**JOB DESCRIPTION**

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| **1. JOB IDENTIFICATION** |
| Job Title: Cardiac Clinical Nurse Specialist (22.5 hours)  Responsible to: Team Leader, Fife Cardiac Specialist Nurse Service  Department: Community Nursing  Directorate: Community care services  Job Reference:  No of Job Holders: 7  Last Update: 2023 |

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| **2. JOB PURPOSE** |
| * You will support the delivery of care across Fife in both secondary and primary care. * You will take responsibility for supervision of care needs and the delivery and maintenance of care to patients with a variety of cardiac problems including heart failure (HF), and their families. * You will provide specialist nursing care including non medical prescribing, education, counselling, support and physical activity / exercise within a hospital and community setting. * You will provide expert professional and clinical care advice to patients, carers and multi-disciplinary team. * You will support the delivery of specialist education and training programmes for health care workers and other professional groups. * You will continually develop the service to optimise patient care. * You will implement and undertake research and audit activities when directed ensuring evidence based practice cardiac care. |
| **3. DIMENSIONS** |
| Cardiac rehabilitation (CR) is defined as “The coordinated sum of activities required to influence favourably the underlying cause of cardiovascular disease, as well as to provide the best possible physical, mental and social conditions, so that the patients may, by their own efforts, preserve or resume optimal functioning in their community and through improved health behaviour, slow or reverse progression of disease”. The British Association of Cardiovascular and Preventative Rehabilitation’s (BACPR) six core components for cardiovascular disease prevention and rehabilitation constitute the coordinated sum of activities. Heart Failure care is included in this definition.   * You will develop and initiate services where there is a gap in service. * You will assist in the further development of existing services for the people known to have heart disease within Fife. This will include collaborative working with the local communities and their associated staff. * You will provide support for clinical staff in matters related to cardiac nursing. * You will work both autonomously and within a team to develop these services that enhance the care of people with heart disease. * You will assist in all aspects of the cardiac agenda providing patient education, answering related queries from clinicians, patients and relatives and liaising with the physiotherapist involved with the programmes. * You will work with the physiotherapist to demonstrate exercises and equipment ensuring patient safety at all times, assess patients to ensure they meet the services cardiology approved inclusion criteria and liaising with patient’s GPs as appropriate. |
| **4. ORGANISATIONAL POSITION** |
| Clinical Services Manager  Head of Nursing  Consultant Cardiologist  (Clinical Issues)    Lead Nurse – Specialist Services  Administration  Support  Team Leader      Specialist Physiotherapist CR  Physiotherapy Assistant CR  Band 5 CR Staff Nurses  Advanced Clinical Nurse Specialist Heart Failure  Cardiac Clinical Nurse Specialist  (This post) |
| **5. ROLE OF DEPARTMENT** |
| * You will take a lead role in the coordination and management of the CR programme * You will support the current HF team. * You will provide a high quality, safe and supportive environment in order to care for patients within the rehabilitation programme meeting their identified physical, psychological and psycho-social needs. * You will provide specialist education for all staff involved in the care of patients with cardiac disease. * You will refer patients to other health care providers or other agencies as appropriate to ensure seamless care. * You will provide ongoing assessment of patients to detect early signs of decompensation, complications, both physical and psychological, within the rehabilitation agenda, thus reducing hospital re-admission. |
| **6. KEY RESULT AREAS** |
| **In relation to patients/service users:**   * You will undertake initial and ongoing assessment including planning, implementing and evaluating programmes of care within an agreed framework of departmental guidelines and protocols. * You will promote equity of access to services in all areas  You will explore opportunities; deliver healthy lifestyle and living advice via innovative and non-traditional methods.  * You will take continuing responsibility for the management of a defined caseload, including formulation of plans of care and rehabilitation including non medical prescribing, risk stratification and physical activity / exercise prescribing. * You will provide specialist advice and support on nursing needs/care requirements to patients. * You will support the promotion of cardiovascular health, education of patients, relatives and the public. * You will support patients and carers to be able to manage their condition and be active decision makers in treatment options * You will manage, co-ordinate and participate in CR programmes within the hospital and community settings ensuring continuity and maximum uptake of care. * You will work closely with the HF Specialist nurses to establish review clinics.   **In relation to staff:**   * You will provide specialist advice and support on nursing needs/care requirements to clinical staff  You will provide advice, information and support on matters relating to heart disease to members of the primary care team, Secondary care team, AHP’s, community groups, voluntary sector groups, local authority, schools, employers, patients and their families.You will support the Team Leader to develop and deliver in-house training and awareness sessions on cardiac related issues for nurses and other members of the primary care team including voluntary agencies and community partners as requested. **In relation to service developments/goals:** You will work within the Fife Cardiac Specialist Nurse Service to support the implementation of strategies and programmes of care to deliver effective service delivery in NHS Fife.You will work in constructive partnership within the cardiac services delivered in secondary and tertiary settings.You will participate in the ongoing clinical audit, monitoring and evaluation of the Fife Cardiac Specialist Nurse Service applying the tenets of clinical governance to promote evidence based and clinically effective practice.  * You will promote positive cardiac health to relevant organisations, ensuring accurate and consistent information is provided. * You will contribute to developing services relating to cardiac disease. * You will undertake relevant administrative and practical procedures as required to support the development and maintenance of the service.  You will participate in relevant research as required.  * You will participate in relevant meetings, groups and projects appropriate to the remit of the post as approved by the Team Leader. * You will undertake relevant project based work to support service developments as delegated by the Team Leader. * You will be required to work within local policies and protocols to ensure that equipment used within the service is regularly serviced and calibrated. * You will support monitoring, evaluation, audit and research activities related to the service to ensure the quality of service provision.   **In relation to personal development:**   * You will identify and address development needs through personal development planning and objective setting. * You will participate in clinical supervision in accordance with NHS Fife arrangement and protocols. * You will maintain and update knowledge and skills in accordance with professional development including attending courses, seminars and conferences as recommended and/or approved by the Team Leader. * You will, at all times act as a professional role model in accordance with all directives and guidance from the NMC. * You will support the implementation and maintenance of policies, procedures, standards and protocols of the cardiac programme and NHS Fife and contribute to their development thus ensuring adherence to, and deliver of, the highest level of patient care at all times. |
| **7a. EQUIPMENT AND MACHINERY** |
| You will be required to use the following equipment when assessing CR patients:   * Blood pressure monitoring equipment. * Scales. * Stethoscopes. * Blood collection equipment. * ECG machines. * Cardiac monitor. * Observation recording equipment. * Glucometer. * Defibrillator semi-automatic/manual. * Portable resuscitation equipment. * Functional capacity testing equipment. * Presentation / teaching equipment, exercise equipment e.g. exercise bike, treadmill, steppers etc.   You will be required to use various IT and communication equipment. |

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| **7b. SYSTEMS** |
| * You will be required to use a range of different IT systems (Trakcare, cardiology database and equivalent) to support service delivery and maintain accurate patient records within various care settings. * You will be required to use internet and NHS Fife intranet – personal and business. * You will be required to use IT systems to create presentations and reports. * You will be required to use SCI lab – to access blood and specimen results. * You will be required to follow the NHS Fife system for incident reporting. |
| **8. ASSIGNMENT AND REVIEW OF WORK** |
| * Workload is determined by the needs of the service and is directed by the Team Leader. * You will be professionally and managerially accountable to the Head of Nursing. * On a regular basis you will work in close collaboration with the Consultant Cardiologists but are not directly supervised by them. * You will attend regular team meetings to contribute to the service planning in relation to service delivery and development. |
| **9. DECISIONS AND JUDGEMENTS** |
| * You will be expected to make clinical and professional autonomous decisions on a daily basis including advice to the multidisciplinary team. * You will make informed clinical decisions with regard to patients’ healthcare, through stringent monitoring of the patient’s condition and interpretation of clinical results/tests. * You will have the ability to recognise your own limitations and when to refer onto other agencies. * You will have the freedom to act bit are guided by precedent and clearly defined Divisional policies, protocols/procedures and code of conduct in accordance with NMC regulations, clinical and staff governance framework. * The Team Leader does not work continuously on site but is available for reference and advice. All agreed outcomes and objectives will be reviewed by the Team Leader at regular intervals. |

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| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Promoting the delivery of a high quality service to the population of Fife. * Improving communications between the professions involved in the care and treatment of patients with cardiac disease. * Supporting and motivating patients’ long term behaviour change with the aim of improving quality of life and health status. * Working flexibly in response to changing demands in work level to meet the needs of the service in response to unexpected patient activity and demand. * Fostering teamwork and flexibility within the working environment. * Time management. * Dealing with members of the public in potentially difficult situations. * Building effective working relationships with a wide range of NHS and non NHS staff from differing organisational cultures including local authority and voluntary sector agencies. |
| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| You will be expected to communicate and liaise with the patient, relatives and carers on the delivery of patient care on a daily basis.  You will liaise with the multi-disciplinary team on service needs and requirements on a daily basis.  **Mode of Communication**  Communication may be verbal (face to face and over the telephone), written (via letters, reports, e-mail), and through a variety of other interactions such as meetings, groups and seminars/presentations.  **Internal communications :**   * Team Leader (daily). * All other members of the team (daily). * Consultant cardiologist and nurses within the cardiology department (frequent). * Members of local primary care teams e.g. GPs and nurses (frequent). * The wider disciplinary and multi agency team (frequent). * Head of Nursing (as required).   **External communications**   * Community and voluntary sector groups (regular). * Service users, public, local communities (frequent). * Liaise and network with specialist and expert practitioners appropriate to this agenda locally, regionally and nationally as required (regular). * Independent sector services e.g. care homes (as required). * The Fife HD MCN (as required). * The Fife HD MCN subgroups (as required). * Other non-NHS organisations (as required). * Other statutory services (as required). |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical skills**   * Blood Pressure Monitoring (regular). * Urinalysis (occasional). * Venepuncture (occasional). * Monitoring Oxygen Saturation (regular). * Demonstrate equipment (frequent). * Required to use VDU including keyboard throughout the day (frequent). * The ability to perform and interpret 12 lead electrocardiographs / rhythm strips (occasional). * You may be required to use breakaway techniques if working alone on a home visit. (occasional).   **Physical demands**   * The job requires a combination of sitting, standing and walking (regular). * Ability to participate in exercise classes 4 /5 times per week (1-2 hours per class - regular). * Physical manual handling of patients (occasional). * Push trolleys / wheelchairs (occasional). * Movement of equipment (regular). * Movement of exercise equipment and weight lifting equipment (regular). * Standing /walking for long periods (regular). * Required to use computer throughout the day up to two hours at time (regular). * Housekeeping duties including cleaning of equipment (regular). * Driving more than 20 miles a day(regular)   **Mental demands - Clinical**   * Intense concentration required when checking documents/patient notes, planning and implementing care, prescribing, interpretation of results and review of patients (frequent).   **Mental demands - Developmental**   * Support clinical staff in matters related to cardiac disease (frequent.) * Organising/delivering education and training on cardiac disease topics/issues (often). * Managing time efficiently and effectively (daily).   **Mental Demands - Other**   * Work flexibly and respond to changing and unpredictable demands in work level (regular). * Use the computer (VDU) to generate reports (occasional). * Concentration required when writing reports (regular).   **Emotional demands**   * Negotiating behavioural change/changes to medication (frequent). * Communicating with anxious/worried/ distressed patients/relatives (often). * Imparting unwelcome news (occasional). * Communicating complex issues with the multi-disciplinary team (frequent). * Influencing and negotiating change in service delivery - e.g. working differently (often). * Managing conflict (occasional). * Team Issues – (often). * Staff Support – (frequent). * Adapting practice to different primary health care team approaches (frequent). * Working in isolation (frequent). * Unrealistic expectations from patients, GP’s etc (occasional). * Ability to show interest and enthusiasm (regular). * Ability to quickly form working relationships with clients (regular). * Manage difficult or confrontational situations including verbal aggression effectively (occasional). * Deal with sensitive issues or emotional circumstances that may arise during consultations with patients demonstrating empathy and understanding (frequent). * Demonstrate excellent communication skills to motivate behaviour change to all clients including where there may be barriers to understanding (frequent). * Identifying and managing emergency situations (occasional).   **Working conditions**   * Exposure to occasional verbal / physical abuse * Exposure to occasional body fluids * Fluctuations of temperatures in clinics, patients home or exercise classes * Post-holder will spend some time at a keyboard while preparing reports |
| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| * First level registered nurse with at least 3 years post registration with experience of working in cardiology including heart failure, cardiac rehabilitation or other appropriate areas of care * Educated to degree level or working towards * Non Medical Prescriber * Advanced Clinical Assessment and Decision Making course or prepared to undertake * Possession of expanded roles (venepuncture, defibrillation) * Certificate in basic or immediate life support * Computer literate * Effective communication, listening, and inter-personal skills * Ability to function independently * Ability to function as team player * Further education / evidence of continued personal development in area of speciality, (study days, courses) * Driving licence |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies. | |
| Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |