Job Description

**Cardiology Nurse**

**REPORTING TO: NURSE MANAGER**

**DEPUTY NURSE MANAGER and ASSISTANT NURSE MANAGERS**

**RESPONSIBLE FOR: STUDENT VETERINARY NURSES, AND VETERINARY CARE ASSISTANTS**

**(IN THE ABSENCE OF NURSE MANAGER, DEPUTY NURSE MANAGER AND ASSISTANT NURSE MANAGERS)**

# OVERVIEW

The purpose of this position is to serve as a member of the nursing team, specifically assisting the Cardiologist and the Cardiology team with the provision of running a high quality and effective cardiology service. Organisation and coordinating are essential skills required in order to ensure a smooth running of this department. Guidance, support and ongoing training of junior nursing staff, student veterinary nurses and veterinary care assistants are to be provided. Efficient case management and a good knowledge of the day to day hospital running is necessary to this role. Booking of cardiology appointments is a key part of this role so excellent client communication skills are required. As with every role within the practice, exceptionally high standards of patient care are to be maintained at all times.

# MAJOR GOALS

To ensure the highest standard of nursing care is provided 100% of the time to 100% of our patients

To ensure efficient coordination of cardiology cases across the hospital

To support the deputy nurse manager and clinical line managers and on a day to day basis.

To achieve the above whilst bearing in mind that the practice is a business and therefore costs need to be carefully monitored and sensibly managed

To maintain accurate client and patient records on Jupiter

To be efficient, pleasant, courteous, polite, concerned and helpful to all clients under all conditions at all times

To treat all practice personnel with the same respect and consideration as clients

To help to ensure the smooth running of Cardiology cases from the first point of contact by a referring vet or client, via telephone or email through to the appointment. Then from admission, to throughput of prep room, operating theatres, imaging, treatment room and wards, onto discharge. Finally follow up of cases for rechecks or clinical audit.

To promote our services, core values, personnel and products, both within and outside the practice at all times

To demonstrate a commitment to continued professional development and achieve 15 hours per year of CPD

To attend and contribute to service meetings when requested to do so and be proactive in communicating ways of developing nursing standards for cardiology cases

To attend Clinical Support Staff meetings

To understand and implement practice policies/core values as supplied, updated and as advised by nurse manager, practice manager, clinical director and CEO

To take an active role in the training programme of veterinary nurses, student veterinary nurses, and veterinary care assistants

# Role Specific Duties & Responsibilities:

**Cardiology Assistance**

* To assist the Cardiologist during consultations, in-patient examinations, diagnostic imaging (Ultrasounds/Radiographs) and discharge appointments
* Responsible for setting up the ECHO machine, maintenance and its equipment required including leads and ECG clips
* Prepare and assist the cardiologist in emergencies of cardiac patients

**Theatre**

* Monitoring of anaesthetics especially for advanced cardiology procedures, under the supervision of the veterinary surgeon and anaesthesia team. Completing neat, legible and accurate paperwork during this period
* Assistance with the use of the cardiology equipment required for interventional procedures
* Maintenance of cardiology theatre equipment
* Prompt reporting of equipment problems
* Scrubbed assistance
* Assistance in catheter guidance and techniques

**Nursing and Patient Care**

* Understand cardiac sedations and the risks involved
* Provision of high quality handovers for the recovering patient
* To oversee and be involved in the management, care and nursing of the cardiology patients as per the daily plan made by the cardiologist
* Prepare for and provide emergency nursing care (under the instruction of a cardiologist) to emergency patients
* Collection and processing of laboratory samples
* To participate in ensuring that diagnostic laboratory equipment routinely used by the cardiology team is appropriately maintained and that prepared slides for in-house examination are stored/disposed of appropriately
* Fitting of Holters and submission of results to Heart Vets Via Sentinel

**Hospital Coordination**

* To receive patient updates from OOH staff
* Attendance to cardiology morning rounds and support with the implementation of the daily plans
* Liaising with the patient flow coordinators, imaging, anaesthesia, the surgical suite and wards and ICU to ensure efficient patient flow of the cardiology patients

