



# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Cardiac Catheter Lab Manager
<b>Band</b>	Band 7
<b>Hours</b>	37.5 hours per week
<b>Department</b>	Cardiac Catheter Lab
<b>Division</b>	Specialist
<b>Location / Hospital Site</b>	Worthing Hospital, Worthing
<b>Responsible to</b>	Cardiac Catheter Lab team, Cardiology Consultants and medical team, Radiographers, Physiologists, Cardiology Ward.
<b>Accountable to</b>	Cardiac Catheter Lab Manager, Deputy Sisters/Charge Nurses, Matron, Head of Nursing.
<b>DBS Level</b>	Enhanced
<b>DBS Barring</b>	Adults

### Role Summary

To be responsible for the effective management of the Cardiac Catheter Lab. To provide clinical leadership, with responsibility for ensuring high standards of care and patient safety. To support the provision of interventional and electrophysiology procedures for patients of University Hospitals Sussex NHS Foundation Trust.

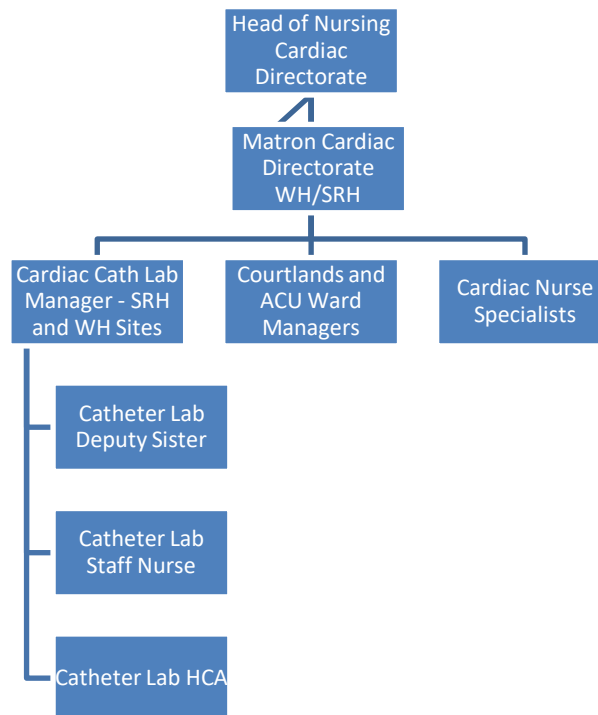
To support the development of protocols and guidelines for the operational issues of the Cardiac Catheter Lab. As an experienced practitioner the post holder will be expected to create an environment of continuous quality improvement and service development within the catheter laboratories, working to support the whole multi-disciplinary team.

### Key Working Relationships

- Cardiology Consultants
- Cardiac Catheter Lab radiographers
- Cardiac Physiologists
- Cardiac Department
- Cardiology Matron
- Inpatient wards and A&E
- Clinical Nurse Specialists
- Cardiac Audit Department
- Cardiology Head of Nursing
- Operational Managers

- Cardiology Secretaries
- Admissions and booking teams
- Cross-Site Catheter Labs and Cardiac Directorate
- Private Patient and Overseas Patient Teams

## Structure Chart



## Main Duties and Responsibilities

### Communication

- To communicate complex information effectively to staff both medical and non-medical, patients and their relatives.
- Provide and receive complex and contentious information e.g., explanation of diagnosis, procedures, and risk factor management.
- Overcome barriers to understanding due to intellectual, cultural, or physical limitations.
- Communicate effectively with other members of the multi-disciplinary team both within and outside the cardiac directorate e.g. clinical nurse specialists, physiologists, radiographers, endoscopy team.
- Computer literate.
- Communicate with patients and relatives using empathetic skills, particularly in high-stress, complex situations. For example, unexpected bereavement, acute myocardial infarction.
- Be available to communicate with patients both pre and post procedure.
- Communicate effectively with the site management team to ensure the most effective use of beds, being a proactive role model in ensuring that patient

pathways and flow is optimised. Ensure patient pathways are optimised, and that timely discharge is maintained.

- Be able to demonstrate a high degree of motivation and innovation.
- Communicate effectively with the whole unit team ensuring that there are regular team meetings and ensure robust systems exist so that staff feel informed.
- Liaise with the whole multi-disciplinary team to ensure the provision of a high quality, patient centred service in a safe clinical environment

