



Atrial Fibrillation Association
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www.atrialfibrillation.org.uk

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

1. Job Details

Position:	Senior Specialist Nurse
Accountable To:	Divisional Manager/Clinical Director
Responsible To:	Senior Nurse, Cardiothoracic Division
Grade:	Band 7
Hours of Duty:	37 ½ hours per week. Monday to Friday, hours of starting/finishing dependent on workload
Location:	XXX Hospital

2. Job purpose

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 responsible on a daily basis for the management of a team of CRM Nurse Practitioners, providing both clinical and professional support.

They will 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 specific cardiac investigations.

They will provide on a daily basis a support service for patients requiring complex cardiac devices (ICD's/CRT devices) and other patients requiring arrhythmia management. 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 and within primary care.

They will be responsible for the management of nurse led clinics and will utilise advanced clinical assessment skills to ensure patients are suitable to undergo EP/Device 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 for other health care professionals 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

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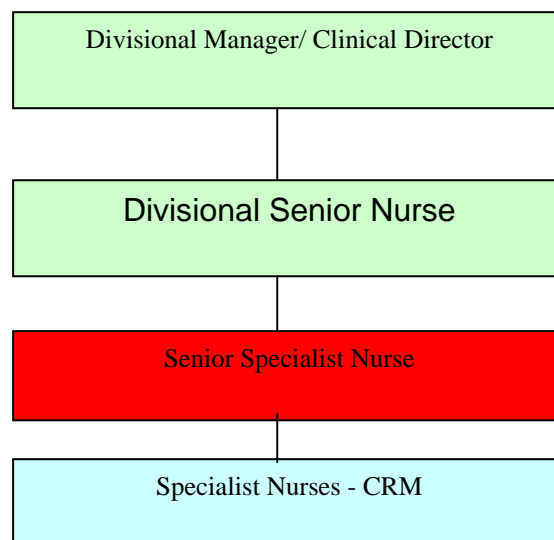
Pathway Co-ordinator, administrative staff, ward/catheter lab/ CCU staff, GP's and other professionals within primary care to achieve a co-ordinated comprehensive service.

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.

3. Role Dimensions

The role of the specialist nurse is multifaceted incorporating such key functions as policy and standards development, practice development, education, research and professional development. The ultimate aim is the provision of a cost effective, efficient quality service that meets the needs of the patient caseload / client group.

4. Organisational Chart



5. Key Result Areas

Providing Effective Health Care (Direct/indirect)

- 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



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- Provide education, counselling and reassurance to patients undergoing ICD/CRT/PPM 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 by referring for appropriate screening and providing advice/counselling
- Liaise with other Health Care Professionals regarding family screening for genetic heart conditions
- Facilitate every 4 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
- Contribute as a Nurse Specialist to 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; reviewing medication and recommending changes in conjunction with consultant/medical colleagues.
- Uses expert assessment skills in pre admission clinics identifying any actual or potential problems to minimise inappropriate patient admissions. Reduce hospital in-patient stay for elective admissions by providing pre admission services.
- Effective use of out patient clinic appointment slots by introducing follow up services within the out patient setting.
- Assess patient suitability for discharge. If suitable for discharge relevant follow up, education and discharge documentation should be completed.
- Demonstrates advanced assessment skills and sound judgement when dealing with complex clinical information taken from senior medial colleagues with regards to patients clinical status and/or situations that require analysis, interpretation, consideration of options, formulation of solutions and deciding (or recommending) upon a particular course of action.
- Demonstrate expert knowledge and specialist skills required to manage patients within the specialist area and to support junior members of staff.
- To be a resource for 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.

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- 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 and take appropriate action.
- To be fully competent in advanced clinical skills such as venepuncture, cannulation, intravenous administration of drugs, recording and advanced interpretation of electrocardiogram and initiation of treatment according to patient group directives.
- Maintain effective communication with patients, carers and professionals to ensure seamless service delivery.
- Act as a senior role model for excellence.
- Advocate the principles of Essence of Care by promoting evidence-based nursing care.
- Provide specialist clinical advice in accordance with current evidence based practice.
- Develop good working relationships with relevant staff within the hospital setting across the relevant clinical divisions.
- Maintain accurate patient records and ensure all relevant information is documented in the patient's medical and nursing notes.
- Maintain a safe and healthy environment for staff, patients and visitors encouraging others to maintain high standards.
- Maintain patient's dignity, privacy, respect and well being at all times, showing empathy and compassion in difficult situations (the critically ill or dying patient).
- Act as the patients' advocate, when relevant, and be able to educate on all the treatment options to enable a patient to make an informed choice, negotiating with the medical team on agreed pathways of care.
- Meet the individual needs of the patient's physical, psychological, emotional, social and spiritual well being, ensuring they are given accurate information in a manner in which they can understand.
- Respect the patients' right to participate in decisions about their care and be able to advise them on complex and personal matters.
- Provide appropriate information to patients and carers in a form which facilitates their understanding of their condition and which assists them to make choices in lifestyle. Overcome barriers to understanding when discussing planned care and diagnosis etc.
- Recognise and deal with any violence and aggression according to trust policy ensuring safety of patients, visitors and staff at all times.
- Ensure self / staff are health and safety conscious when dealing with body fluids i.e. blood, sputum, vomit, urine, faeces, other drained fluids and with soiled waste / linen disposal.
- Be health and safety conscious when lifting/moving heavy items following current lifting policy, especially with unusual loads.
- Recognise and manage a sudden critical change in patient's clinical condition, utilising specialist knowledge.
- Demonstrate expert knowledge and specialist skills required to manage patient's condition ensuring support for junior members of staff who look to you for advice.
- Deal with challenging situations and be able to confront clinicians about decisions to ensure the care delivered is in the best interests of the patient utilising highly developed communication and negotiation skills.

