



Hampshire Hospitals  
NHS Foundation Trust

# Application & Recruitment Pack



**LIFE CHANGING  
CHANGING LIVES**

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# *Welcome from* *Chief Executive Officer* Alex Whitfield

Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

# Job Description

<b>JOB DESCRIPTION</b>	
<b>Job Title:</b>	Cardiac Rehabilitation Specialist Nurse
<b>Division:</b>	Medicine
<b>Salary Band:</b>	Band 6
<b>Accountable to:</b>	Lead Cardiac Specialist Nurse/Physiotherapist
<b>Hours per week</b>	19 hours (Part Time)
<b>Location:</b>	HHFT, working across all sites
<b>JOB SUMMARY</b>	
<p>The Band 6 cardiac rehab specialist nurse role is key to the provision of cardiac rehab care to our patients. Within this role the post holder will work within the team and support the Band 7. The role requires competence in specific areas of knowledge, technical skill, nursing expertise and clinical decision making to enable the optimal care of our patients and the success of the Trust.</p> <p>The delivery of high quality, effective and compassionate care is the most important role within the organisation.</p>	
<b>KEY RESULT AREAS/RESPONSIBILITIES</b>	
<p>To support the team in the delivery of the service, this includes:</p> <ul style="list-style-type: none"> <li>• To work as part of the HHFT cardiac rehabilitation team delivering the service from in-patient to clinic and on to the exercise programme.</li> <li>• Collate and input data to the National Audit Project and National Audit for Cardiac Rehabilitation. Identify patients to be included in the audit and highlight areas of data concern with the Band 7 lead.</li> <li>• Attend cardiac network meetings and specialist nursing forums to represent the team and share best practice.</li> <li>• Support the band 7 in the productivity and financial management of the team. Facilitate change to support practice development and service improvement, in accordance with local and national service policy or guidance.</li> <li>• Analyse and report clinic specific data to support the band 7 in ensuring that clinical services are delivered to a high quality of care and that all compliance requirements such as CQC and contractual requirements are achieved.</li> <li>• Maintain a professional portfolio in line with NMC revalidation requirements and mandatory training requirements within the Trust.</li> </ul>	

<ul style="list-style-type: none"> <li>Supervise and support students to the clinical area to achieve their learning objectives.</li> </ul>
<b>CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS</b>
<ul style="list-style-type: none"> <li>Develop a professional approach to working which maintains an open and supportive culture for colleagues and other agencies.</li> <li>Provide clear and accurate information to the patient and other service users.</li> <li>Uses a patient centred approach, formulating management plans in partnership with the patient offering them a sense of empowerment over their condition and lifestyle choices.</li> <li>Respect differences between patients and carers and offer a flexible and responsive service to identify and accommodate differing needs so that each person benefits equally.</li> <li>Maintain patient privacy and dignity at all times. Comply with Trust policy on confidentiality and data protection.</li> <li>Provide advice and manage formal complaints process for patients, carers and other service users.</li> <li>Gauge patient and service user satisfaction through questionnaires. Tailor service to meet any shortfalls of customer care.</li> <li>Improve the way we work as a team through supporting each other in training and education.</li> <li>Contribute to the health, safety and security of patients (and their carers) and fellow colleagues in line with Trust policy.</li> </ul>
<b>COMMUNICATION</b>
<ul style="list-style-type: none"> <li>Work in partnership with patients and their carers, incorporating their views in their management plans. Act as advocate for patients and the client group.</li> <li>Communicate complex and sensitive information in an understandable form to patients and carers, and provide them with advice and support to gain a better understanding of their condition and to enable self-care.</li> <li>Keep accurate and complete records of activities and communications consistent with legislation, policies and procedures to ensure an effective flow of information.</li> <li>Communicate with other teams within the Trust and external agencies to ensure that the role and contribution of the Cardiac Specialist Nurse is understood and promoted.</li> <li>Assess capacity, gain valid informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.</li> </ul>
<b>PLANNING AND ORGANISATION</b>
<ul style="list-style-type: none"> <li>Explore, propose and implement innovative ways of delivering and improving patient care in consultation with the band 7 and other clinical leads.</li> <li>Support the band 7 in writing project documentation, risk assessment, risk logs, and project plans to support the expansion of the Cardiac Specialist Nurse team to meet service demands.</li> </ul>
<b>BUDGETARY AND RESOURCE MANAGEMENT</b>
<ul style="list-style-type: none"> <li>Assist the band 7 to ensure service efficacy and efficiency and explore new ways of working to</li> </ul>

meet service demands within budgetary constraints.

