

Job Title:	Community Cardiac Nurse – North Kent (Swale) – Band 6
Reports to (job title):	Cardiac Specialist Nurse
Line Manager to:	Junior staff

Job purpose

The role of the Community Cardiac Nurse has been established to meet the needs of patients with cardiac conditions including heart attack and heart failure in the North Kent locality and to optimise the management of these patients, reducing unnecessary hospital admission and providing a link between the GPs and specialist teams.

The post holder will primarily offer cardiac rehabilitation in phases 1-3 to patients and to assist with heart failure and diagnostic caseload. It will deliver education and support to health care professionals, people with cardiac conditions and those who care for them

Base

Sittingbourne and Sheppey

Key responsibilities

Key Relationships:

- Cardiac Specialist nurses
- Operational Lead for Long Term Conditions
- General Practitioners
- Other cardiac specialist nurses – community and acute sectors
- Exercise physiologist/Physiotherapists/District Nurses/community matrons/occupational therapists
- Practice nurses
- Social Services
- Service users and their family/carers
- Palliative Care services
- Community Pharmacists

Communication / Relationship Skills

- To manage a clinical caseload of cardiac patients. Taking responsibility for direct patient care, assessing, planning, providing, and evaluating nursing care needs including monitoring, diagnostics, and investigations.
- Managing a caseload of cardiac rehabilitation patients within a community setting
- Responsible for teaching patients and their carers to manage their cardiac conditions to the best of their abilities. The aim being to prevent short term and long-term complications, this may be one to one or in groups.
- Communicates effectively with patients and carers to ensure a clear understanding of cardiac conditions and management. This will involve providing and receiving highly complex, highly sensitive information and will require developed persuasive, motivational, empathetic and reassurance skills. There will be barriers to understanding.
- Responsible for maintaining and developing effective joint working relationships with nursing and medical colleagues within the health economy and partner agencies.
- Responsible for communicating highly sensitive information and bad news to patients and carers in an empathetic and supportive manner empowering the patient to manage their condition e.g., diagnosis of heart failure; development and impact of complications; effect on activities of daily living etc.
- Responsible for teaching patients and their carers to manage their cardiac condition to the best of their abilities. The aim being to prevent short term and long-term complications, this may be one to one or in groups.
- Responsible for maintaining and developing effective joint working relationships with nursing and medical colleagues within the health economy and partner agencies.

Responsibility for Patient/Client Care

- Responsible for managing a defined caseload of patients, using theoretical knowledge and high levels of practical experience to formulate specialised programmes of care.
- Accepts referrals from health professionals involved in caring for people with cardiac conditions. Responsible for formulating detailed assessments of the patient's physical, social and psychological needs.
- Responsible for supporting optimising drug therapy and supporting and guiding patients to make lifestyle changes.
- Responsible for referring patients to other disciplines e.g., consultants, GPs, district and practice nurses, dieticians, physiotherapists, social services, and pharmacists, and for admitting patients into hospital.
- Responsible for the assessment, planning, implementation, and evaluation of programmes of care to meet the needs of people with cardiac conditions and their carers in a variety of acute and primary care settings and patients own homes.
- Responsible for providing care to patients with the most complex needs, e.g., those patients with multiple pathologies
- Provides clinical advice and support to staff caring for people with cardiac conditions in Care homes.

- Responsible for advising General Practitioners, hospital doctors and nursing staff in community and hospital settings on the management of people with cardiac conditions
- Accountable for providing education and training to patients, their families and carers taking legal and ethical issues into account. This will include the delivery of highly specialised programs of care for patients with complex needs.
- Responsibilities for human resources including personal and people development
- Supporting and participating in the cardiac rehabilitation programme including the exercise component. Acts as mentor to staff undertaking training.
- Provides training and education to the Multidisciplinary team.
- Responsible for patient teaching sessions, personally undertake the teaching of the practical skills.
- Responsible for providing advice and information

Analytical / Judgmental Skills

- Responsible for accepting referrals from healthcare professionals involved in caring for people with heart failure and from patients themselves.
- Provides expert opinion to the multidisciplinary care team on all aspects of cardiac conditions, this includes advising doctors and other health care professional on appropriate care.
- Accountable for the assessment and interpretation of information regarding patients' conditions and taking the appropriate action without supervision.
- Requires extensive knowledge and experience to determine the appropriate regime and dose of prescribed medication.

