**Lead Mobile Cardiac Nurse**

Location: Cardiac Interim Solutions

Reports to: Operations Manager, Cardiac Interim Solutions

Working with:

Patients, Practitioners, Private Hospitals, NHS Trusts, Hospital support staff including e.g. facilities and procurement teams, Operating equipment manufacturers, transport and logistics. Cardiac Operational team and senior management team. Mobile planning team and Mobile business development team. InHealth governance team, learning & development team and people services team.

**Introduction**

InHealth sees more than five million patients each year. InHealth Cardiac Interim Solutions gives customers access to the largest fleet of mobile and relocatable Cardiac Cath Labs in the UK. With a wide range of equipment from Philips, Siemens and GE, our units are the ideal solution for working alongside existing facilities to provide additional capacity and waiting list initiative solutions or supporting with refurbishment programs.

Our lead cardiac nurse plays a vital role in leading and developing this service ensuring we deliver our vision of making healthcare better.

This role is aimed at an experienced Registered Nurse, specialising in Cardiac services to:

* Lead a team of Nurses and Healthcare Assistants (HCA’s), where appropriate, in the delivery of high-quality care and patient-focused services to patients undergoing cardiac procedures within our cardiac service.
* Provide specialist knowledge and expertise for the team to ensure that nursing provision is delivered at the highest standards of quality, efficiency and safety.
* Provide clinical and professional support to staff in the clinical environment through a programme of assessment, mentoring, and training.
* Participate in the clinical rota in order to maintain a high level of clinical and technical skill.
* Provide leadership excellence in the clinical and operational delivery of cardiac nursing services.
* Ensure a high-quality nursing team within budget and to a high level of customer and patients’ satisfaction.
* Support the proactive development of on-going client relationships.

**What you will do:**

You will strive to make healthcare better for our patients by cultivating and nurturing a team to deliver a high standard of nursing care to all users.

You will take ownership of the performance of the Mobile Cardiac Nursing team, inspiring and motivating your team to consistently deliver a safe and effective service every day.

You will act at all times in accordance with the Nursing and Midwifery Council’s (NMC) code of professional conduct and provide clinical expertise for the day to day operations of the Cardiac Interim service, mobilisations, go-live and de-mobilisations.

**What you are responsible for:**

**Operations**

* Building strong relationships and maintain effective communication with clinical teams at new and existing contracts, to proactively anticipate ad understand their requirements and support the seamless mobilisation, demobilisation and provision of services.
* Ensure application and implementation of all InHealth Policies and Procedures.
* Input into work force planning.
* Oversee and ensure a consistent approach in working practices within the cardiac nursing team, ensuring adherence to Health and Safety and Information Governance guidelines.
* Appropriate management and maintenance of annual leave and accurate attendance records to ensure seamless continuity of service.
* Manage the Mobile Cardiac Nurse rota to ensure the clinical team skill mix is available at the appropriate site and that travel costs are minimised where possible to support meeting financial budget. Manage the mobile cardiac physiologist and radiographer rosters when required, for example, in the event of annual leave, on-call, clinical work or sickness, and deputise for their teams in their absence.
* With the Lead Mobile Cardiac Physiologist and Lead Mobile Cardiac Radiographer, lead the clinical team in the smooth running of the stock ordering and inventory management processes to ensure appropriate levels of stock and consumables are maintained on all units.
* Contribute to the review of key equipment for the cardiac interims units and have input into discussions on new contracts and agreements with OEMs and servicing contracts.
* Provide knowledge and expertise to the Operations Manager for innovative ways of working, both clinical and administrative, to assist the development of Cardiac Interim Solutions.
* Completion of payroll and expense claim approvals to be accurate and submitted on time.
* To attend in the absence of/or support the other Leads/Operations Manager at regular clinical meetings both with customers and InHealth.
* For Mobile Cardiac Nurses, contribute towards Management reports, monthly data to the Contracts Manager for contract meetings such as information on absence and audits, and also financial information, ensuring accuracy for the capture of all staffing billing due.
* Completion of all operational procedures and documentation on a daily and monthly basis, including daily sheets, daily checks and signing records, stock orders, timesheets, expenses, private mileage claims.
* Undertaking duties in a professional manner which are consistent with the responsibilities of the post.
* Follow and ensure the nursing team follow the requirements of the Data Protection Act (1984), ensuring that confidentiality of information regarding staff and patients is maintained at all times.

**Clinical and Governance**

* To provide clinical expertise and undertake unsupervised procedures in line with existing modality specific clinical guidelines and protocols (MHRA Guidance 2014, Good Clinical Practice Standards, NMC) to support and develop the service.
* To ensure the safe custody and administration of drugs in accordance with established procedure and the law.
* Ensure the clinical team is aware of the policies and procedures for reporting any faults with units and equipment at each site, in line with reporting procedures.
* To assess staff and implement nursing and generic departmental competencies for new and existing staff, and where necessary, create additional competency documents for the mobile cardiac nursing team.
* Support in regular review, development and adherence of clinical policies and procedures, demonstrating safe, effective nursing practice which is researched based and in compliance with hospital and departmental policies and procedures.
* Plan and implement clinical governance activities including regular audits, mental health week, patient experience week etc.
* Support the clinical team in the reporting and investigating of incidents in line with InHealth policy.
* Work with the Operations Manager and Health and Safety link persons to develop risk assessments and have input into maintaining the local risk registers.
* Adhere to and ensure the compliance of the clinical team with all Clinical Governance policies, including but not limited to Radiation Safety, Infection Control, Health and Safety, Data Protection and site-specific protocols and processes.
* Support the team in the running of Quality Assurance checks on all cardiac nursing equipment, ensuring results are documented and required action is taken.
* Always act in a caring and professional manner towards patients, visitors and colleagues in accordance with the NMC code of professional conduct and InHealth policies.
* Ensure due regard is given to the customs, values and spiritual beliefs of patients and to ensure patients views are sought and taken into account in the decision-making process.
* Ensure all appropriate personal protective clothing and equipment is worn and used by all staff when necessary.

