

Job description and person specification

Job title: **Cardiology Nurse Specialist in Heart Failure**
Virtual Ward + Acute and community Heart failure team

Band: **Agenda for Change Band 7**

Accountable to: **Service Manager**

Responsible to: **Head of Nursing, Medicine Division**

Thank you for considering a role at the [West Suffolk NHS Foundation Trust](#)

First for our patients, staff, and the future



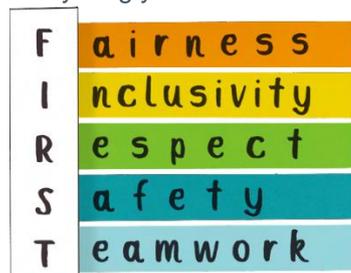
Our **patients** are at the centre of everything we do. The quality of care that we provide is our driving force. We strive to deliver the best patient outcomes and experience in the most appropriate setting available. We are committed to joining up services locally, collaborating with our partners and supporting our staff to make continuous improvements – no matter how big or small – that challenge us all to raise our standards.

We believe our **staff** must take good care of each other, so together we can take good care of our patients. We aim to build a fair, open, and learning culture that is inclusive and supports all staff to develop their careers. We want to be recognised as a great place to work.

Advancing our digital and technological capabilities to better support the health and wellbeing of our communities is vital. We want to be at the forefront of these changes and have an opportunity to progress this through the planning of a new healthcare facility. Together with patients, public and staff, we will shape health and care services that are fit for current and **future** needs, helping people to stay well and get well.

Our values

We believe that how we do things is just as important as what we do. Our Trust values of fairness, inclusivity, respect, safety, and teamwork (FIRST) are the guiding principles and behaviours expected of our staff and which run through our organisation. We use them to improve the services we provide to our community and the way that we work as a team and with our partners. As a member of our team, you will need to live these values, placing them at the heart of everything you do



[You can find out more about our vision and values by reading our five-year strategy **First for patients, staff, and the future** here.](#)

Job summary:

To develop and deliver a service to improve the health and wellbeing of patients requiring assessment for heart failure, working within the heart failure team and the virtual ward.

The West Suffolk Virtual Ward provides specialist led care to a variety of medical and surgical patients (adult and paediatric) across a broad range of specialties. Care is provided to them in the comfort of their own homes using an advanced personal remote monitoring platform, enabling them to safely leave hospital sooner or not come into hospital at all. The Virtual Ward team includes community nurses, specialist nurses, advanced care practitioners, consultants, therapists, healthcare assistants and a range of other health and social care staff.

The postholder will be working within the heart failure service (acute and community setting) and will work closely with the Virtual Ward team providing specialist advice and support for patients with heart failure, identifying and assessing patients suitable for Virtual Ward care, reviewing patients on daily ward round calls and providing advice on treatment, escalation, and discharge. The job plan will include outpatient heart failure clinics within primary and secondary care.

This post is available for Band 6 or Band 7 pending on previous experience and qualifications. If criteria for Band 7 is not met there will be support and opportunity to progress within the role. Expectations for progressing to Band 7 would be completion of Independent Nurse prescriber course, working towards masters level programme, independently supporting heart failure clinics and Virtual ward duties. The aim once working independently between the team is to offer cover over a six day working week.

In partnership with the multidisciplinary team support and develop integrated models of care, ensuring all patients receive the highest standard of clinical care. Be responsible for development and facilitating clinical and educational programmes for a variety of staff within the cardiac centre and throughout the trust. Promoting a supportive learning environment.

Job responsibilities:

Key Tasks:

Clinical and Professional

The postholder will be an expert clinical practitioner who will work as part of the Cardiac Nurse Specialist team. Working autonomously, managing a caseload of in-patients working as part of the multidisciplinary team, delivering individualised patient care and where appropriate/competent, independently prescribe drug treatment within approved clinical guidelines.

Participate in ward rounds, perform case presentations, and contribute to the decision-making process and continuity of inpatient care and management.

