



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

JOB DESCRIPTION

Title of Post: Specialist Nurse Cardiac Rhythm Management (CRM)
Location: XXX Hospital
Department/Specialty: Division of Cardiothoracic Services
Grade: AFC Band 7
Responsible to: Clinical Matron
Accountable to: Senior Nurse – Cardiology/Clinical Director Cardiology

Organisational Chart

Director of Nursing
|
Clinical Director for Cardiology/ Senior Nurse Cardiology
|
Clinical Matron/Consultant Electrophysiologist
|

Specialist Nurses - Cardiac Rhythm Management (CRM) Band 7

Job Summary

The post holder will be an expert clinical practitioner who will work as part of the CRM specialist nurse team. 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 other specific cardiac investigations.

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

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 be responsible for the management of nurse led clinics within the tertiary and primary care settings and will utilise advanced clinical assessment skills to ensure patients are suitable to undergo EP/PPM procedures. They will frequently assess patient suitability for intravenous moderate sedation in accordance with local policy. They will manage their own caseload and frequently take direct referrals from Consultant Cardiologists, General Practitioners and other health care professionals.

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/General Practitioners, 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, motivation in addition to guiding and supporting others.



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Personal specification for Specialist Nurse Cardiac Rhythm Management (CRM) - Band 7

Attributes	Essential	Desirable
<p><u>Qualifications</u></p>	<ul style="list-style-type: none"> ▪ Current First Level Nursing and Midwifery Council Registration ▪ Health-related 1st degree ▪ Masters level Degree or working towards ▪ Recognised teaching certificate i.e. ENB 998/730 ▪ Post graduate qualification in Clinical assessment skills in medicine Level 3/4 (or willing to work towards) ▪ Arrhythmia management qualification level 4 (or willing to work towards) ▪ Evidence of further education related to CRM ▪ Specialist Nurse framework for obtaining consent (within 6 months) ▪ Nurse initiated Intra venous moderate sedation programme (Within 6 months) ▪ Non medical prescribing module (or willing to work towards) 	<ul style="list-style-type: none"> ▪ Secondary Prevention in Coronary Heart Disease course ▪ HRUK/IBHRE Pacing/Electrophysiology Certificate. ▪ LEO or equivalent leadership course
<p>Experience</p>	<ul style="list-style-type: none"> ▪ Minimum of 3 years experience within cardiothoracic services ▪ Relevant experience in relation to CRM 	<ul style="list-style-type: none"> ▪ Management and development of staff ▪ Previous clinical research and audit experience ▪ Experience of caring for the patient undergoing CRM as first assistant to Consultant ▪ Experience within Out Patient Clinic environment ▪ Proven management of teams within the healthcare setting
<p>Knowledge</p>	<ul style="list-style-type: none"> ▪ Evidence of advanced clinical and professional development. ▪ Understands operational procedures and practices within 	<ul style="list-style-type: none"> ▪ Evidence of developing policies and protocols

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	<p>Cardiology.</p> <ul style="list-style-type: none"> ▪ Understands government policies and their impact upon health service provision. ▪ Knowledge of ongoing research/developments relating to CRM 	
<u>Skills</u>	<ul style="list-style-type: none"> ▪ Able to work effectively across boundaries ▪ Demonstrable organisational skills of self and others ▪ Motivational skills ▪ Negotiation and influencing skills ▪ 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 autonomously ▪ Ability to work under pressure ▪ Ability to work in an environment with a high degree of uncertainty 	<ul style="list-style-type: none"> ▪ Ability to foster links with other Local/Regional/National centres ▪ Business planning skills ▪ Demonstrate advanced leadership skills ▪ Evidence of previous service development/improvement or change management experience ▪ Demonstrates ability to initiate change in practice
Extended Skills	<ul style="list-style-type: none"> ▪ Ability to obtain written informed consent for treatments in accordance with local policy (within 6 months) ▪ Completion of Non Medical Prescribing Module (willing to work towards) ▪ Psychological assessment of patients pre and post procedure ▪ Physiological assessment of patients pre and post procedure ▪ Intravenous drug administration ▪ Venous cannulation ▪ Advanced skills in cardiac rhythm interpretation/analysis and management ▪ Advanced blood analysis skills 	<ul style="list-style-type: none"> ▪ Ability to contribute fully to consultant ward rounds and subsequent planning of patient care ▪ Advanced scrub practitioner skills ▪ Interpretation of Cardiac Electrograms ▪ Nurse Practitioner framework for obtaining consent (within 6 months) ▪ Nurse initiated Intravenous moderate sedation programme (Within 6 months)

