



Hampshire Hospitals  
NHS Foundation Trust

# Application & Recruitment Pack



**LIFE CHANGING  
CHANGING LIVES**

[hampshirehospitalscareers.co.uk](http://hampshirehospitalscareers.co.uk)

# 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.

We expect the post holder to uphold the trust's CARE values:

**COMPASSION** caring about our patients and our staff

**ACCOUNTABLE** and responsible, always improving

**RESPECT** for all colleagues, patients and their families

**ENCOURAGING** and challenging each other to always do our best

We are really excited to hear from you and look forward to receiving your application.

Yours sincerely



Alex Whitfield, chief executive

# Job Description

<b>Job Title</b>	Heart Failure Specialist Nurse
<b>Department</b>	Cardiology
<b>Division</b>	Medicine
<b>Salary Band</b>	6
<b>Accountable To</b>	Band 7 Lead Heart Failure Specialist Nurse
<b>JOB SUMMARY</b>	
<p>To work autonomously and holistically caring for patients with a heart failure diagnosis, within a well-established integrated heart failure service. Working across inpatient, outpatient and domiciliary settings. To optimise the evidence-based heart failure therapies and to provide education to patients, their relatives and other healthcare professionals. Therefore, reducing the risk of hospitalisation for patients in the community and improving in hospital outcomes for inpatients. Contribute to the data collection and data input for the National Heart Failure Audit.</p>	
<b>KEY RESULT AREAS/RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• To use effective communication skills with own team and members of the wider multi-professional team.</li> <li>• To support the whole team in the delivery of the service.</li> <li>• To act as a specialist practitioner and to manage a clinical caseload of patients with heart failure.</li> <li>• Assess health and psychosocial needs of individual patients and provide care to meet these needs in partnership with patients/carers and colleagues.</li> <li>• Undertake investigations, observations and analyse clinical data to inform management and decision making.</li> <li>• Accept referrals to agreed criteria and work in partnership with other professionals to deliver coordinated programmes of care effectively. Referring patients to other practitioners as required.</li> <li>• Working with other members of the multidisciplinary team in both primary and secondary care to ensure good communication and streamlined patient care.</li> <li>• In accordance with Trust policies and National Guidelines ensure patients are on optimal evidence-based therapies work within your competencies and the heart failure medicines management policy.</li> <li>• Support patients and their relatives through the end-of-life decision making and treatment wishes.</li> <li>• Manage a heart failure telephone helpline.</li> <li>• To work flexibly across the integrated service and ability to travel all sites when necessary to ensure good service provision.</li> <li>• When deemed appropriate to undertake the independent and supplementary prescribing qualification.</li> <li>• Ensure competency is maintained via active participation in Continuous Professional development.</li> </ul>	

**CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS**

**Professional Practice:**

- To adhere to Code of Conduct/Professional Standards of your Profession e.g. NMC.
- Embrace and maintain the vision and values of HHFT.
- To be responsible for supporting the creation and maintenance of a clinical environment in which care and compassion are consistently demonstrated, ensuring patient centred care, privacy and dignity is always practiced.
- To maintain, develop and record your own continuing professional development, including booking and attending all statutory, mandatory and Trust or speciality specific training
- To maintain trust policies and implement and propose changes to local policies relevant to the patient/client care in your area, working within your scope of practice, professional standards and guidance for example medicines management

**Freedom to Act:**

- To be professionally and legally responsible and accountable as a practitioner for all aspects of the practitioner's own professional activities.
- To deputise for the band 7 to achieve the effective daily management of the department, including responding to urgent requests, prioritising clinical work and balancing other patient related and professional activities in accordance with trust standards.

**Responsibility for patient/client care:**

- To develop and deliver effective programmes of care, recording, documenting and maintaining these within trust policies.
- Provide clinical advice within the Trust regarding the area of clinical specialism.

**COMMUNICATION**

- To be personally competent to 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.
- To ensure you and your team communicate complex and sensitive information in an understandable form to seriously ill patients, carers and other staff, including breaking bad news and ensuring understanding of their condition. e.g., patients who are dysphasic, deaf, blind or have difficulty accepting the diagnosis and act as a patients advocate.
- To use effective communication skills with own team and members of the wider multi-professional team.
- To ensure that you and your team appropriately regard the individual customs, values and spiritual beliefs of patients and staff.
- To empower and motivate those around you to constantly strive to improve care and experience for patients and staff.

**PLANNING AND ORGANISATION**

- To deputise for the band 7 team leader in managing the day-to-day service management when

necessary and supporting strategic requirements of the clinical area, with authority to make decisions as needed, keeping the line manager informed as appropriate and escalating issues in a timely fashion if required.

- To delegate tasks effectively and support the team to optimise skill mix, flexibility and responsiveness.
- To deal with any issues of professional behaviour or attitudes, quality or safety in the moment and report to Band 7 when necessary.
- To support the band 7 to ensure that you and the team carry out the full investigation of accidents, incidents and complaints, both written and verbal as per trust policy. Ensure that reports and responses are made as per Trust guidelines.
- To ensure all care delivered empowers patients to recover their independence at the earliest opportunity
- To support the band 7 in ensuring safe and effective clinical services – assisting in formulating and adjusting rotas to ensure appropriate number and skill of workforce available. Meet the Trusts on going requirements for roster management. Support other clinical areas as required and able to.
- To organise and plan complex case meetings, ensuring patient, carers and the correct range of professions/agencies are included when necessary.
- To actively participate in emergency planning.

