NHS GREATER GLASGOW. & CLYDE

**WOMEN & CHILDRENS DIRECTORATE**

**JOB DESCRIPTION**

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| **1. JOB** **IDENTIFICATION** |
| **Job Title:** | **Cardiac Nurse Specialist Lead** |
| **Job Grade:** | **Band 7** |
| **Division:** | **Women and Children’s** |
| **Directorate:** | **Cardiology** |
| **Accountable To:** | **Lead Nurse ~ Medical Paediatrics** |
| **Job Reference Number (Coded):** |  |

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| 1. **JOB PURPOSE**

The post holder will provide clinical leadership for the members of the Cardiac Nurse Specialist Team and take a lead role in conjunction with the multidisciplinary team in ongoing assessment and development of the service.The role of the Cardiac Nurse Specialist Service is to meet the needs of children with heart disease and their families and to provide a specialist resource for the primary health care team within tertiary and secondary care settings across Scotland.The post holder will work closely with hospital based services in the Royal Hospital for Children, Glasgow and clinical colleagues in the community to provide a seamless service for children and their families. Lead a CNS service both professionally and managerially, which may cross traditional  professional or service boundaries. **3. ORGANISATIONAL POSITION** Chief Nurse |

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| 1. **SCOPE AND RANGE**

The patient group is based across Scotland. Cardiac Nurse Specialist support is offered to all families with a cardiac condition. It is also offered as part of a cardiac surgery and interventional cardiology services. This comprises of both elective and emergency activity.The patient group will be in a variety of settings, including hospital based. Outreach clinics at other centres. Telephone links with children, families and other professionals in the community, occasionally visiting patients at home if a need is identified.The Post Holder will* Lead in the day to day running and decision making within their clinical area of responsibility
* Lead in the ongoing development of local healthcare services through participating in working groups and/or other projects out-with the immediate clinical environment as agreed with the Lead Nurse.
* Co-ordinates the nursing team, responsible for delivery of an effective and efficient holistic care package and is the first point of contact for the patient/carer.
* Manage/clinical nursing needs of the defined caseload in a variety of settings
* Responsible for devising and providing education initiatives to staff, patients and carers and act as professional resources to these groups.
* Responsible for ensuring the delivery of evidence based nursing care for patients with a cardiac condition.
* Provides clinical leadership/expert advice to nursing staff and other members of the multidisciplinary team.
* Works autonomously within a multidisciplinary team.
* Incorporated within this role is 20% clinical duty in ward area weekly. The location of this clinical area will be discussed and assessed as part of annual appraisal.
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| 1. **MAIN DUTIES/RESPONSIBILITIES**

 **CLINICAL/SPECIALIST KNOWLEDGE*** Undertake and provide clinical leadership assessment of patient needs, implementation and evaluation of programmes of care, which are evidence based. Utilising all available resources taking into consideration the lifestyle, gender and cultural background and ensure involvement with the patient, family, carers and significant others.
* Lead, develop and coordinate specialist nursing support across inpatient areas within the tertiary service ie. Cardiac Ward, Paediatric critical care unit, Neonatal Unit and relevant outpatient clinics.
* Act as an expert resource for the clinical management of patients.
* Act as a role model through the provision of professional leadership and demonstration of competent and effective practice.
* Act as effective change agent integrating information gained from research and audit into clinical practice.
* Maintain patient records in line with NMC guidelines for records and record keeping.

 **PROFESSIONAL:*** Empower patients to take responsibility for their health, well- being and future lifestyle by practising in an open transparent and inclusive manner; thereby ensuring patients have the relevant information to participate in decisions about their care.
* Promote and support innovation in clinical practice.
* Practice within the Legal & Ethical framework as established by Nursing Midwifery Council (NMC) and National Legislation to ensure patient interests and wellbeing are met.
* Work within the National Health Service (NHS), NHS Greater Glasgow and Health & Safety Executive (HSE) Legislation, Policy, Guidelines and Procedures.

**EDUCATION & RESEARCH AUDIT:*** Maintain expert professional practice through continuing education, professional updating and involvement with professional specialist groups.
* Act as an education resource with regards to care of patients with cardiac conditions.
* Ensure that all literature used in the teaching of staff is evidence based and current.
* Develop teaching programmes for nursing colleagues, junior medical staff, nursing students professionals allied to medicine in the care of cardiac patients.
* Promote and disseminate research-based practice.
* Initiate and participate in relevant research / audit projects where appropriate to service and practice needs.
* Audit current practice and negotiate appropriate changes to practice.
* Evaluate effectiveness of role in relation to patient outcomes, service needs and professional requirements.