### **Service Delivery and Improvement**

- Contribute to the development of clinical standards.
- Work collaboratively with the team to implement National and Local policies, protocols, and standards e.g., NICE, GIRFT
- Ensure all resources are ordered, procured, and used efficiently following Trust contract and tender guidelines.
- Ensure equipment is regularly maintained and serviced in line with hospital policy and manufacturer's recommendations.
- With support and guidance from the management triumvirate and Matron, ensure that the budget is regularly reviewed, and plans are made to ensure appropriate use of resources and costs.
- Be responsible for the ordering and payment of consignment stock items, ordering non-stock items outside of those under the Material Management Team
- Develop effective stock control systems, identify cost pressures, and initiate remedial action.
- Ensure the principles of lean working are embedded into the Unit culture and reflected in practice, to ensure most appropriate use of resources both staff and consumables and raise standards of care.
- Work collaboratively with the cardiac directorate clinical and management teams to develop expert, person centred practice.
- Engage in audits that assess the effectiveness of the service, to ensure quality assurance.
- To maintain the budget in line with the Trust Financial Plan.
- Support educational development.
- Act as a role model to ensure effective staff and student supervision, and maintain a professional learning environment.
- Facilitate working relationships that encourage positive learning experiences and recognise them as essential for continued professional development.
- Utilise research to enhance and implement research-based practice.
- Demonstrate a logical, flexible, and innovative approach to problem solving.
- To have responsibility for risk management and health and safety in the workplace, by being proactive in escalating risk and ensuring adequate mitigations are put in place.
- Engage with the DATIX incident reporting system to ensure that any accidents/actions/incidents are escalated appropriately.
- Work with infection control teams, Cardiac Catheter Lab team and facilities to ensure that infection control procedures and cleanliness is maintained within the department.

- Work with PALS and complaints team to ensure that areas of concern are addressed in a timely manner and appropriately.
- Ensure audit of service and monitoring of key performance indicators, identify trends, and take action to maintain levels of acceptable performance and change of practice accordingly.
- Proactively participate in the evaluation of the service, collecting, analysing, and presenting relevant data to identify, recommend, implement and review all aspects of the service.

### **People Management and Development**

- To take part in the day to day running of the service and work collaboratively with the multi-disciplinary team.
- To contribute positively to the effectiveness and efficiency of the team.
- Support and implement change where required and provide support to staff when these changes are made.
- To be responsible and accountable for own continuing personal and professional development.
- Supervise work of others when required.
- Ability to plan and implement teaching and training to a variety of staff groups. Responsible for participating in clinical supervision and appraisal process as per Trust guidance.
- Contribute to the operational and strategic planning of the service.
- Be able to work positively in a multidisciplinary team environment, recognising the expert skill set of each member of the team.
- Contribute positively to the effectiveness and efficiency of the working environment.
- Support the recruitment and retention of staff to the Cardiac Catheter Lab.
- Ensure that staff are managed supportively using the appropriate Employee Relations policies and procedures.
- Ensure staff training is identified and staff are supported to be able to attend relevant training, with accurate records kept.

### **Patient Care Delivery**

- To practice in accordance with the relevant registered professional body e.g. NMC, HCPC
- To be accountable for own professional practice.
- Ensure that all pre and post procedure treatment, plans and investigations are carried out as appropriate.
- Be aware of current research.
- Always maintain high level of patient care pre, peri and post procedures and ensure that treatment, care, and plans are carried out and handed over as appropriate.
- Liaise and work collaboratively with other specialities to ensure the consistent management of patients.
- Provide individualised education and psychological support to patients and their relatives.
- Determine barriers to client education and/or health behaviour change.
- Ensure that privacy and dignity of patients is maintained when providing care.

- Ensure that any safeguarding risks are escalated appropriately, support given to the investigation and
- Provide life support to standards set by the UK Resuscitation Council.
- Be competent to work in the Catheter Lab, supporting clinicians during their lists.
- Ensure high standards of patient care and satisfaction. Engage in the Trust Friends and Family Test.
- Provide individualised education and psychological support to patients and their relatives.
- Take initiative and respond calmly to any emergency situations.
- Support discharge planning and patient flow.
- Use advanced skills to assess, develop and evaluate plans of care for patients with cardiology needs.
- Undertake clinical duties and act as an expert practitioner demonstrating specialist knowledge and skills to support patients and their relatives.
- Ensure that patient activity is monitored and entered onto the correct clinical record keeping system.
- Ensure that a culture of incident reporting and action learning is embedded into the cardiac catheter lab team.
- Use advanced clinical skills and experience to help assess, develop, and implement specialist cardiac working practices. To use clinical skills for both training of multidisciplinary staff and patient contact procedures
- Take the initiative, respond quickly and remain calm in emergency situations such as cardiac arrest, leading and directing the multi-disciplinary team.
- To maintain clinical responsibilities without detriment to managerial duties and responsibilities
- To maintain a broad knowledge base of all procedures and equipment to ensure best practice and/or evidence-based practice

### **Learning and Development**

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

### **Mission and values**



The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

***‘excellent care every time’***

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

## **Patient First**

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:
  - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
  - The patient being at the heart of every element of change
  - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
  - Continuous improvement of our services through small steps of change
  - Constantly testing the patient pathway to see how we can develop
  - Encouraging frontline staff to lead the redesign processes
  - Equal voices for all
  - Engagement of staff is a big factor in job performance.
  - Good engagement leads to improved quality, mortality and safety measures

## Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

## Equality, Diversity and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included and valued will lead to better care and outcomes for our patients – our True North Objective.