Participate in the promotion of patient centred care and establish and maintain a supportive relationship with patient and family in making informed decisions about their care during assessment and treatment.

Make referrals as appropriate to other established teams supporting patients with ACS and other cardiac conditions including the Cardiology Consultant, Cardiac Rehabilitation Team and Cardiac Tertiary Centre.

Work together with the multi-disciplinary team and complete patient electronic discharge summaries to include prescribing discharge medication.

Run nurse led clinics where the post holder will take patients history, complete physical assessment and co-ordinate where appropriate the treatment in conjunction with medical staff.

Demonstrate appropriate expert practice and highly specialist advice in the assessment, planning, implementation and evaluation of patient care and the requesting of agreed diagnostic procedures and clinical investigations.

Assess the cardiovascular, psychological and social status of cardiac patients acting as coordinator of care, referring to other members of the multi-disciplinary team as appropriate.

Interpret results of relevant patient investigations in conjunction with medical teams and where indicated independently prescribe clinically appropriate medications.

Communicate patient's treatment plan verbally and in writing to other members of the health care team within the trust and patient's named GP when required.

Direct, support and advise clinical teams as required through the provision of specialist knowledge through clinical guidelines and evidence-based care.

Establish and maintain effective communication channels with clinical staff throughout the trust and promote positive interdepartmental communications and dissemination of best practice.

Respond to emergency situations utilising clinical judgement and decision making to initiate appropriate interventions and treatment for patients.

Participate in the promotion of the cardiology department and development of new nurse led clinics within the trust and local service users.

As part of a multi-disciplinary team, identify and provide clinical assessment of individual patients and patient cohorts suitable for care via the Virtual Ward.

Daily review (ward round) of Virtual Ward patients via remote monitoring platform.

Participation in patient reviews at daily multi-disciplinary team meeting.

Provision of specialist advice on patient treatment, escalation and discharge.

Be a highly skilled clinical expert with specialised knowledge in caring for patients within the Virtual Ward environment working autonomously within designated scope of practice.

Demonstrate ability to deliver quality individualised care to a high standard and supervise others in the multidisciplinary team to ensure this standard is maintained through effective discharge planning, health promotion etc.

Ensure all practice within the department is delivered through vigorous upholding of infection prevention and control standards in line with Trust strategy.

Act as a role model and provide clinical and managerial leadership to nursing and support staff.

Actively encourage and facilitate a learning environment participating in teaching and training of various members of the multidisciplinary team, ensuring all practice is evidenced based.

Use effective and efficient interpersonal skills, supporting junior staff and wider ED team, liaising with senior staff as appropriate, exhibiting an ability to communicate effectively in challenging and difficult situations and maintaining optimum patient care.

Support the Virtual Ward by ensuring the development and implementation of clinical governance within the Business Unit by utilisation of:

- Risk Management
- Education, training and continuous professional development
- Clinical audit

Contribute to the development of the Virtual Ward and support the delivery of local and national key performance indicators.

Clinical Responsibility

Create and maintain a safe and welcoming environment for patients, visitors, and staff. Take appropriate action in managing incidents involving violence and aggression within the Trust.

Promote and implement service planning improvements and developments with reference to the patient experience at department level.

Ensure the implementation and on-going development of agreed escalation mechanisms in a timely manner to ensure safe management of the service.

Be accountable for the direct delivery of nursing (clinical) services, several of which will be specialised across the spectrum of Virtual Ward requirements.

Supervise and support staff to assess, plan, implement and evaluate the delivery of individualised patient care, using research-based practice where appropriate.

Promote effective communication and interpersonal skills linking with specialist services to improve patient care.

Recognise professional and organisational responsibilities to maintain the delivery of a high standard of nursing care, and ensure the health and safety of staff, patients, and relatives in accordance with the hospital policies and procedures.

In liaison with colleagues, set, maintain, and evaluate standards of care.

Promote excellence in care/organisational practice and good clinical skills in self and others, act as a role model at all times.

Monitor the well-being of staff. To report and support under performance or sickness issues in conjunction with Manager within the relevant team structure.