**People**

* Promote equal opportunities for all staff.

**Attraction & Recruitment**

* Efficiently manage the recruitment and onboarding processes, liaising with the Talent Acquisition (TA) and HR teams, ensuring an excellent candidate experience and adherence to Inhealth policy.
* Review CVs and make relevant interview arrangements directly with candidates.
* Liaise with the TA team to ensure job adverts are accurate, attractive and informative.
* Support pre-employment checks via People Services, engaging with candidates where required.

**Development**

* Review, update and manage the induction and orientation processes for all new permanent, bank and agency staff.
* Conduct annual appraisals, mid-year reviews and PDPs for all nursing staff.
* Contribute to the staff feedback survey action plan to maintain/improve staff retention and engagement and improve the employee survey scores year on year.
* Lead regular Team Meetings to inform the clinical team and provide/arrange any training they may need.
* Undertake regular manager training, including online, to continuously develop management skills sets such as performance management, difficult conversations, managing change and digital etc.
* Recognise and address performance, capability and conduct issues quickly, following routes of escalation when appropriate.
* Ensure mandatory training is up-to-date for all staff in the mobile cardiac nursing team, liaising with the Clinical Lead for Interventional Cardiology, and raise any issues with the Operations Manager Support the team with their CPD activities
* Coach and mentor staff where required.
* Conduct a team talent review annually to identify where staff need development and to drive talent succession.
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* Identify appropriate person(s) within the team to complete the Competency Assessors’ workshop training, enabling them to complete the required competency assessments within the clinical setting.

**Retention**

* Contribute to the strategic development of the service via work force planning and effective absence management to ensure minimum safe staffing levels and direct impacts on engagement and retention within the Mobile Cardiac Nursing team.
* Manage retention and engagement activities for staff to facilitate continual improvement of job satisfaction and employee survey scores, including the Cardiac Away Day.
* Manage all absence to ensure minimum safe staffing levels and direct impacts on engagement and retention in teams.
* Ensure that timesheets and expenses are authorised by deadlines so that staff can be paid correctly and on time.
* Support the transition of new staff to the Mobile Cardiac Nursing team.

**What people see in you:**

* A team player who is professional, supportive, reliable and trustworthy, enthusiastic and creates a positive atmosphere.
* A person who naturally instils confidence in everyone they work with.
* Someone who is approachable, empathic, knowledgeable, flexible, dedicated and hardworking.
* An inspirational leader who can motivate, encourage and communicate with everyone.
* A person who makes sound decisions.
* Someone who thrives on and is calm and focused in challenging situations, working well under pressure.
* Someone who can effectively problem solve in challenging situations
* An organised individual who can manage their workload effectively.
* A passionate, dynamic and committed leader.
* Someone who can effectively problem solve in challenging situations.

**You will:**

* Be an experienced Registered Nurse with demonstrable experience of working in the cardiac Catheter Laboratory environment and hold a BSc (hons) Adult Nursing or equivalent qualification (Level 1 or equivalent (Adaptation course) ENB 998 or equivalent) with NMC registration and a desire to register with the Nursing and Midwifery Board of Ireland (NMBI) to allow for clinical work in Southern Ireland and BCIS.
* Be able to work in a cardiac cath lab environment with a detailed knowledge of cardiac anatomy, haemodynamic monitoring and quality control.
* Understand appropriate staffing requirements and skill mix through the use of work force planning.
* Have awareness of Health and safety issues and risk assessments.
* Maintain CPD activity.
* Have competency in IV Drug administration and cannulation.
* Be able to prioritise conflicting demands successfully through developed organisational and time management skills.
* Be flexible in your working patterns to fulfil clinical requirements and be willing to adjust these at short notice to accommodate unexpected changes.
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* Have excellent listening, verbal, written and electronic communication.
* Show demonstrable appreciation of patient care and a knowledge of cardiac patient pathways.
* Have a demonstrable aptitude towards improving quality.
* Demonstrate an understanding of the impact of operational performance on the business area.
* Have developed interpersonal and relationship management skills including the ability to manage and lead a team/team meetings.
* Work under your own initiative and lead by example.
* Demonstrate knowledge of the requirements of the different roles in the care of patients, their visitors and carers, and to colleagues.

**You have experience of:**

* Working in both NHS and independent sectors.
* ECG interpretation.
* ILS certification as a minimum.
* Prioritising workload in a fast-paced environment.
* Working in a customer facing role with individuals from diverse settings within the above environment, both clinical and non-clinical.
* Using Microsoft packages and other IT systems proving competent with computer literacy skills.
* Implementing and developing clinical policies, procedures and practices.
* Scrubbing for a variety of procedures, preparation and pre/post procedure care.
* Managing people.
* Report and audit writing, including the developing and performing of audits.
* Incident reporting and investigation.