

## Job Description

<b>Job Title:</b>	Cardiac Rehabilitation Nurse
<b>Band:</b>	Band 6
<b>Responsible to:</b>	Clinical Manage Cardiac Services
<b>Department:</b>	Cardiac Service
<b>Directorate:</b>	Older People's and Adult Community Services

## Our Values

	<b>Behaviour</b>	<b>How we will demonstrate this behaviour</b>
<b>Professionalism</b>	We will maintain the highest standards and develop ourselves and others	By demonstrating compassion and showing care, honesty and flexibility
<b>Respect</b>	We will create positive relationships	By being kind, open and collaborative
<b>Innovation</b>	We are forward thinking, research focused and effective	By using evidence to shape the way we work
<b>Dignity</b>	We will treat you as an individual	By taking the time to hear, listen and understand
<b>Empowerment</b>	We will support you	By enabling you to make effective, informed decisions and to build your resilience and independence

## Job Purpose

- To promote healthy behaviours among patients who have experienced a cardiac event, including cardiac surgical procedure, leading to a more active, healthy lifestyle, thus reducing the risk of further events and disability through cardiac, or cardiovascular illness.
- The post holder will be an active team participant within the service and provide in-depth clinical knowledge of all cardiac conditions.
- To work effectively as part of the cardiac team to provide a patient centred service. Empowering the patient with confidence and knowledge to self-manage their long-term condition.
- Manage a caseload of out-patients and participate in the virtual and face to face clinics and classes.

CPFT is supported by the **HeadtoToe Charity** – visit [www.HeadToToeCharity.org](http://www.HeadToToeCharity.org) for more details



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A member of Cambridge University Health Partners

### **Clinical/Service Specific**

- Work in accordance within the Nurse and Midwifery Council guidelines
- It is a condition of your employment that you are currently registered with the NMC and it is your responsibility to maintain your professional registration.
- Act as a role model in expert practice facilitating and supporting the delivery of effective patient care using innovation and engagement to promote best possible outcomes.
- Plan and develop appropriate management care plans for individual patients or client groups, with guidance and support from the Cardiac Rehabilitation Lead Nurse.
- Identify and promote areas for practice development with the team leader, including guidelines and procedures to support the delivery of care, ensuring that all care is evidenced based.
- To be professionally and legally accountable for all aspects of own practice including management of patients in your care.
- To organise the caseload and clinics efficiently and effectively with regard to clinical priorities and use of time.
- Undertake review and monitoring of patient medications, liaising with GP/Consultant as appropriate
- To maintain patient records in line with the Trusts Record Keeping policy.
- Promote better understanding of cardiac conditions for patients, their families and carers, and other agencies involved with the patients through education, support and counselling
- Provide patients and their families/carers with information on standards they should expect from the team.
- Ensure that standards of care and treatment are maintained, in line with National Guidance (NICE) European Guidelines, local guidelines and policies
- Participate in clinical supervision and understand when it may be necessary to access advice and support from senior colleagues, peers and lead consultants.
- Deal with complaints in a positive and sensitive way in accordance with Trust policy
- Plan, implement and evaluate care for patients recovering from a cardiac event, or surgery.
- Deliver health education and risk factor management advice in accordance with BACPR, SIGN and NICE guidance.
- Ensure Secondary prevention advice and support is delivered via telephone, online education sessions and in clinics.
- To provide opportunistic primary prevention education, where appropriate, to patients (e.g., valve replacement) and relatives and carers.
- To co-operate across boundaries with other organisations (secondary and tertiary organisations) to provide care, or the seamless transfer of care.
- To support the team leader and other colleagues.
- To act as a resource to colleagues across CPFT.
- To refer to, and liaise with other disciplines, or specialities, to achieve outcomes agreed with patients, and acting in their best interests.

### **Financial Responsibility**

- Ensure all resources are used efficiently and identify areas of unnecessary wastage and potential savings
- To take care of Trust property and physical assets whilst carrying out Trust business.

## **Decisions & Judgements**

- Undertake risk assessments related to the performance of clinical duties during clinic assessment, incorporating in-depth knowledge and understanding of BACPR guidance and in line with CPFT policies.
- Be confident and competent when assessing patients with complex health needs and when and where to seek further advice/support.
- Plan and provide cardiac rehabilitation information and education:
  - In clinic.
  - Telephone support
  - Exercise classes
- Ability to assess patient needs and requirements, plan care appropriately, and refer to an appropriate exercise group.
- Use clinical judgement skills to plan and initiate solutions where ongoing, changing, or new conditions affect the recovery and rehabilitation of cardiac patients.

