contribute to all aspects of service development within the speciality. He/she will be able to demonstrate a proven track record in practice innovation and developments, leading to improved patient care outcomes. They will be able to work independently under pressure to make clinical decisions regarding patient diagnosis and care.

Essential Qualifications/Qualities:

- Registered General Nurse
- A first degree with nursing focus preferably within the specialist field
- Second degree at masters level or working towards
- Willingness to study to doctorate level
- Minimum of 5 years experience within Cardiac Rhythm Management at a senior level
- Teaching qualification (ENB 998/C&G 730)
- Post graduate clinical assessment skills level III
- Intermediate Life Support certification
- Leading Effective Organisations certificate
- A record of innovation and the implementation of improvements in practice

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- Change/project management skills
- Experience of clinical audit and ability to interpret results and change service delivery accordingly
- Able to demonstrate a high level of leadership skills
- Evidence of advanced interpersonal and communication skills
- Advanced computing skills
- Collaborative skills
- Safe use of electrical equipment – VDU, OHP, IT, a range of medical electrical equipment
- Self confidence
- Car Driver

Desirable Qualities:

- Previous experience of setting up nurse led services/clinic
- Advanced Practitioner status e.g. able to undertake an extensive variety of cardiology examinations tests and investigations
- Evidence of professional presentations and publications

Signed Post Holder

Signed Divisional Manager

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