Demonstrate a clear understanding of the safeguarding policies relating to children and adults and an awareness of those patients at risk of abuse and the processes to implement should triggers occur.

To be responsible for complying with Trust Infection Control policies and clinical guidelines.

To prepare and actively participate in Trusts annual Performance Development Review process and progress reviews.

Ensure training and development needs detailed in your personal development plan are followed up and the effectiveness of the acquired training and development evaluated in term of self, patient, and service.

Ensure all documentation meets the professional requirements as outlined by the NMC/HCPC guidance on record keeping e.g., accurate, legible recorded in a timely fashion and regularly updated with an awareness of the principles of data protection.

All employees must comply with the West Suffolk NHS Foundation Trust Equal Opportunity Policy and Race Equality Scheme and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, disability, sexual orientation or religious belief.

Employees have 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 West Suffolk NHS Foundation Trust.

The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.

All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress.

All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form.

All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.

All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

LEADERSHIP & MANAGERIAL RESPONSIBILITIES

Prioritise own workload and manage time effectively.

Maintain accurate records of the CNS service and clinics' ensuring that patient confidentiality is adhered to within the Trust guidelines.

Communicate effectively to ensure the Cardiac Nurse Specialist duty rota has optimum cover utilising resources to their maximum potential.

Assist in the investigation of clinical incidents or complaints relating to care of patients within your care and department and support any required change to nursing or medical practice

Provide clear professional leadership as an effective role model and expert clinician. Liaise with the appropriate Manager to assist in the deployment of resources to meet the service requirements.

Responsible and accountable for ensuring the optimum use of resources.

Be aware of management of human and financial resources of the unit and recognise the need to maintain a high-quality service within budget.

Recognise stress in self and others and be aware of line management responsibilities and accountability when appropriate.

Resolve any risk management issues promptly and escalate appropriately.

Ensure the appropriate use, maintenance, and repair of specialised equipment within health and safety guidelines.

Be able to critically evaluate issues and report in writing and feedback relevant information to the required Manager.

Actively participate in selection/interviews of clinical staff within the department.

To be responsible and accountable for ensuring that all staff under your direction comply with Trust Infection Control policies and clinical guidelines.

To conduct annual Performance Development Reviews and progress reviews, for staff in your charge and, through this process, to identify and facilitate development opportunities to improve the performance of the individual and the Trust.

Ensure training and development needs identified in the individual's personal development plan are followed up and assist staff to identify their development needs and to promote a learning culture.

Policy and Service Development

Contribute to the development and implementation of evidence-based protocols and guidelines for treatment and care of in-patients.

Develop protocols and clinical guidelines in support of nurse led clinics with support from medical colleagues.

Take an active role in the development of integrated care pathways for cardiac patients working closely with the cardiology team.

Educational Responsibility

Assist and support with educational programmes to address the training needs of staff across the Trust to improve practice in relation to care and treatment of patients with cardiac conditions. This may at times involve a broader context, involving regional and national networks.

Involvement with ensuring and maintaining an ethos throughout the Cardiac Centre which provides a progressive learning environment for all nursing and medical staff.

Demonstrating a commitment to high standards of patient care you will have a genuine desire to be a learning facilitator with demonstrable enthusiasm for practice development.

Maintain an advanced knowledge of cardiac disease which is evidence based with a focus on patient care, quality improvement and innovation in practice.

Monitor and maintain consistency of professional standards and take appropriate action if standards are not met.

Participate in annual appraisal.

To be responsible for personal development and education, using achievable objectives within annual Personal Development Review.

Recognise and utilise opportunities for research and teaching in the Trust using personal and cardiology knowledge to full advantage.

Network both internally and externally to promote the Virtual Ward department.

To be responsible for creating a good learning environment and co-ordinating teaching/induction programmes for all staff using the appropriate agencies/resource.

Act as a mentor / practice supervisor supporting learners within the department.

GOVERNANCE AND QUALITY

To support the implementation and recommendations of the Clinical Governance and Risk Committees within the department / division.