## **Research & Audit**

- The post holder must participate in clinical and other audits as required.
- Accurately gather patient information for the purpose of adding to NACR database and interpret results.
- Provide patients and carers/relatives with Trust Patient Experience Questionnaires.
- Input into service quality questionnaires

## **Communication & Relationships**

- Establish and maintain relationships with patients, their families and their carers.
- Recognise barriers to good communication, for example; where English is not the first language and take action to reduce those barriers, where possible.
- Use advanced consultation and communication skills in the planning of cardiac rehabilitation and behaviour change.
- Liaise with other health professionals involved in each patient's care, when required and appropriate.
- Participate in team activities, including mandatory training, meetings and clinical supervision.

## **Human Resources**

- Attend training and share learning with the team
- To act as an education resource for staff of all disciplines within the health community
- Beware and adhere to HR policies.

## **Training & Development**

- To participate in regular supervision (clinical or management) in accordance with good practice guidelines and Trust policy.
- To participate in the Trust's annual Appraisal process.
- To attend all relevant mandatory training as and when required to do so.
- To attend/contribute to local, regional & national CR meetings ie. Alliance of Cardiac Re-prevent service Anglian Network (ACRAN); British Association of Cardiac Prevention and Rehabilitation (BACPR)/Ex Prof Group (BACR-EPG); Association of Chartered Physiotherapist In Cardiac Rehabilitation (ACPICR).

## **Quality & Patient Safety**

- Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.
- Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)
- Infection Control - To be responsible for the prevention and control of infection.
- Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
- To contribute to the identification, management and reduction of risk in the area of responsibility.
- To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
- To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

## **General**

- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
- To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- To comply at all times with the Trust's Information Governance related policies. Staffs are required to respect the confidentiality of information about staff, patients and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

## **Equality & Diversity**

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of

the communities we serve and so encourage applications from all sections of the community.
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**To be noted:**

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

## Person Specification

<b>Job Title:</b>	Cardiac Rehabilitation Nurse
<b>Band:</b>	Band 6
<b>Responsible to:</b>	Service Lead
<b>Department:</b>	Cardiac Services

Criteria	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> <li>Registered Nurse (Level 1)</li> <li>Educated to degree/degree level</li> <li>Post registration qualification in cardiology</li> </ul>	<ul style="list-style-type: none"> <li>BACPR qualification.</li> <li>Basic Life Support skills.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Comprehensive knowledge of complex cardiac conditions and treatments.</li> <li>Experience working in a cardiac rehabilitation acute or community setting providing a menu driven exercise programme for patients with a variety of cardiac and complex conditions.</li> <li>Patient assessment providing one-to-one clinical and exercise-based advice.</li> <li>Thorough understanding of cardiovascular risk factors and lifestyle advice.</li> <li>Experience managing a caseload.</li> </ul>	<ul style="list-style-type: none"> <li>Experience teaching patients formally in a group setting, as well as individually, about exercise related to a variety of cardiac conditions.</li> <li>Teaching colleagues about the principles of exercise for patients with heart disease.</li> <li>Teaching and assessing in clinical practice</li> </ul>
Knowledge & Skills	<ul style="list-style-type: none"> <li>Computer literacy.</li> <li>Proven ability to prescribe exercise for patients with a variety of cardiac conditions, including patients who have a recent history of cardiac surgery.</li> <li>Experience in teaching groups</li> <li>Applied knowledge of the role of exercise in coronary heart</li> </ul>	<ul style="list-style-type: none"> <li>IT database skills capable of generating complex outcome data e.g. RPP, exercise METS.</li> <li>Familiarity with the National Audit for Cardiac Rehabilitation (NACR) and to be able to contribute to the database.</li> <li>An understanding of wider</li> </ul>

	<p>disease prevention and rehabilitation based on the current evidence.</p> <ul style="list-style-type: none"> <li>• Excellent working knowledge of existing relevant guidelines.</li> <li>• Ability to interpret clinical information and structure patient care accordingly.</li> <li>• Ability to communicate effectively with other team members, other services and other members of the multidisciplinary team.</li> <li>• Excellent time and self-management skills.</li> <li>• Good record keeping skills.</li> </ul>	NHS and social care issues
Personal Qualities	<ul style="list-style-type: none"> <li>• Enthusiastic, dynamic and outgoing personality.</li> <li>• Strong communication and negotiation skills</li> <li>• Ability to work on own initiative.</li> <li>• Ability to work as part of a multidisciplinary team, as well as across organisational boundaries.</li> <li>• Respond to unexpected changes and adopt a highly flexible approach.</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Ability to support senior colleagues in designing and implementing exercise programmes and research &amp; audit activities.</li> <li>• Car Driver</li> <li>• Ability to work at various sites across Peterborough &amp; Cambridgeshire.</li> <li>• Positive approach to older people</li> <li>• Recognise people's right to privacy and dignity, treating every person with respect</li> <li>• Willingness to embrace nitrated model and new ways of working</li> <li>• Willingness to be flexible in approach and attitude</li> </ul>	

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.