Date: November 2014

Job Title: Clinical Nurse Specialist – Cardiac Rehabilitation and Heart Failure

Department: Cardiology

Location: North Shore and Waitakere sites

Reporting To: Cardiology Operations Manager for meeting performance objectives and collaborative achievement of service strategic plan

Head of Division Nursing (Medicine and Health of Older Persons) for the safety of professional practice performance to the highest standard possible.

Direct Reports: None

Functional Relationships with:

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
<th>Committees/Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardiologists</td>
<td>GPs</td>
<td>CRANZ</td>
</tr>
<tr>
<td>Laboratory staff</td>
<td>Patients</td>
<td></td>
</tr>
<tr>
<td>Nursing staff</td>
<td>Patient family</td>
<td></td>
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<tr>
<td>Medical staff</td>
<td>and carers</td>
<td></td>
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<tr>
<td>Quality team</td>
<td></td>
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<tr>
<td>Nurse Educator</td>
<td></td>
<td></td>
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<tr>
<td>Cardiac Rehabilitation</td>
<td></td>
<td></td>
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<tr>
<td>Health Psychologists</td>
<td></td>
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<tr>
<td>Clinical Nurse Specialists</td>
<td></td>
<td></td>
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<tr>
<td>Charge Nurse Managers</td>
<td></td>
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<tr>
<td>Cardiology Scheduling</td>
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Purpose: To support the care and management of patients from the time of referral including procedural interventions, case management follow-up and quality improvement after admission for a cardiac event or referred with diagnosed cardiac heart failure.

### KEY TASKS

<table>
<thead>
<tr>
<th>Practices nursing to demonstrate professional</th>
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<tbody>
<tr>
<td>Undertakes clinical assessment of patients referred for</td>
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**Clinical Nurse Specialist – Cardiac Rehabilitation & Heart Failure**

**Position Description**
### KEY TASKS

**Responsibility**
- ICD using advanced assessment skills, liaises closely with the specialists and implements plan of care in a collaborative way. Provides consistent best practice treatment for patients. Monitors outcome of care and takes appropriate action through use of standing orders and protocols.
  - Uses advanced skills to assess, plan, implement and evaluate patients/clients/family/whanau needs. Includes assisting with interventions and nurse led clinics. Works co-operatively with medical and cardiac physiology staff in follow-up of patients
  - Ensures that patients requiring ongoing care are referred appropriately in a timely and thorough manner using the referral pathway.
  - Undertakes case management for patients with complex needs.
  - Identifies situations of clinical risk and takes appropriate actions to ensure a safe environment for patients, families/whanau and staff.
  - Identifies/removes barriers to appointments. Explains/manages variance to clinical pathway and monitors timelines utilising data collection tools.
  - Co-ordinates/attends interdisciplinary clinical team meetings