Participating in incident management as required including investigations and root cause analysis.

Be aware of identified trends relating to complaints within the department and ensure the sharing of complaints and actions implemented from lessons learnt.

Actively contribute to any requirement for information relating to complaint investigations.

Ensure that any identified risks are reported in line with agreed mechanisms.

Responsible for ensuring robust systems & processes are adhered to for the management for infection prevention and control at department level.

Responsible for ensuring the adherence Health and Safety and that any training requirements in this area are identified and managed.

Professional Conduct and Professional Development

Develop and maintain own professional knowledge and skills through lifelong learning.

Use reflection to identify and prioritise areas for self-development

Exercise professional accountability and adhere to the NMC Code of Professional Conduct.

Person Specification

| REQUIREMENTS | ESSENTIAL | DESIRABLE | Evidence |
|--------------------------------------|--|--|---|
| Education & Qualification | <ul style="list-style-type: none"> • RN/Registered Paramedic • Preparation for Mentorship / relevant teaching qualification • Independent Nurse Prescriber • Advanced course/s e.g. ILS, ALS • Degree or equivalent | <ul style="list-style-type: none"> • Management course • X-ray interpretation course • Teaching at instructor level • Working towards master level qualification | <p>Application</p> <p>Certificates at Interview</p> |
| Experience & Knowledge | <ul style="list-style-type: none"> • Experience of working as an independent practitioner • Proven post-registration experience including minimum of three years cardiac experience • Patient caseload management • Experience of training delivery • Evidence of continued development • Expert in clinical skills and assessment • Evidence of teaching experience • Experience of planning and implementing relevant training • Knowledge of clinical governance | <ul style="list-style-type: none"> • Expert in another field • Evidence of management skills • Evidence of research or published work • Masters Level/considering Masters Level Programme • IT skills | <p>Application</p> <p>Interview</p> <p>References</p> |

| | | | |
|-------------------------------|--|---|--|
| Skills & Abilities | <ul style="list-style-type: none"> • Professional manner • Excellent communication skills • Sound ECG interpretation • Ability to work autonomously • Problem solving skills • Organisational skills • Awareness of own limitations • Ability to be visionary • Able to work alongside staff to teach and mentor • Supportive to all staff • Able to focus on and support national and local targets/initiatives for health improvement • Time management skills | <ul style="list-style-type: none"> • Evidence of leading a team • Ability to present teaching in a variety of ways • Evidence of managing a team/group | Application Interview References |
| Personal Qualities | <ul style="list-style-type: none"> • Ability to travel to rural locations • Adaptive • Flexible approach to working | | |

GENERAL NOTES

CHANGES TO JOB DESCRIPTION

The duties outlined above are subject to changes, after consultation with post holder, which meet the needs of the service as a result of the full implementation of the Trust Plans.

INFORMATION TECHNOLOGY

Staff are expected to develop the IT skills necessary to support the tasks included in their post. They will, therefore be required to undertake any necessary training to support this.

MAJOR INCIDENTS

The post holder is required to conform to the Trust's Policy, Strategy, Plans and Procedures for Business Continuity Incidents, Critical Incidents and Major Incidents (including for Security and Fire incidents), and is to contribute to the planning for such events. This is to apply to all Trust areas of responsibility, including the Community. Furthermore, the post holder is to attend mandatory training sessions and validation exercises as required.

HEALTH AND SAFETY

West Suffolk NHS Foundation Trust recognises the importance of having happy, healthy staff in order to deliver the outstanding care we are so proud of. The Trust offers a wide range of benefits to help staff maintain and improve their health and wellbeing. The post-holder will be expected to prioritise their own health and to make use of the facilities and services available to them. Every member of staff also has a responsibility to contribute to creating a happy, healthy work environment for others and to look out for colleagues' health and wellbeing.

QUALITY IMPROVEMENT

Continuous quality improvement is a core responsibility for everyone. Every member of staff's work ultimately impacts upon the quality and safety of the care we provide. All staff are expected to participate in continuous quality improvement in their immediate work areas. Training and support is provided.