 **ORGANISATIONAL/MANAGERIAL:*** Effectively manage as team lead using both management and leadership skills.
* Lead the Cardiac Nurse Specialist Team by motivating, developing and retaining objective setting and appraisal
* Lead the Team on a daily basis including induction, recruitment, performance management, absence management and first level discipline and grievance.
* Lead and contribute to strategic issues relating to the cardiac specialty.
* Participates in Division Wide and Multidisciplinary committees
* Formulate an annual report outlining the year of activities within the Cardiac Nurse Specialist Service and sharing at relevant meeting and personnel inclusive of the Senior Management Team.
* Identify strategic plans and visions for the following year for the service and in line with the Organisational objectives for the cardiac service.
* Organise own time and that of staff within remit in line with agreed job plans for the team.
* Act in a collaborative and advisory role to senior management in relation to cardiac services.
* Contribute, as part of the multidisciplinary team, to the development, implementation and maintenance of policies, procedures, standards and protocols for Directorate to ensure adherence to, and delivery of the highest level of patient care within cardiac services at all times.
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| 1. **DECISIONS AND JUDGEMENTS**
* Works autonomously within a multidisciplinary team.
* Uses own initiative and acts independently within the bounds of existing knowledge and skills is guided by broad policies and guidelines.
* Demonstrates sound judgement in assessing the emotional and physical care of the patient in a holistic manner.
* Demonstrates anticipatory skills for a wide range of complex situations, responding and amending care as appropriate.
* Contribute to theorganisation and design of resources needed to meet the demands of the service.
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| 1. **COMMUNICATIONS AND RELATIONSHIPS**

 * Acts as a patient/ staff advocate through the application of ethical, legal and professional knowledge and skills.
* Engage in effective communication with patients, relatives and visitors, often delivering complex and highly sensitive information.
* Demonstrates effective verbal and written communication with all members of the multidisciplinary team within own department and relevant departments, which service the clinical area.
* Referrals to a wide range of other healthcare professionals and specialities, which may include the admission, or discharge of patients from hospital.
* Provides support, empathy and reassurance in the delivery of patient care.
* Contribute to a supportive environment in the interest of staff well-being.
* Develop external professional networks, which promote both the profession and organisation.
* Provide telephone advice, counselling and support
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|  **8 PHYSICAL DEMANDS OF THE JOB*** Working and keeping to time on scheduled clinics in Outpatient settings
* Walking between hospital wards, departments and administrative areas on a regular basis.
* Moving and handling of patients from self-caring to total dependence.
* Moving and handling of equipment.
* Documentation of vast amounts of information in the management of complex care packages,
* Flexibility in hours to meet the demands of the Cardiac Nurse Specialist Service

 **9 MOST CHALLENGING/DIFFICULT PARTS OF THE JOB*** Managing a highly complex and intense workload that requires concentration and sensitivity to provide, receive and retain complex and sensitive information.
* Advanced problem solving skills and the ability to make prompt decisions when under pressure
* Adapt to rapid changing needs of client group.
* Intense concentration and enhanced communication skills required to formulate a clear picture of child’s health when responding to parental phone calls.
* Requirements for prolonged periods of conversation with families who are experiencing high levels of stress /and also bereavement. Staff education and support when looking after bereaved families.
* Responding to frequent interruptions.
* Retention and communication of knowledge and information.
* Achieving a balance between the demands of direct patient care within existing resources and job plan.
* Managing competing priorities day to day.
* Appropriate risk assessment for both families being discharged and phone call contact
* Effective and prompt complaint handling.

 **10. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** **PERSON SPECIFICATION**  **PAEDIATRIC CARDIAC NURSE LEAD**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Professional Qualifications** |  |  |
| Registered on part 8/15 of the NMC register  | **✓** |  |
| Degree in Nursing or related subject (or working towards one) | **✓** | **✓** |
| Specialist qualification/post registration training in specialty (where available) |  | **✓** |
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| **Education** |  | **✓** |
| Masters degree in nursing or related subject (or working towards one) |  | **✓** |
| Evidence of attendance on clinical leadership programme | **✓** |  |
| Experience/Knowledge |  |  |
| Post registration clinical experience 5 years (minimum 2 yrs Band 6 ) | **✓** |  |
| Track record in mentorship and preceptorship | **✓** |  |
| Teaching experience |  | **✓** |
| Evidence of ongoing professional development  | **✓** |  |
| Experience of standard setting and auditing | **✓** |  |
| Experience of policy development |  | **✓** |
| Evidence of undertaking audit |  | **✓** |
| Evidence of applying evidence based practice | **✓** |  |
| Research experience |  | **✓** |
| Able to use evidence in practice and teaching | **✓** |  |
| Knowledge of community nursing and resources  |  | **✓** |
| Knowledge and awareness of interagency structure |  | **✓** |
|  |  | **✓** |
| Experience of interagency work | **✓** |  |
| Community experience |  | **✓** |
| Knowledge of Child Protection Systems | **✓** |  |
| Skills  |  |  |
| Evidence of clinical leadership skills development | **✓** |  |
| Manual handling skills | **✓** |  |
| Resuscitation skills | **✓** |  |
| Mentorship and preceptorship skills | **✓** |  |
| Excellent communication skills in all methods of communication | **✓** |  |
| Evidence of management skills | **✓** |  |
| Complaints handling skills |  | **✓** |
| Qualities |  |  |
| Ability to work autonomously and in teams | **✓** |  |
| Pleasant and positive attitude | **✓** |  |
| Ability to motivate others | **✓** |  |
| Self starter | **✓** |  |
| Ability to influence and negotiate |  | **✓** |
| Other |  |  |
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| Flexible-prepared to work as role demands | **✓** |  |
| Positive attendance record | **✓** |  |
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