#### **BUDGETARY AND RESOURCE MANAGEMENT**

- To make recommendations for improved resource utilisation.
- To support the band 7 in providing timely and accurate business and quality information as required by the Trust.
- To ensure safe and effective use of equipment through staff training, appropriate maintenance and repair.
- To take delegated responsibility for maintaining stock control and/or security of stock.

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

##### **Knowledge, Training and Experience:**

- To be aware of the evidence base, current national developments within the speciality and to utilise this knowledge and best practice in supporting the development of clinical services.
- To support the band 7 in maintaining a broad, clinical skill set within the team to ensure high quality and compassionate care for all patients presenting to the clinical area.
- To participate in local training needs consideration.
- To support the maintenance of an effective learning environment for all staff, students and the wider multi-professional team, including lead specialist nurses and doctors.
- To assist in the induction and orientation of new staff effectively.
- Share good practice with colleagues in the organisation to enhance the overall service provided to patients and carers.

##### **Responsibility for Research and Development**

- To support the achievement of clinical standards and to regularly audit and implement actions to maintain and improve quality and safety.
- To have an understanding of the methodology of critical analysis of data and research. Participate in departmental and national audit in heart failure.
- Keep up to date with current cardiology research trials undertaken by the Trust and refer when appropriate.

**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**

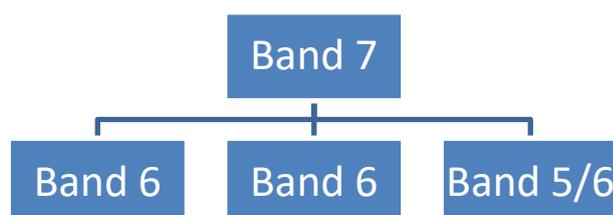
This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description, but which are commensurate with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

**ORGANISATION STRUCTURE**



# Person Specification

<b>Job Title:</b>	
<b>Training &amp; Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Minimum of 3 years post registration experience</li> <li>• Relevant cardiology experience</li> <li>• Able to demonstrate a good command of the English Language both written and verbal</li> <li>• Professional UK registration e.g. NMC, HPC</li> <li>• Degree level education or equivalent knowledge and skills gained through any combination of alternative study, or employment experience</li> <li>• Computer Literate</li> <li>• Teaching and Assessing Qualification or equivalent study or work experience</li> <li>• Communication skills learning and/or development</li> </ul>	<ul style="list-style-type: none"> <li>• Previous Heart Failure experience</li> <li>• Additional Post graduate learning in specialist field</li> <li>• Communication skills learning and/or development</li> <li>• Heart Failure Course (Glasgow Caledonian University)</li> <li>• Non-medical prescribing</li> <li>• Physical assessment and history taking module</li> <li>• Formal training &amp;/or experience in mentorship</li> </ul>
<b>Experience &amp; Knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Evidence of Continued Professional Development (CPD) clearly recorded for professional profile.</li> <li>• Minimum of 2 years post graduate working within a relevant field to the role.</li> <li>• Experience of working within cardiology or heart failure specialties</li> <li>• Understanding of Health Environment policies and legislation including Clinical, HR, E&amp;D, Governance</li> </ul>	<ul style="list-style-type: none"> <li>• Non-Medical Prescriber</li> </ul>

<ul style="list-style-type: none"> <li>• Adherence to current statutory requirements, standards and regulations</li> <li>• Awareness of local and national agenda within the heart failure</li> </ul>	
<b>Skills &amp; Ability</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• To demonstrate the required behaviour in keeping with the Trust values</li> <li>• Clinical Skills appropriate to the relevant speciality</li> <li>• Organisational and on-going planning skills including own workload and of others in an unpredictable environment</li> <li>• Ability to work within a multidisciplinary team.</li> <li>• Understanding of clinical governance including implications, quality and audit</li> <li>• Applies a good understanding of Equality &amp; Diversity in all areas of work</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced communication skills including; to communicate complex, sensitive or confidential information in an appropriate manner; to liaise effectively.</li> </ul>
<b>Other Specific Requirements</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Highly self-motivated - possesses high work standards</li> <li>• Flexibility – able to adapt to ensure achievement of objectives</li> <li>• Responds positively to constructive feedback</li> <li>• Full driving licence</li> <li>• Access to own vehicle</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.

### **MCA**

All employees are required to have regard for the Mental Capacity Act code of Practice, regardless of their role within the organisation. Employees are responsible for ensuring that they use the Act as appropriate in the course of their day to day duties. Training is available to staff, as are materials to help support employees to embed the provisions of the Act.

### **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.

### **Climate Action and Sustainability**

- **Green Plan:** Ensure that the role and working practices contribute to the implementation of the Trust's Green Plan.
- **Carbon emissions:** Use the most sustainable and lowest carbon ways of working.
- **Sustainability:** Wherever possible reduce waste and maximize recycling. Phase out single use plastic items and switch to re-usable ones, where appropriate.
- **Procurement:** Where goods and services are procured, that the most sustainable items with the lowest carbon impact are selected.
- **Digital:** Maximize the use of digital solutions and reduce use of paper, where possible.
- **Care Pathways:** Streamline care pathways and reduce patient travel, where clinically appropriate.
- **Adaptation:** Identify ways to mitigate the risks of climate change and take steps to adapt, where needed (e.g. to stop buildings from overheating.)