### EXPECTED OUTCOMES

**Clinical and Professional Leadership**

**Interpersonal relationships**
- Collates information regarding client outcomes and presents this formally to the clinical team for review. Documentation of caseload and outcome statistics is reviewed.
- Works collaboratively with the medical, health psychologist and physiology teams to achieve effective teamwork and positive relationships. Addresses issues with them so that they receive advice and recommendations constructively.
- Critiques and uses national/international research findings. Fosters inquiry, critical thinking and research skill acquisition among the nursing workforce to advance nursing practice and patients/client care.
- Works in collaboration with senior nursing team and multidisciplinary team to monitor standards and clinical practice and presents issues to the clinical management team.
- Fosters the implementation of WDHB goals and values. Promotes WDHB as a centre of excellence of Nursing practice.
- Actively participates in professional leadership with the senior cardiology nursing team with clear expectations of client outcomes and standards expected.
- Participates in nursing practice research in the field of specialty and presents findings in articles and conference papers.
<table>
<thead>
<tr>
<th>KEY TASKS</th>
<th>EXPECTED OUTCOMES</th>
</tr>
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</table>
| Education and Clinical Teaching               | - Participates with other nurse specialists and educators to address learning needs across the WDHB in long term condition related health issues. This includes input at study days and one on one teaching at the bed side. Facilitates the development of staff competence appropriate for WDHB and specialty area.  
  - Role models through direct clinical practice and coaching own expertise in specialty area. Provides expert advice and best practice recommendations to support nursing practice with staff so that they emulate best practice. |
| Quality Improvement                            | - Team Relationships                                                                                                                                                                                                |
| Quality Improvement                            | - Quality Improvement                                                                                                                                                                                             |
| Quality Improvement                            | - Contribution to the team and clinical work setting.Contributes to continuous quality improvement in the workplace: undertakes audits, makes clear recommendations for improvement using PDCA cycle. Quality indicators are monitored and remedial action taken. Reports are well presented and demonstrate appropriate follow-up of target groups and secondary referrals.  
  - Identifies and manages areas of non-compliance with standards and procedures for cardiac rehabilitation and heart failure practice.  
  - Addresses risk and privacy requirements. Risks are identified and remedial action taken to address issues in a prompt manner.  
  - Maintains knowledge of / updates / develops WDHB policies/ procedures and resources in clinical area.  
  - Contributes professionally to multidisciplinary clinical discussion and decision as appropriate, including formal case review  
  - Identifies barriers for patient/client’s with ICD needs and initiates clinical audit, policy review and change processes to ensure patient, family or whanau satisfaction |
| Professional Development and Clinical Competency | - Practices in accordance with best practice legal, ethical and professional standard as an advanced practice nurse  
  - Proactively maintains own clinical expertise and knowledge through attendance and presentation at conferences, regional engagement, post graduate learning in specialty practice. Attends educational opportunities/conferences relevant to nurse Specialist role and scope of practice.  
  - Proactively maintains a portfolio annually and submits for formal assessment 3 yearly.  
  - Establish and maintain effective local, regional, national and international networks. |
| Culturally sensitive practice                  | - Shows understanding of and commitment to the principles of the Treaty of Waitangi (partnership, protection, participation) and importance of Whare Tapa Wha (the four cornerstones of health) te taha wairua |
### KEY TASKS | EXPECTED OUTCOMES
--- | ---
| (spiritual aspects); te taha hinegaro (mental and emotional aspects); te taha whanau (family and community aspects); and te taha tinana (physical aspects). • Recognises culturally appropriate and safe practice in the nursing workforce and assists in initiatives developed to reduce inequalities and positively impact on Maori health status • Assists in the leadership and management of projects to improve Maori access to healthcare services. |
| Statutory & Treaty of Waitangi obligations | • Ensures the professional and political integrity of WDHB by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive. • Shows sensitivity to cultural complexity in the workforce and patient population |
| To recognise Individual Responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992 | • Company health and safety policies are read and understood and relevant procedures applied to their own work activities. • Workplace hazards are identified and reported, including self-management of hazards where appropriate • Can identify health and safety representative for the area. |
Clinical Nurse Specialist – Cardiac Rehabilitation & Heart Failure

Position Description

Behavioural Competencies

Adheres to Waitemata District Health Boards 4 Organisational Values of:

1. Everyone Matters: Every single person matters, whether a patient / client, family member or a staff member.

2. Compassion: We see our work in health as a vocation and more than a job. We are aware of the suffering of those entrusted to our care. We are driven by a desire to relieve that suffering. This philosophy drives our caring approach and means we will strive to do everything we can to relieve suffering and promote wellness.

3. Connected: We need to be connected with our community. We need to be connected within our organisation – across disciplines and teams. This is to ensure care is seamless and integrated to achieve the best possible health outcomes for our patients/clients and their families.

4. Better, Best, Brilliant: We seek continuous improvement in everything we do. We will become the national leader in health care delivery.