**Pacemakers and Carelinks**

* Responsible for the management of the Carelink client, organising annual transmission reminders for the clients, attaching these transmissions to Jupiter and informing the vets when the transmissions have arrived.
* Assist in the organisation of Pacemaker clinics and providing assistant to the cardiologist on the days of the clinic

**Administration**

* Weekly stock take and order of cardiology consumables
* Keeping the electronic hospital sheet updated with accurate and new information.
* To ensure that the electronic hospital sheet and patient hospital records are prepared for next day procedures
* Ensure accurate record keeping with regard to patient’s medical records, anaesthetic sheets, safety checklists and hospitalisation forms.
* Booking of interventional procedures. To include client liaising with client and organisation of paperwork
* Responding to social media cardiology queries and questions
* Under the direction of the cardiology team, monitor and manage cardiology client messages (email and telephone) and patient updates. (To include precise and accurate recording of conversations in clients records)

**Training and CPD**

* Take responsibility for maintaining competence in other areas of nursing e.g. radiography/in-patient care/Pharmacy and Reception
* Welcome and provide support for visiting veterinary surgeons, students and work experience personnel; to ensure safe methods of work and minimum disruption
* To undertake training/CPD specifically in the Cardiology subject
* To assist the Cardiologist with any In-house CPD and any requirements they may need during their presentations
* Support with nurse/SVN/VCA assessment of level of competency relating to cardiology
* To regularly review and help develop cardiology competency checklists, protocols and SOPs
* When caseloads allows and in conjunction with the deputy nurse manager and assistant nurse managers arrange cardiology related in-house training for clinical support staff
* Assisting with practice marketing initiatives e.g. Open Evenings, Open Days etc.
* Education and guidance of other veterinary nurses/student veterinary nurses with regard to cardiology

**MEASURES OF ACHIEVEMENT and TARGETS:**

1. The provision of quality veterinary nursing – first-class animal and client care is paramount
2. High level of client satisfaction (cf. low level of complaints)
3. Positive feedback from other staff members in regards to consistency, accuracy, reliability, responsiveness and initiative.
4. A willingness to learn and apply new skills, especially in cardiology related tasks
5. High levels of veterinary surgeon satisfaction / commendation, especially with regard to the smooth running of cardiology service
6. Good reporting of complications as critical incidents, in order to analyse accurate data, institute improved systems and processes, leading to a reduction in sub-optimal clinical outcomes
7. Good maintenance of cardiology stock levels (cf. minimal ‘out of stock’ events)
8. Good preparation and planning for cardiac interventional procedures (cf. minimal number of times leaving theatre to replenish items).
9. Efficiency of management of communications between co-workers, referring vets and clients particularly in respect of messages, emails, reports and results (cf. minimal missed or delayed).
10. Completed competency checklists within an agreed time frame
11. Attendance at relevant CPD, particularly cardiology (and dissemination of information with other clinical staff)

**Health and Safety Implications**

* Be fully aware of all Health & Safety issues and read all information supplied. Familiarise yourself with all available H & S information and speak to the practice manager or nurse manager if you have any queries or concerns
* To be accountable for any specific tasks or responsibilities allocated by the management team
* To be fully aware of and compliant with critical incident reporting

**PERSON SPECIFICATION**

**JOB TITLE** – **Cardiology Nurse**

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| **SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| Experience Period in related field(s) | At least 12 months as a Registered Veterinary Nurse  | Experience in a referral practice | Application form/employment history here if internal application |
| Knowledge |  | Voyager client databaseFurther CPD with regard to specialist nursing in relevant area | Application formInterviewTestsReferencesObservation if current employee |
| Qualifications | RVN/Degree qualification | Diploma qualificationAny form of training/coaching or assessor qualification | Application form. Must see original certificates |
| Skills & Abilities | Good team working skillsExcellent communication skills both written and verbalProblem solving skillsAbility to delegate successfullyGood basic IT skills |  | Application formInterviewTests ReferencesObservation if current employeeRole play scenarios |
| Other qualities | Professional and calm approach (especially with regard to variable workload and unpredictable staffing levels).Flexibility with regard to work and problem resolutionAble to work under pressure and keep to time scales – especially with regard to case throughput | Coaching and mentoring skills (either work related or demonstrated in home life/external activities | As above |