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	<ul style="list-style-type: none"> ▪ Advanced Life Support skills ▪ Request investigations i.e. 24hr ECG monitoring/Exercise tolerance tests, interpret results and take appropriate action ▪ 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) ▪ Ability to identify potential and actual problems which may threaten the safety of patients undergoing CRM procedures ▪ Counselling of ICD patients pre and post implant 	
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 ▪ 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 ▪ Encourage colleagues to strive for excellence in care ▪ Able to deal with conflict 	<ul style="list-style-type: none"> ▪ Set standards of care by implementing evidence based protocols in order to change clinical practice
Others	<ul style="list-style-type: none"> ▪ Flexible with working pattern ▪ Confident and assertive ▪ Self-motivating ▪ Professional role model and clinical resource/support 	



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KEY RESPONSIBILITIES

Professional

- Adhere to guidelines set by the NMC Code of Conduct
- Comply with trust policies and procedures
- 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
- Take 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
- Encourage 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

Patient care

- Responsible for own caseload of patients
- 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/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

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- 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 a patient support meeting for patients with ICD's and their carers every 4 months
- 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
- Assist in 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. This includes assessment of cardiovascular, respiratory and peripheral vascular system, reviewing medication and recommending changes in conjunction with consultant cardiologists
- Assessing 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
- Act as 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
- Maintaining patient records in a concise and literate manner ensuring hand over of complex management issues to the relevant healthcare professional
- Receiving and providing accurate and complex information regarding patients' clinical status from Consultant Cardiologists/General Practitioners/Physicians and Specialist Registrar's, relevant wards, Coronary Care Units from across organisations and take appropriate action.
- Demonstrate 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
- Respect the patients right to participate in decisions about their care and be able to advise them on complex and personal matters
- Liaise daily with The Cardiology Pathway Co-ordinator, Arrhythmia Care Coordinator, CRM Specialist Nurses, Consultant Cardiologists, General Practitioners, 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

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- Recognise own limitations and refer to relevant health care professionals/outside agencies as appropriate i.e.: Cardiac Rehabilitation, Community mental health team
- 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
- Daily exposure to hazardous materials such as blood and body fluids

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

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 and sharing positive and good practice locally, regionally, nationally, by organising and presenting at relevant conferences. Increasing public awareness of arrhythmias and their management
- Be responsible for professional guidance and clinical development within the CRM Nurse Team
- Attend all mandatory training as required by trust policy.
- To attend the BHF induction programme
- To attend twice yearly BHF study days
- To use annual BHF professional training and development monies to develop self and role in line with PDP
- To undertake/or have undertaken the agreed BHF designated course within the speciality

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Leadership

- 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
- Knowledge of trust complaints procedure and manage a complex situation in a sympathetic manner ensuring junior staff follow the same standards
- Demonstrate leadership 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, Senior Nurse, Arrhythmia Care Coordinator and 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, knowledge of the trust risk management policy
- Demonstrate knowledge of trust infection control policy and guidelines, responding to issues appropriately
- Support the Clinical Matron and Cardiology Directorate to fulfil the trusts chosen means of monitoring and attaining Government related targets
- Assist in the formulation of business plans in relation to service and contribute to the divisional business planning process
- Ensure Clinical Matron is informed of any significant changes or service developments within the CRM team that may effect standards of care, modes of practice
- Attend Directorate meetings, Clinical Leaders/CRM team meetings/Catheter Laboratory meetings as appropriate

Audit & Research

- Ensure all information is handled in a professional, accurate and confidential manner, upholding the requirement of the Data Protection Act 1984
 - To maintain a robust database and communicate patient activity, effectiveness of role, audit data and any other relevant information to the BHF as required. This may be used in external evaluation of the posts
 - 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
 - Collect relevant audit information pertaining to CRM, comprising of daily input of complication data and audit of CRM nurse service
 - Be involved in research projects pertinent to CRM
 - Liaise with Divisional Audit team.
-
- Liaise closely with the Divisional IT team to ensure systems are used efficiently for recording and storing patient information
 - Use of a VDU over several short periods per shift worked

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Resource management

- 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.....

Print Name.....

Signature of Senior Arrhythmia Care Coordinator
Cardiology.....

Print Name..... Date.....