

## Job Description

<b>Job Title: Associate Practitioner – Community Cardiology</b>	<b>Grade: 4</b>
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<b>Accountable to: Community Cardiology Clinical Lead</b>
<b>Responsible to:</b> Service lead for long term conditions
<b>Key Relationships with:-</b> <b>Internal: - community cardiology clinical and admin staff</b> <b>External: - primary care and service users</b>

<p><b>Purpose of Role:</b></p> <p>To form part of the Community Cardiology team providing high quality community cardiology services to the people of North East Essex.</p> <ul style="list-style-type: none"> <li>• The post holder will work with the Cardiac Rehabilitation Nurse Specialists in providing evidence based cardiac rehabilitation to cardiac patients</li> <li>• To support the wider services within the Community cardiology service as required and within the capabilities and competencies of training.</li> <li>• To provide a professional and efficient service to the patients within the service</li> </ul>
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## **Key Responsibilities:**

### **Clinical**

- To adhere to the policy and procedures of the community cardiology service
- This will include delivering exercise programmes and health education according to patient needs.
- Be able to provide initial medical attention if a patient becomes unstable and escalate to appropriate staff member quickly.
- To measure and record manual blood pressure, pulse rate/rhythm, oxygen saturations, respiratory rate, blood glucose, height, weight and BMI in a home visit or clinic situation, identifying any deviation from acceptable normal for that patient and referring to a nurse any abnormalities.
- Supervise Phase 3 Cardiac Rehabilitation exercise programmes and monitor patients during exercise in conjunction with the Cardiac Nurse Specialists
- Adapt the exercise programmes appropriate to patient need
- Deliver evidence based health education to cardiac patients as structured teaching within the cardiac rehabilitation programme as well as one-one with patients
- Participate in pre- exercise assessment as part of the risk stratification of patients prior to Phase 3 Cardiac Rehabilitation
- Provide an alternative Phase 3 session for people unable to exercise fully, in the home environment if required
- To increase practical and theoretical knowledge of ECG recording techniques and interpretation and be able to complete an ECG when requested.
- To ensure the health and safety of those patients under your supervision
- Deal with telephone queries from patients, relatives, general practitioners if required.
- Perform without supervision
- Provide full documentation within notes on system one after any interaction with the patient and to record results of tests completed.
- Deliver and set up virtual monitoring devices to patients own homes.
- To support patients with health lifestyle changes.
- To support patients with onward referral to phase 4 after completion of phase 3 if agreeable with the patient and the supervising nurse.

### **Leadership**

- To ensure that high quality technical support is maintained at all times.

### **Service Delivery and Improvement**

- To assist in the planning and implementation of service development.
- Work with service clinical lead to provide accurate data as needed.
- Undertake audits relevant to own work as requested

### **Financial and Performance Management**

- The post holder will be expected to monitor stock of consumables and to ensure adequate stocks are maintained.
- Ensure that emergency equipment is available and in working order during the cardiac rehabilitation exercise and education sessions and that the safety of patients attending is maintained at all times
- To advise the service clinical lead of any equipment errors as they arise and contact manufacturers as advised in association with ensured service agreements
- Any other duties commensurate with the grade and as requested by the line manager.

### **Risk Management and Governance**

- To comply with all Health and Safety procedures and codes of practice.
- Complete patient clinical records
- Be aware of and able to deal with untoward incidences e.g. physical or verbal aggression and are able to adhere to guidelines, policies and procedures

### **General**

- To be responsible and accountable for complying with Trust Infection Control policies and clinical guidelines.
- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- All employees must comply with the East Suffolk & North East Essex Foundation Trust Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by the East Suffolk & North East Essex 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.

## Person Specification

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**Band: AfC Band 4**

Criteria	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>Used to working with patients in a health care environment</li> <li>Experience as a fitness instructor/ supervising exercise programmes</li> <li>Experience of providing health education</li> </ul>	<ul style="list-style-type: none"> <li>ECG recording experience</li> <li>Experience of taking observations (BP, pulse, respiratory rate, blood glucose)</li> <li>Experience of pre assessing suitability for exercise</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to GCSE level or equivalent</li> <li>Knowledge and skills acquired through a combination of formal, short courses, in house training and experience to NVQ Level 2 or 3 or equivalent</li> <li>Basic life support qualification</li> <li>BACPR phase 4 training or equivalent exercise qualification</li> </ul>	<ul style="list-style-type: none"> <li>First aid at work certificate</li> <li>Intermediate life support</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of the phases of cardiac rehabilitation and appropriate exercise for cardiac patients</li> <li>Knowledge of evidence based health education for cardiac patients</li> <li>Knowledge of the relevant strategic drivers eg NSF for CHD, BACPR Standards and Core Components for CR and NICE clinical guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Use of Systmone</li> </ul>
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>Good interpersonal skills</li> <li>Effective communication skills both written and oral</li> <li>Ability to work on own initiative (after training)</li> <li>Ability to work as part of a team and liaise with all staff groups</li> <li>Ability to deal with members of the public in a diplomatic manner</li> <li>An understanding of the meaning of confidentiality and the requirement for this to be maintained</li> </ul>	

	<ul style="list-style-type: none"><li>• High standards</li><li>• Flexible approach</li><li>• Professional attitude and appearance</li><li>• Positive attitude</li></ul>	
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