- Take delegated responsibility for maintain stock control and or / security of stock.
- Deputise for the Band 7 to ensure adequate skill mix and service cover on a day-by-day basis.
- Escalate any concerns in a timely fashion.
- Deputise for the band 7 in delegating or allocating work and check for quality and timely completion. Refer concerns to line manager e.g. performance, attendance or conduct.
- Act as a panel member for recruitment and selection and assist the band 7 in the effective orientation of new staff to meet specific requirements of the role.

#### **TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES**

- Maintain knowledge of the evidence base, current national developments within the role and to utilise this knowledge and best practice in supporting the development of clinical services.
- Participate in delivering effective mentoring and teaching programmes for students to the area.
- Actively engage in personal education development that is identified through the appraisal system, identifying own development needs.
- Maintain a competency based training programme within the Cardiac Specialist Nursing team.
- Assist each other through teaching programmes and group reflection to share knowledge and influence the practice of others.
- Demonstrate a commitment to lifelong learning through clinical supervision, reflective practice and the promotion of education in practice.
- Maintain an enquiring approach to patient care, ensuring current and evidence based practice is the basis of care provision.
- Attend all mandatory and statutory training requirements and maintain records of attendance.
- Support the achievement of clinical standards and regularly audit and implement actions to maintain and improve quality and safety.

#### **TRUST VALUES**

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:-

- Compassionate, caring about our patients.
- Accountable and responsible, always looking to improve.
- Respectful for all and show integrity in everything.
- Encouraging and challenging each other to always do our best.

#### **ADDITIONAL INFORMATION**

This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description, but which are commensurate with the grade of

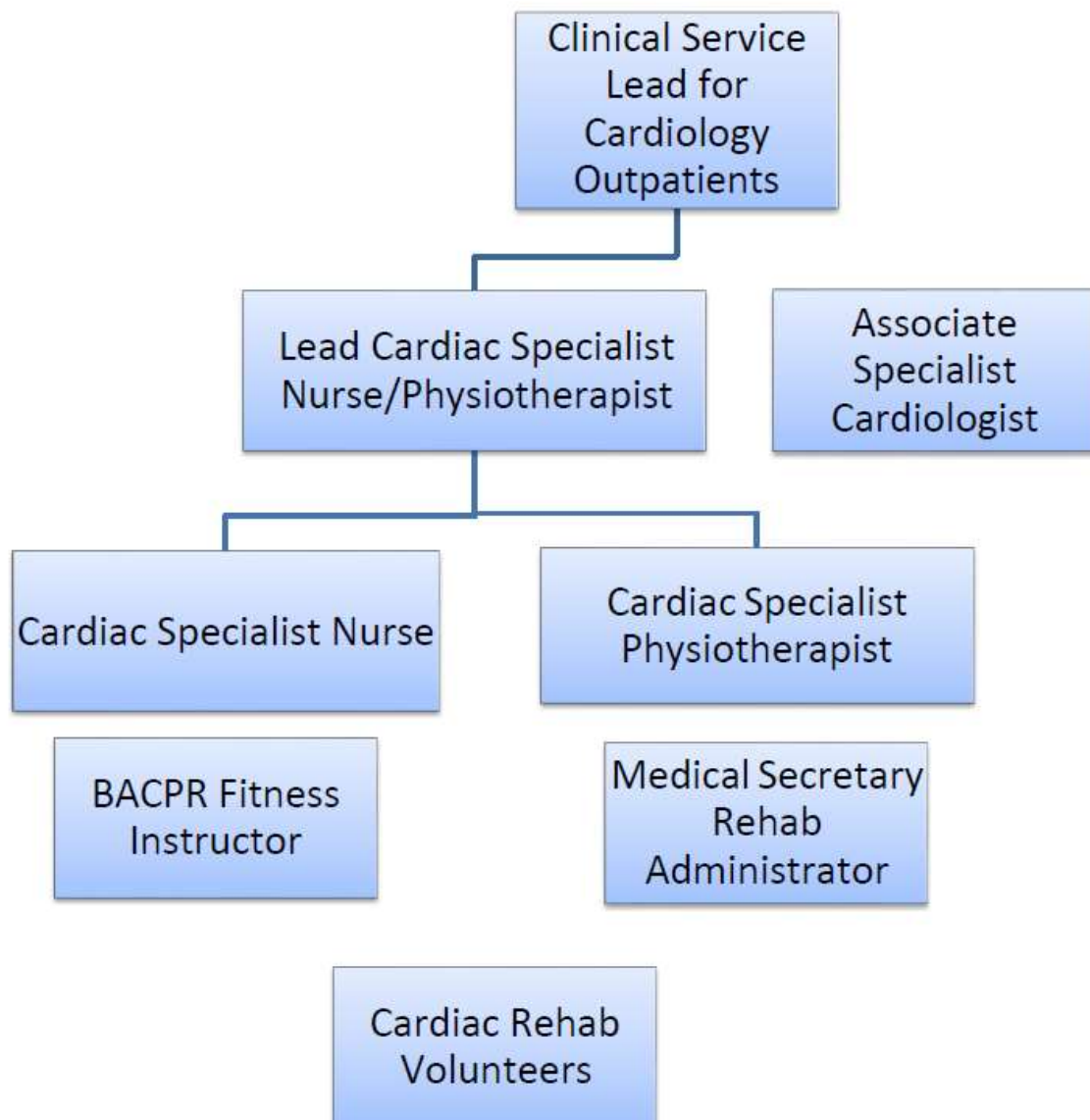
the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