FREEDOM TO SPEAK UP / TO IMPROVE

It is the pledge of the West Suffolk NHS Foundation Trust to never walk by and make things better for staff, patients and relatives. It is the responsibility of all staff any areas of concern.



opportunity to highlight

CONFIDENTIALITY

In the course of their duties employees will have access to confidential material about patients and members of staff. On no account must information relating to patients/staff/individuals be accessed by **anyone** unless there is a legitimate reason, for example, medical staff in relation to direct patient care, investigation of a complaint. If there is any doubt as to the whether access is legitimate, advice must be sought from the Information Governance Team. Breach of this policy will be regarded as gross misconduct and could result in disciplinary action.

INFECTION CONTROL

It is the personal responsibility of the post holder to adhere to the Trust policies and procedures outlined in the Infection Control Manual and any other Infection Control policies, procedures and practices which may be required from time to time.

NO SMOKING POLICY

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

EQUALITY, DIVERSITY AND INCLUSION

West Suffolk NHS Foundation Trust aims to ensure that no employee or job applicant receives less favourable treatment because of their age, disability, ethnicity, race, colour, nationality, ethnic or national origin or on the grounds of gender, gender reassignment, marital or civil partnership status, pregnancy and maternity, religion or belief, sexual orientation; or is disadvantaged by conditions or requirements which are not justified by the job to be done.

This also applies to patients. The Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

DATA QUALITY

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: accurate, legible (if hand written), recorded in a timely manner, up to date and appropriately filed.

FREEDOM OF INFORMATION

As an employee of the Trust, you are required to recognise a request from the public for information in accordance with the Trust's Freedom of Information Policy. All requests must be sent to the Information Governance Team.

INFORMATION ASSET OWNERS (IAO)

All Corporate Managers & Heads of Department are expected;

- To understand how information assets in their departments are used and for what purposes
- How information is created, amended or added to over time
- Who has access to the information and why
- Who the information is shared with and how
- Carry out any risk assessments regarding the safe handling of information
- Ensure that staff are aware of Information Governance policy regarding handling of information

More information is available from the Head of Information Governance.

CODES OF CONDUCT FOR NHS MANAGERS

Managers are required to carry out their duties in a manner which complies with the Codes of Conduct for NHS Managers Directions 2002.

STANDARDS OF BUSINESS CONDUCT & CONFLICT OF INTEREST

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the register of interests either on appointment or when such interests are gained. All employees are required to ensure they understand and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

FRAUD, BRIBERY AND CORRUPTION

The Trust has a zero-tolerance stance towards any acts of Fraud, Bribery and all staff should make themselves fully aware and understand the contents of the Trust's Fraud and Anti Bribery Policies. Any such activities will be subject to disciplinary and/or criminal action by the Trust.

STANDING FINANCIAL INSTRUCTIONS

All staff must comply with the Trust Standing Financial Instructions when committing the Trust to expenditure, including staff related costs.

SUSTAINABILITY

In supporting the Trust's policy on Carbon Reduction it is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computer monitors and equipment when not in use, minimising water usage and reporting faults promptly.

ACTIVE TRAVEL

The Trust supports the Cycle2Work scheme which helps an employee acquire a bike and safety accessories to the value of £1000, through their employer. An employee could make up to 42% savings on a brand new bike and safety accessories as they will not have to pay any tax on the benefit. There are 246 cycle storage spaces on the West Suffolk site.

See the travel pages on the intranet for further details.

NHS FOUNDATION TRUST

Employees of West Suffolk NHS Foundation Trust automatically become staff members of the Foundation Trust, unless they choose to opt out. On leaving the Trust, individuals automatically transfer to public membership, subject to their remaining in the catchment area, unless they request not to do so.

POLICIES AND PROCEDURES

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Trust, which the Trust may amend from time to time.

COMMUNITY STAFF

This also includes the policies and procedures that were in place for the community staff before they transferred into West Suffolk NHS Foundation Trust.