All staff have a duty to report any behaviours which contravene this to their managers.

## Workplace and Environmental Factors

<b>Physical</b>	Sometimes working in limited space, makes repetitive movements, moving objects, standing, and sitting for long periods of the day, kneeling, crouching, pushing and pulling trolleys, controlled restraint
<b>Emotional</b>	Giving unwelcome news to patients and relatives. Supporting staff in situations that may be challenging. Leading and supporting debriefs.
<b>Mental</b>	Carry out of assessments for new staff, potential giving of evidence. Decision making requiring complex information assessment.
<b>Working Conditions</b>	Body fluids all types and humidity. Fast paced area. Multi-disciplinary team environment.



## Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
<b>Professional Registration</b>	NMC degree educated registered Nurse or Allied Health Professional registered with relevant body.	<b>(AF)</b>		
<b>Experience/Qualifications</b>	ENB998 / Mentorship / PA or PS course or equivalent Cardiology related module(s)	<b>(AF)</b>	Masters Module(s)	<b>(AF)</b>
	ILS or ALS provider	<b>(AF)</b>	Leadership course or equivalent	<b>(AF)</b>
	Cardiac Catheter Lab experience >3 years	<b>(AF)</b>	>5 years post-registration experience	<b>(AF)</b>
	>18 months as a Band 6	<b>(AF)</b>	Experience of using Patient First Improvement System.	<b>(AF/I)</b>
	In depth knowledge and experience in relevant area - Acute cardiology, cardiac catheter labs.	<b>(AF/I)</b>		
	Evidence of professional development since qualification	<b>(AF/I)</b>		
	> 2 years within cardiology area	<b>(AF)</b>		
	Expert clinical understanding and background in cardiac services	<b>(AF/I)</b>		
	Evidence of commitment to continuing professional development	<b>(AF)</b>		
<b>Skills</b>	Evidence of having undertaken own development to improve	<b>(I)</b>	Drug administration competencies, including IV.	<b>(AF)</b> <b>(AF)</b>

	understanding of equalities issues.		Venepuncture and cannulation	
	Organised and excellent time management skills.	(AF/I)		
	Planning skills	(AF/I)		
	Ability to identify problems and to instigate the change required to resolve these.	(AF/I)		
	Understanding National / local targets	(AF/I)		
	Understanding of policies and procedures (including Human resource policies) and ability to translate these into action.	(AF/I)		
	Involvement /experience in change management	(I)		
	Evidence of participation in audit	(AF/I)		
		(I)		
	Delegation skills.	(AF/I)		
	Pro-active management skills.	(AF/I)		
	Report writing ability.			
People Management and Development	Proven track record of leading a team	(AF/I)	Aware of research and audit within the field of cardiology.	(AF/I)
	Demonstrated ability to motivate a team	(AF/I)		
	Support the innovation and development of the service.	(I)	Understanding and knowledge of NHS rostering systems	(AF/I)
	Conflict management and negotiation skills	(I)	Broad professional vision	(I)
	Excellent written, verbal communication and interpersonal skills	(AF/I)		

	Demonstrates behaviours and attitudes that supports the Trust's Vision of "We Care" by being: <ul style="list-style-type: none"> <li>○ <b>Kind</b></li> <li>○ <b>Friendly</b></li> <li>○ <b>Respectful</b></li> <li>○ <b>Professional</b></li> <li>○ <b>A Team</b></li> </ul>	<b>(AF/I)</b>		
	Ability to work under pressure/stress.	<b>(I)</b>		
	Ability to deal with difficult conflict situations, manage change, or manage performance issues.	<b>(I)</b>		
	Demonstrates emotional intelligence.	<b>(AF/I)</b>		
<b>Equality, Diversity, and Inclusion</b>	Evidence of having championed diversity in previous roles (as appropriate to role).	<b>(I)</b>		
<b>Specific Requirements</b>	Commitment to high clinical standards.	<b>(AF/I)</b>	Experience in managing NHS budgets.	<b>(I)</b>
	Able to wear lead aprons/PPE during Cardiac Catheter procedures for shifts.	<b>(AF)</b>	Understanding of NHS procurement processes	<b>(I)</b>
	Excellent hand/eye coordination and manual dexterity.	<b>(AF/I)</b>	Competent in assisting and scrubbing for theatre or cardiac catheter lab procedures.	<b>(AF/I)</b>
	IT literate	<b>(AF)</b>		
	Aware of research and audit within the field of cardiology.	<b>(AF)</b>		
	Understanding of NHS budgetary systems.	<b>(AF/I)</b>		
<b>Freedom to Act</b>	Able to prioritise and manage own workload.	<b>(AF/I)</b>		