### Organisational Structure



# Person Specification

<b>PERSON SPECIFICATION</b>	
<b>Job Title: Cardiac Rehabilitation Specialist Nurse</b>	
<b>Training &amp; Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Professional UK registration e.g. NMC.</li> <li>Degree level education or equivalent knowledge and skills gained through any combination of alternative study, or employment experience.</li> <li>Experience in acute cardiology or cardiac rehabilitation.</li> <li>Experience with cardiac rehab patients</li> </ul> <p>Evidence of post registration knowledge of ECG interpretation and management of the cardiac patient.</p> <ul style="list-style-type: none"> <li>Teaching / mentoring qualification or equivalent study or work experience.</li> <li>Up to date Basic Life support skills attainment.</li> </ul>	<ul style="list-style-type: none"> <li>Additional post graduate learning in specialist field including Master's degree or working towards.</li> <li>BACPR part 1 and 2 physical activity and exercise.</li> </ul>
<b>Experience &amp; Knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Evidence of significant post registration clinical work experience in the cardiac patient.</li> <li>Evidence of Continued Professional Development (CPD) clearly recorded for professional profile.</li> </ul>	<ul style="list-style-type: none"> <li>Member of relevant special interest group.</li> <li>Active involvement in service development and project planning experience.</li> <li>Experience of clinical audit.</li> <li>Experience of NACR</li> </ul>



<ul style="list-style-type: none"> <li>• Knowledge of the process of change management, and the barriers to change.</li> <li>• Awareness of the influential factors of clinical data in service provision.</li> <li>• Awareness of local and national agenda within cardiac rehab.</li> </ul>	
<b>Skills &amp; Ability</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Demonstrates patient centred approach in communication with patient and carers.</li> <li>• Able to demonstrate a good command of the English language both written and verbal.</li> <li>• Computer literate with familiarity with Word document and Excel.</li> <li>• Demonstrates aptitude and commitment to work towards completion of specific development competencies necessary for the role.</li> <li>• Demonstrates confidence and limitations in own abilities to make autonomous decisions.</li> <li>• Demonstrates flexibility and innovative ways of working.</li> <li>• Able to manage conflicting and constantly changing priorities.</li> <li>• Demonstrates ability to work to own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of NACR data input and validation.</li> <li>• Has worked in previous role as an autonomous practitioner.</li> <li>• Demonstrates previous team planning and organisational skills.</li> <li>• Demonstrates ability to analyse complex situations and make appropriate decisions.</li> </ul>
<b>Other Specific Requirements</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Meets occupational health requirements for the role.</li> <li>• Needs to work across sites within the Trust</li> <li>• Regular pattern of attendance at work with adherence to the relevant Trust policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Car driver</li> <li>• Willing to work evenings</li> </ul>

Post holders signature: ..... Date: .....



Managers' signature: ..... Date: .....

# Appendix A

## ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

### Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

### Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

### Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

### Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

**Infection Control**

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

**Governance and Risk**

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

**Duty of Candour**

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

**Safeguarding**

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

**Training & Personal Development – Continuous Professional Development**

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition, the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

**Sustainability and Carbon Reduction**

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.