Health, Safety, and security

- Responsible for recognising the needs of the service, identifying risk and making rapid autonomous decisions to provide appropriate management of the service.
- Records clinical activity electronically as required by the HCRG care group and practice with due regard to confidentiality and data protection.
- Responsible for responding to any incident where service quality has fallen below an acceptable standard, this will entail the investigation and reporting of incidents and setting action plans to ensure high standards are met, which includes auditing aspects of the service.
- Responsible for the correct use of aids and equipment supplied for patients and carers
- Promote and maintain a safe environment for staff and patients, through monitoring work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.
- At all times to protect, improve and preserve patient health by adherence to infection control and safety policies and practice.
- As a lone worker maintain contact with colleagues during working day

Responsibility for Policy and Service Improvement/ Development

- Participate in the development and implementation of policies and changes to the cardiology services in both primary and secondary care. These policy changes impact on other disciplines within the multidisciplinary team and on other disciplines outside the area of cardiology.
- Participates in the monitoring and maintenance of standards of care, protocols, guidelines and care pathways in line with local and national guidance.
- Ensure that local protocols for cardiac rehabilitation are disseminated. These protocols will have an impact both within and outside the specialist area e.g. Elderly care
- Support the development of improving services and clinical management for people with cardiac conditions

Responsibility for Audit/Research & Development

- Maintain up to date knowledge of the results of research and findings on new and current equipment and relevant pharmacotherapy
- Maintain up to date knowledge of the results of research and findings on new and current equipment and relevant pharmacotherapy
- Maintains personal knowledge and skills through continuous professional development and clinical supervision and updates own clinical practice in line with current research.
- Responsible for initiating and conducting audit of own practice and participating in departmental audit
- Maintains personal knowledge and skills through continuous professional development and clinical supervision and updates own clinical practice in line with current research.

Quality

- Deliver evidenced based care.
- Assess effectiveness of care delivery through self and peer review, benchmarking, and formal evaluation.
- Engage with and contribute to patient and public involvement activities.
- Participate in activities to improve the quality, productivity, and effectiveness of care, in response to local and national policies and initiatives, implementing improvements as required.

Freedom to Act

- Work as an effective and responsible team member, supporting others by demonstrating good practice including utilising mechanisms to develop and implement new ways of working including using information technology where appropriate.
- Prioritise own workload and ensure effective time-management strategies are embedded in own practice and act in a manner that promotes quality of care.
- Participate in team activities that create opportunities to improve patient care.
- Be responsible for patient care activities conducted by other members of staff under your supervision.

- Promote a professional and happy working environment conducive to high patient and staff morale.
- Adhere to the organisation's policy for handling, recording and safe keeping of patient's property.

Planning and organisational tasks / duties

- Accountable for organising own workload within available hours ensuring that it is appropriate to the client base, responding to urgent need and liaising with colleagues as required
- Responsible for organising the cardiac rehabilitation classes in the community and acute hospital
- Responsible for responding to any incident where service quality has fallen below an acceptable standard, this will entail the investigation and reporting of incidents and setting action plans to ensure high standards are met

Responsibility for Policy/Service Development

- Member of the local implementation team for the National Service Framework for Coronary Heart Disease. This involves the development and implementation of policies and changes to the cardiology services in both primary and secondary care. These policy changes impact on other disciplines within the multidisciplinary team and on other disciplines outside the area of cardiology.
- Participates in the setting, monitoring and maintenance of standards of care, protocols, guidelines and care pathways in line with local and national guidance.
- Responsible for ensuring that local protocols for the management of cardiac conditions are disseminated. These protocols will have an impact both within and outside the specialist area e.g., Elderly care
- Responsible for the initiation of improvements to the service and the implementation of the NSF goals and standards
- Provides community expert advice to the Local Implementation Team for Coronary Heart Disease and participates in the decisions made.
- Responsible for improving services and clinical management for people with cardiac conditions
- Responsibility for financial and other physical resources
- Responsible for ordering and maintaining levels of equipment needed for patient care.
- Responsible for ensuring the safe use of equipment. This includes the training of staff and the implementation of quality control and assurance procedures across DGSS CCG
- Responsible for the evaluation of any new equipment

Human Resources

- Responsible for planning and devising the teaching programme for all North Kent CCG, hospital and primary care staff. Acts as mentor to staff undertaking training.
- Provides specialist training and education to all groups of staff including: General Practitioners, Hospital nurses, Practice Nurses, District Nurses, Community matrons, Pharmacists and Social Services staff.

- Responsible for patient teaching sessions, personally undertake the teaching of the practical skills necessary for the treatment of cardiac conditions. Teaching practical skills through workshops and group sessions.