REVIEW & MONITORING

This policy and procedure will be reviewed and monitored annually by the Executive Director of Workforce and Communication in consultation with Trust Council

Band 7 Salary Scale:

| | |
|-------------|------------|
| Entry Level | £43,742 pa |
| Increment 1 | £43,742 pa |
| Increment 2 | £45,996 pa |
| Increment 3 | £45,996 pa |
| Increment 4 | £45,996 pa |
| Increment 5 | £50,056 pa |
| Increment 6 | £50,056 pa |
| Increment 7 | £50,056 pa |
| Increment 8 | £50,056 pa |

Pro rata for part time

Until such time as local pay determination policies have been agreed by the Trust and implemented, the Trust will, in determining the salary, take due account of the pay rates for this post, in NHS employment and any changes to those rates which the Secretary of State for Health may authorise from time to time.

New entrants will normally enter the salary scale at the minimum of the scale.

HOURS OF DUTY: See job advert

ANNUAL LEAVE: 202.5 hours per annum plus public holidays (This is the annual leave entitlement for **full time employees who are working 37.5 hours per week, with minimum NHS Service** and will be pro rata for part time employees)

PENSION SCHEME: All staff are eligible to join the NHS Pension Scheme. Under the scheme, contributions are deducted at source from salary. Deductions will automatically be made for eligible employees unless they opt formally to withdraw from the scheme. In order to opt out, employees should contact the Pensions Administrator at NHS Shared Business Services on 0844 931 2005.

PERIOD OF NOTICE: Three months

TERMS AND CONDITIONS OF SERVICE:

All terms and conditions of service are laid down by the West Suffolk NHS Foundation Trust, details of which can be seen in the HR Department.

PROTECTION OF CHILDREN AND VULNERABLE ADULTS:

The Trust is committed to carefully screen all successful applicants who will work with children or vulnerable adults via the Disclosure and Barring Service (DBS police check). These applicants will be informed during the interview process of the screening procedure.

RETIREMENT POLICY:

The Trust does not operate a compulsory retirement age for its employees and is committed to equal opportunities for all employees.

The Trust operates a flexible retirement policy and employees may voluntarily retire at a time of their choosing. Employees should inform their Line Manager in writing of their intention to retire, giving contractual notice in accordance with their contract of employment.

Written notification should be given even if the employee intends to return to employment with the Trust after accessing their pension.

Employees should consider their pension provision and take independent financial advice before making any decision in relation to their retirement. Employees need to give the NHS Pensions Agency a minimum of five months notice of their intention to retire and access their pension.

LEASE CAR INFORMATION:

The Trust operates a Lease Car policy, dependent on department facility, for those staff required to travel on Trust business in excess of 3,500 miles per year. If your department offers a 'business only' car, this can be provided at no cost and alongside managers discretion, or you can select a vehicle of your choice if you wish to have private use, and the appropriate charge will be made. Mileage will be paid at the Agenda for Change standard rate whilst waiting for delivery of your vehicle and, if you choose not to have a Lease Car, your business miles will be reimbursed at the rate of 24 pence per mile.

SOCIAL AND GENERAL:

The West Suffolk Hospital has two shops on site. Reasonably priced meals and snacks are available in the staff restaurant, and Courtyard Café. The hospital is sited in landscaped grounds and adjoins Hardwick Heath.

There is a swimming pool available to all staff at a subsidised rate, at the Moreton Hall Health Club. For further details, please refer to the Intranet.

The Trust has partnered with Abbeycroft Leisure to fund all staff free access to Abbeycroft Leisure centre activities; including Abbeycroft@home (live online and on demand group exercise classes) group exercise classes, gym and swim sessions, courts and pitches.

Abbeycroft@home offers live classes streamed every day, whilst the on-demand library of sessions are available to watch whenever you want. Classes include Zumba, clubbercise, Les Mills and much more.

CHILDCARE:

The Trust has an on-site Nursery, 'Busy Bees', accepting children from three months to five years. Enquiries can be made to the Manager by email to westsuffolk@busybees.com.