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- Demonstrate effective communication skills within the relevant departments and organisation when discussing complex issues regarding patient's illness.
- Demonstrate the use of information technology to support clinical practice.
- Demonstrate an understanding of key infection control policies including standard principles, hand hygiene and MRSA and be aware of other relevant infection policies to ensure compliance with The Health Act: Code of Practice for the Prevention and Control of Healthcare Associated Infections
- Demonstrate individual responsibility for infection prevention and control, including challenging non-compliance with policy and supporting infection prevention and control related audit activity

Developing Self and Others

- Maintain and develop expert knowledge on new and current trends in nursing and specialist cardiac care.
- Continue to develop specialist advanced extended clinical skills in response to service needs.
- Demonstrate specialist clinical knowledge and understanding to an expert level.
- Attend all mandatory training as required by trust policy.
- Adhere to guidelines set by the NMC Code of Conduct.
- Maintain individual professional development whilst an autonomous practitioner and adhere to recognise standards (NMC) for specialist nurses.
- Comply with and ensure compliance from other staff of policies and procedures laid down by the Trust.
- Attend any development days or specialised training events to enhance the role.
- Demonstrate an understanding of the mission, vision and core values of the Trust.
- Understand the different roles and responsibilities of all members of the multidisciplinary team and develop integrated working practices.
- Avail themselves of opportunities within the trust for professional and personal development.
- Ensure research and audit is integrated and supported in practice at all levels.
- Be responsible for maintaining a professional profile.
- Undertake a senior development review (SDR) annually to identify organisational and professional objectives and developmental needs.
- Advise on educational opportunities that will facilitate the development of advanced skills and knowledge of specialist nurse role.
- Support and develop aspiring nurses with an interest in CRM care.
- Develop resource and teaching packs for use by patient and/or staff in the clinical and educational settings.
- Represent the Trust and make presentations specifically related to area of expertise at local and national forums and conferences.
- Share positive and good practice with others.
- Initiate service development/new initiatives.
- Undertake teaching at departmental/divisional level.

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- Participate in hospital initiatives in relation to information technology, resource management and use IT skills to provide clinical information, monitor and audit data and produce reports and presentations.
- Identify and respond to environmental hazards and eliminate and/or prevent where possible and communicate these issues to the relevant person.
- Implement and evaluate systems to monitor risk. Understand the trust risk management policy and ensure staff comply, completing trust incident form when appropriate.
- Understand the Trust complaints procedure and manage a complex situation in a sympathetic manner ensuring junior staff follow the same standards.
- Independently respond quickly and manage and direct junior staff in event of a sudden emergency or critical incident.
- Demonstrate the importance of obtaining, organising and recording information clearly and accurately by self and others both written and computer driven.
- Expand and develop the role to meet the changing needs of patients working within the parameters of the Code of Professional Practice, Trust and NMC guidelines.
- Be responsible for own professional and clinical development by maintaining an ongoing programme of professional development at degree or Masters Level to sustain and develop underpinning theory and knowledge.
- Contribute, as a senior person, to professional and clinical development throughout the specialist area.
- Contribute to, lead and co-ordinate team meetings monthly to discuss and disseminate pertinent information in relation to the specialist area which is conducive to forward planning of the service.
- Work in collaboration with Consultant Cardiologists, Senior Nurse and Clinical Matron with reference to the strategic planning and future service expansion.
- Support the Senior Nurse, Clinical Matron and Cardiology Directorate to fulfil the trusts chosen means of monitoring and attaining Government related targets.
- Contribute to the development and maintenance of staff off duty and team job plans ensuring adequate cover for service.
- Ensure Senior Nurse is informed of any significant changes or service developments that may affect standards of care, modes of practice.
- Work to meet the objectives of the Trust's Nursing and Midwifery Strategy.

Quality, Evaluation and Research

- Participate in the collection and evaluation of clinical audit within the speciality and present data at local, regional and national conferences.
- Contribute to the relevant directorate audit and research programmes as requested.
- Participate in research projects pertinent to the speciality (for example protect/pace)
- Identify topics and assist the nurse consultant in development of nursing research in relation to specialist area of practice.
- Lead on relevant departmental audit programs.
- Participate in national audits, e.g. CCAD, BPEG, British Heart Foundation Arrhythmia audit
- Work to meet the objectives of the Trust's Nursing and Midwifery Strategy.

- Utilise evidence based knowledge within practice development.

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- Support and promote an integrated approach to quality, seeking always to improve patient care.
- Contribute to the clinical governance agenda within the team, Division and the Trust, as required.

Leading and Developing Practice

- Be available for expert advice to other areas and disciplines.
- Demonstrate flexibility in developing new specialist clinical/extended skills to meet a changing service.
- Utilise information technology to develop practice.
- Demonstrate effective leadership in the establishment and maintenance of safe clinical, evidence-based practice.
- Always act in such a manner that promotes a positive image of the clinical area/trust.
- Encourage others to strive for excellence within clinical practice.
- Demonstrate understanding of change process and initiate opportunities to improve the service.
- Contributes to the development of local policies in relation to the implementation of The NHS Plan.
- Develop specialist protocols and policies regarding all aspects of the specialist service and explore the possibilities of further nurse-led initiatives.
- Work in collaboration with Consultant Cardiologists and Senior Nurse with reference to the strategic planning and future service expansion.
- Contribute to the formulation of business plans in relation to CRM services and contribute to the divisional business planning process.

Management

- Undertake management responsibilities for the CRM nursing team including recruitment, staff development review (SDR), career development, discipline and grievance and sickness and absence.
- Manage a budget for the CRM nursing and administrative team.
- Act as a resource within the team for other members in relation to complex clinical issues.
- Ensure all annual leave and sickness/absence is documented and address issues concerning these in line with Trust policy.
- Ensure Senior Nurse is informed of any significant changes or service developments within the CRM team that may affect standards of care, modes of practice and budgets.

6. General Information

Confidentiality

The postholder must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1984.

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Equal Opportunities

The post holder must at all times carry out his/her responsibilities with regard to the Trust's Equal Opportunities Policy.

Health and Safety

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.

Smoking Policy

It is the policy of the Trust to promote health. Smoking therefore is actively discouraged and is prohibited in the Hospital, including offices.

Data Protection Act

All employees of the Hospital Trust must not, without prior permission, disclose any information regarding patients or staff. In circumstances where it is known that a member of staff has communicated to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1984 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Terms and Conditions of Employment

This post is exempt from the Rehabilitation of Offenders Act 1974 and this means that any criminal conviction must be made known at the time of application.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the postholder.

**Person Specification
 Specialist Nurse – CRM**

	Essential Professional Requirements	Desirable Requirements
Qualifications	<ul style="list-style-type: none"> • NMC Level One Registration • Post Graduate ENB 124 • Must possess a first level degree in the nursing discipline and record of continuous personal, professional and academic 	<ul style="list-style-type: none"> • Clinical skills at degree level • Nurse prescribing • LEO or equivalent leadership certificate

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	<p>development.</p> <ul style="list-style-type: none"> • Recognised teaching certificate for example ENB 998 or C&G 730 • Masters degree or working towards 	<ul style="list-style-type: none"> • University accredited ECG analysis and interpretation course
Experience	<ul style="list-style-type: none"> • A minimum of 5 years post registration experience, with at least 2 years in a senior post • Recent extensive experience in cardiology care • Experience of undertaking audit • Experience in managing change • Experience of collaborating with other multidisciplinary agencies • Current teaching experience 	<ul style="list-style-type: none"> • Experience in providing counselling to patients and to support staff
Knowledge	<ul style="list-style-type: none"> • Expert level of knowledge in the area of management of cardiology patients • Knowledge of strategic issues which influence management of cardiology patients • Knowledge of the NSF for CHD and relevant NICE guidance 	<ul style="list-style-type: none"> • Knowledge of national progress with speciality area • Knowledge of governance agenda and NHS Plan
Skills	<ul style="list-style-type: none"> • Advanced clinical and leadership skills in specialty • Advanced analytical and judgmental skills • Complex problem solving and assessment skills 	

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	<ul style="list-style-type: none"> • <u>Advanced communication and interpersonal skills.</u> • <u>Excellent time management skills</u> • <u>Ability to work under pressure</u> • <u>Ability to work independently</u> • <u>Initiate changes in practice</u> • <u>Commitment to achieving corporate objectives of organisation.</u> • Able to negotiate with and influence the work of staff who are not managed within the team. • Ability to work autonomously or as a member of a team, as well as part of the wider multi-disciplinary team • Advanced teaching skills. • Excellent word processing, report writing and presentational skills. • Ability to lead/manage staff and the service to optimise resources 	
<p>Key Competencies</p>	<ul style="list-style-type: none"> • Excellent communication skills with colleagues and people at all levels • Team player • Good listener • Flexible approach to work • Ability to organise, prioritise and co-ordinate work of self and others. • Ability to manage stressful situations, challenge 	

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	<p>decisions and work independently to ensure the patients needs are being met.</p> <ul style="list-style-type: none"> • Ability to lead, manage and motivate self and others. 	
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This job description is not intended to be exhaustive and will be subject to regular review and probable amendment as the hospital and service develops.

Job Description Agreement

Post Holder:

Name:.....Signature:..... Date:.....

Manager

Name:.....Signature:..... Date:.....