Responsibilities for information resources

- Keeps up to date records of clinical observations and care. Responsible for recording these accurately.
- Submits written reports and accurate statistical information on a regular basis and as appropriate/required.
- Responsible for keeping records of letters sent and daily activity in diary.
- Responds to emails from a variety of staff within and outside the North Kent CCG.

Research and Development

- Responsible for ensuring that the results of research and findings on new and current equipment and relevant pharmacotherapy are disseminated to all health care staff.
- Regularly participates in research projects, this includes the recruitment of patients
- Maintains personal knowledge and skills through continuous professional development and clinical supervision and updates own clinical practice in line with current research.
- Responsible for initiating and conducting audit of own practice and participating in departmental audit

Freedom to Act

- Lead specialist for defined area following national and North Kent CCG policies and procedures and the NMC Code of Professional Conduct
- Accountable for making autonomous clinical decisions in planning and prioritising patient care. This involves frequent changes at short notice to accommodate urgent referrals
- Accountable for own professional actions and clinical decisions including responsibility for dosage of potentially life-threatening medication.
- Acts as an independent decision maker with regard to referrals to other agencies including admission to hospital and for the admission /discharge from the caseload
- Responsible for recognising the needs of the service, identifying risk, and making rapid autonomous decisions
- Works unsupervised and is accountable for own professional actions, whilst maintaining responsibility for defined caseload. Existing standard operating procedures and local policies inform this post. The post holder is required to work on their own initiative, often without immediate medical support, in a variety of community settings.
- Accountable for assessing and interpreting information regarding patients' conditions and taking appropriate action without supervision.

Priorities

- Identification and active management of high need patients Advising health professionals and patients on therapy options

- Developing own clinical skills to enhance the delivery of care Collaborate and joint working with care partners
- Management of change, service, and practice

Proposed job plan

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Outline of Provisional Job Schedule:

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Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> • Inspire • Understand • Communicate 	<ul style="list-style-type: none"> • Challenge • Improve • Learn 	<ul style="list-style-type: none"> • Accountability • Involve • Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

Qualifications

- Registered General Nurse (NMC registration)
- Post graduate qualification in Cardiac Conditions (certificate)
- ENB 998 or Mentorship/qualification (certificate)

Desirable

- Cardiac course
- BACPR parts 1 & 2
- Non-medical prescriber

Knowledge & Skills

- Ability to exercise good judgement based on up-to-date knowledge and experience specifically in cardiac conditions
- Knowledge of current policy and developments relating to specialist area/ NSFs and public health (interviews)
- Excellent communication skills (presentation)
- Ability to work unsupervised (references)
- Ability to supervise others (references)
- Good organisational skills. (references)
- Computer literacy (references/interview)
- Ability to enter and retrieve data for clinical audit and other purposes (references/interview)
- Demonstrate in depth knowledge of the drugs used in the management of cardiac conditions. (interview)
- Demonstrate in depth knowledge of cardiac rehabilitation
- Knowledge of NICE and European Society of Cardiology (ESC) guidance for cardiac rehabilitation and BACPR (interviews)

Experience:

- A minimum of 1 years' experience of working with cardiac patients either in an acute or community setting, at Band 5. (application form)
- Effective interagency/inter-professional working

- Change management within the clinical setting

Personal Attributes:

- Empathy (references/interview)
- Car driver
- Reliable
- Flexible attitude to ways and hours of working
- Ability to work well in stressful situations
- Innovative
- Assertive

Mental Effort

- Ability to deal with frequent unpredictable interruptions from telephone calls, requests for information, requests for guidance and urgent referrals. (interview)
- Ability to make changes to planned activity, sometimes immediately. (interview)
- Ability to assess patients and make clinical decisions throughout the day. (interview)
- Ability to make clinical decisions associated with high clinical risk and potential harm to patients following evidence-based practice without immediate medical support. (interview)

Emotional Effort

- Ability to impart distressing news, development of complications etc (interview)
- Ability to deal with challenging behaviour such as refusal to take medication which can result in acute complications and death. (interview/references)
- Ability to deal with serious incidents such as a patient collapse (interview)
- Understanding of the psychological effects of a long-term condition (interview)
- Ability to show understanding and compassion (interview)

Desirable

- Community qualification (certificate)
- Ability to give presentations on cardiac conditions to groups of health care professionals (references)
- Knowledge of health care systems in primary care (interview)

Job Description

- Teaching experience with groups of health professionals (references)

Other requirements:

- Ability to travel across the locality
- May need to travel to other areas for training and education purposes

Employee signature

Manager signature