<table>
<thead>
<tr>
<th>Behavioural Competencies</th>
<th>Behaviour Demonstrated</th>
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<tbody>
<tr>
<td>Communicates and Works Cooperatively</td>
<td>• Actively looks for ways to collaborate with and assist others to improve the experience of the healthcare workforce, patients &amp; their families and the community &amp; Iwi.</td>
</tr>
<tr>
<td>Is Committed to Learning</td>
<td>• Proactively follows up development needs and learning opportunities for oneself and direct reports.</td>
</tr>
<tr>
<td>Is Transparent</td>
<td>• Communicates openly and engages widely across the organisation. • Enacts agreed decisions with integrity.</td>
</tr>
<tr>
<td>Is Customer Focused</td>
<td>• Responds to peoples needs appropriately and with effective results • Identifies opportunities for innovation and improvement</td>
</tr>
<tr>
<td>Works in Partnership to Reduce Inequality in Outcomes</td>
<td>Works in a way that: • Demonstrates awareness of partnership obligations under the Treaty of Waitangi. • Shows sensitivity to cultural complexity in the workforce and patient population. • Ensures service provision that does not vary because of peoples’ personal characteristics.</td>
</tr>
<tr>
<td>Improves health</td>
<td>• Work practices show a concern for the promotion of health and well-being for self and others.</td>
</tr>
<tr>
<td>Prevents Harm</td>
<td>• Follows policies and guidelines designed to prevent harm. • Acts to ensure the safety of themselves and others.</td>
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</tbody>
</table>

Note: This job description forms part of an individual's contract of employment with WDHB and must be attached to that contract.
PERSON SPECIFICATION

POSITION TITLE: Clinical Nurse Specialist – Cardiac Rehabilitation & Heart Failure

<table>
<thead>
<tr>
<th>Expectations</th>
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</table>
| Qualification | NZ Registered Nurse with a current practicing certificate  
Post graduate certificate in speciality practice with achievement or demonstrated commitment to a plan to continue to Masters qualification |
| Skills and knowledge | - 5 plus years’ experience post registration.  
- Consistent practice at RN Level 3 (preferably Level 4) in the cardiac nursing field prior to appointment  
- Highly competent in dealing with complex clinical presentations of patients with chronic cardiac conditions.  
- Highly proficient, technically competent in core nursing practices e.g. advanced assessment skills, sound clinical judgement, collaborative prescribing and application of treatment protocols  
- Understanding of the patient care processes and can map a more efficient service  
- Reputation for positive manner and ability to work with patients, nurses, allied health and medical staff in a collaborative way to achieve best patient outcomes  
- Competent computer skills for data management and clinical care management  
- Proven skills in researching, accessing and synthesizing information and ability to produce reports. Research skills including data analysis and critical appraisal skills and clinical audit  
- Ability to effectively share clinical knowledge with others  
- Seeks guidance and advice from medical associates when necessary  
- Committed to continuous quality improvements and policy requirements for WDHB  
- Experience in multi-disciplinary clinical teaching |
| Personal Attributes | - Excellent communicator – intelligent, positive, realistic and inclusive  
- Excellent interpersonal and customer services practices  
- Understanding of and commitment to the principles of the Treaty of Waitangi  
- Initiative and innovation in practice and project management  
- Able to work autonomously but takes direction as required. Able to prioritise workload  
- A positive nursing identity and ability to act as role model for other nursing staff  
- Able to handle stress effectively in self. Is courteous,
diplomatic and positive in working relationships especially in stressful situations.
- Positive manner. Able to influence/advise without conflict
- Calm, consistent and mature personality
- Upholds confidentiality with reputation for high integrity and discretion
- Demonstrated confident collaborative approach, strong and self-reliant
- Sensitive and constructive in responding to the needs of individuals and groups
- Demonstrated ability to work in partnership with other clinical service providers.
- Is aware of contemporary standards and has reputation of providing good nursing care.
- Demonstrated ability to share clinical knowledge with others, both one-to-one and group learning within the clinical area.
- Seeks guidance and supervision.
- Understands the importance of good relationships in ensuring continuity of care: hospital and community care