

## AGENDA FOR CHANGE: JOB DESCRIPTION

<b>Post title:</b>	<b>Cath Lab Unit Assistant Practitioner</b>
<b>Directorate/department:</b>	Catheter Labs and Day Unit
	Div D, CV&T
<b>Agenda for Change band:</b>	Band 3
<b>Accountable to:</b>	Catheter Lab Manager / CL&DU Senior Sister Clinical Operational Matron / Access Manager
<b>Main purpose:</b>	<ul style="list-style-type: none"> <li>a) To be responsible for the effective running of the front of house reception and ensuring the smooth co-ordination of the service within the Cardiac Catheter Laboratories.</li> <li>b) To liaise with ward staff across the Cardio-Vascular and Thoracic care group.</li> <li>c) To assist with the preparation of patients on the Day Unit for Cardiac and Vascular procedures</li> <li>d) To capture and transcribe all patients past medical history from current and previous admission episodes.</li> <li>e) To input data to Doctors Worklist (DWL) and initiate an e-Discharge summary with transcribed findings and support the junior doctors as knowledge improves.</li> <li>f) To work collaboratively with other health care professions to ensure all relevant information is captured for coding purposes.</li> <li>g) To input and check all patient data is correct utilising Trust systems and reports and to facilitate the compliance of correct data for each patient to ensure that a co-ordinated and streamlined administrative process revolves around the patient and their individual needs.</li> </ul>
<b>Key working relationships:</b>	Senior Sister CL&DU Catheter Lab Manager CV&T Consultants Divisional Management CV&T Admin Teams Advanced nurse Practitioner (ANP) Teams Clinical Teams across the Department
<b>General duties:</b>	<b>Coordinating</b> <ol style="list-style-type: none"> <li>1. To manage on a day-to-day basis the co-ordinating of the Cardiac Catheter Lab lists between the hours of 8am and 6pm.</li> <li>2. Liaise with Nursing staff, Consultants, Cardiac Physiologists and Radiographers to ensure that patients are brought to the department in a timely manner fully prepared for their procedure / investigation.</li> <li>3. Communicate with all ward staff regarding the correct preparation required for each patient prior to their arrival in the Catheter Labs.</li> <li>4. To be first point of contact for ward staff, medical staff and specialist nurses with regards to patient's priority within the individual cardiac laboratories.</li> <li>5. To lead by example with excellent customer care skills when dealing with patients and with all members of the multi-professional team.</li> <li>6. To work closely with the Cardiac Catheter Lab team, to review the workflows and to utilise the portering service appropriately.</li> <li>7. To communicate as necessary with Bed Manager and Cath Lab manager with regards to daily case cancellations.</li> <li>8. Communicate any changes of the daily Cath lab schedule to all members of the multi-professional team.</li> <li>9. Ensure accurate and confidential communication of all messages.</li> <li>10. To highlight to the multi-professional team any appropriate information or problems regarding patients before the scheduled procedure.</li> <li>11. To be familiar with the process for immediately summoning appropriate</li> </ol>

	<p>assistance in the event of an emergency situation.</p> <ol style="list-style-type: none"> <li>12. To wear the correct personal protection when entering the catheter labs.</li> <li>13. To direct visitors to the appropriate member of the team and ensure they follow the correct protocol for visiting the department.</li> <li>14. To report any complaints or untoward incidents to the Senior Sister or Nurse in Charge and document accordingly.</li> </ol> <p><b>Clinical</b></p> <ol style="list-style-type: none"> <li>15. To complete all admission paperwork for patients on the Cath Lab &amp; Day Unit.</li> <li>16. To be trained in cannulation and venesection to assist with patient preparation for procedures.</li> <li>17. To perform electrocardiography to national guideline standard.</li> <li>18. To assist with DV Cardioversion clinics.</li> <li>19. To assist with Linq implant lists.</li> <li>20. To understand the patient discharge process and assist as appropriate.</li> <li>21. To ensure patient privacy and dignity is respected at all times.</li> <li>22. Acts in ways that respect diversity and values people as individuals.</li> </ol> <p><b>Administrative</b></p> <ol style="list-style-type: none"> <li>23. To capture and transcribe all patients past medical history from current and previous admission episodes to the DWL and create the initial e-Discharge summary process for each patient for completion by the medical team.</li> <li>24. Ensure that the necessary screening tools and risk assessments are completed and that this information is populated to the DWL and eDischarge summary for each episode of care in a timely manner</li> <li>25. Build on and maintain medical terminology and abbreviation knowledge.</li> <li>26. To process confidential patient sensitive documentation meticulously</li> <li>27. Provide basic administrative support to the multi professional team working in CV&amp;T including, but not limited to, answering the phones, taking messages, maintain records, update ADT data and assist patients/visitors with queries.</li> <li>28. To work autonomously and as part of a team.</li> <li>29. Act responsibly as a team member and always seek help if required</li> <li>30. Maintain patient records ensuring that up to date contact details are correct, entered on the Trust system, checking with GP surgeries or the National Tracing Service where necessary, relevant screening tools are completed. Utilising Trust data reports to ensure all patient held data is correct.</li> <li>31. Engage in completion of weekly reporting figures to the clinical teams.</li> <li>32. To participate in the training of new team members.</li> <li>33. Adhere to Caldecott Principles throughout role.</li> <li>34. To be responsible for all individual training needs including mandatory training and to participate in any agreed learning activities.</li> <li>35. Undertake any other duties commensurate with grade and experience as agreed by line manager.</li> <li>36. Be able to offer a degree of flexibility in working hours to cover annual leave, vacancies and peaks and troughs of activity as business requires.</li> </ol>
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### IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

<b>Duty of care</b>	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
<b>NHS standards of business conduct and professional registration</b>	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
<b>Living our values every day</b>	<p>All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> <li>1. Patients First</li> <li>2. Always Improving</li> <li>3. Working Together</li> </ol> <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
<b>Health and safety:</b>	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
<b>Infection prevention and decontamination of equipment:</b>	<p>All staff are reminded of their responsibility to adhere to Trust and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
<b>Child protection/safeguarding</b>	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and departmental child protection and safeguarding policies including employment checks.</p>
<b>Confidentiality</b>	<p>All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p><b>Any employee who wilfully disregards Trust and departmental policies may be liable to serious disciplinary action including dismissal.</b></p>

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	This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the post holder.
<b>Mental Capacity Act 2005</b>	All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.
<b>Sustainability</b>	Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.
<b>Last updated</b>	17 April 2024