

UPMC Beacon Hospital

Job Description

Job Title	Co-ordinator
Department	Chest Pain Assessment Unit
Reports to	Director (ADON) Critical Care and Cardiology
Date	

Overall Purpose of Job

The aim of the role is to ensure the prompt assessment and treatment of patients presenting to the CPAU

To provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

To provide professional nursing skills in assessing, planning, implementing, and evaluating the nursing care for assigned patients.

Through supporting the implementation of the integrated care pathway for patients presenting to the Department with chest pain, the co-ordinator will enhance the delivery of optimum patient care, while working collaboratively within the multidisciplinary team, hence facilitating appropriate management of this patient population group.

In addition to providing this care the co-ordinator participates in the Nurse-led/Consultant supported review clinic. This facilitates the Co-ordinator to assist this patient population group, to identify their coronary risk factors by individual consultation, thus facilitating a plan to modify same, which is also communicated to the primary care physician.

Key Responsibilities and Deliverables

- Will have primary responsibility to lead clinical care and management of patients during their stay in the CPAU.
- To ensure the timely and appropriate assessment, management of patients with chest pain, including:
 - Link with ED Triage RN
 - Direct notification to Cath Lab regarding emergency admissions
 - To follow Integrated Care Pathway for Chest Pain Patient
 - On the late shift to assess all CPAU patients, in collaboration with the Cardiology medical team, to assess requirement for an overnight stay.
 - Discharge and follow up of patients presenting with cardiac chest pain.
 - To ensure accurate information is conveyed to the patient's GP regarding their condition, risk factors and follow up.
 - To organize follow-up review of patients.

Clinical Responsibilities:

The post holder will be familiar with and adhere to *The Professional Scope of Practice Framework (An Bord Altranais 2000.)*

The post holder is expected to:

- Assess the patients needs are individually assessed
- Involve the patient's families/significant others as appropriate.
- Care for patients in the optimum clinical environment, adhering to all nursing and hospital wide policies and guidelines
- Safely and correctly analyse ECG's and take appropriate action to determine ongoing management.
- Safely order and follow up on diagnostic tests as required
- Perform safely venepuncture and cannulation.
- Continuously monitor patient on telemetry
- Following completion of training, to undertake assessment skills include history taking, examination and clinical judgement to direct appropriate interventions.
- Ensure that chest pain patient assessment and treatment are develop line with best practice
- Complete relevant documentation and maintain accurate database for patients seen.
- Be clinically responsible for patients managed in the CPAU for a period of duty.
- Participate in the stratification of cardiac risk factors for patients and give appropriate health education and guidance to minimise the risk of future cardiac events.
- Demonstrate comprehensive knowledge of all cardiac drugs, indications for use, mode of action and side effects to ensure safe drug administration, patient education and promotion of patient compliance.
- Perform safely intravenous drug administration using and maintaining appropriate equipment correctly.
- Deliver designated nursing interventions to assigned patients that are consistent with the stated medical plan of care.
- Perform admission, discharge and transfer procedures, and assists others with patient's activities and care.
- Execute physician's orders for all assigned patients; safely and properly administers medications and treatments.
- Notify appropriate nursing and medical staff to changes in the patient's status.
- Independently perform duties and assumes responsibility for care of assigned patients.
- Perform techniques and routines in the specialty service area.
- Perform or assist others to perform proper aseptic techniques, isolation procedures, and infection control measures.
- Maintain patient's privacy and confidentiality of information and records at all times.
- Demonstrate ability to assess patient's understanding of and compliance with instructions and health care teaching.
- Adhere to internal controls established for department.
- Perform related duties as required.

Managerial Responsibilities:

- The timely identification and communication of any issues
- Demonstrate a confidence/competence in all hospital policies and guidelines
- Efficient recording of all necessary documentation.
- Effective managements of complaints.
- Monitoring of all risk management processes.
- Maintaining an effective interdisciplinary communication processes.
- Efficient utilisation of pay and non -pay resources
- Participate in all unit and hospital nursing communication processes

The post holder will partake in the **Quality Management processes** thereby contributing to:

- The identification of quality/policy/guideline issues
- The evaluation of current practices to best practice
- The setting of standards utilising structure, process and outcome
- All hospital, regional and national audit processes
- The Hospital Wide Accreditation Cycle
- Health Promotion initiatives.

Personal / Professional Responsibilities:

The post holder is expected to:

- Maintain a professional portfolio.
- To attend mandatory training days.
- Ensure their professional and personal persona positively reflects the profession of nursing and Beacon Hospital.
- To maintain a wide knowledge of current practice and issues within the speciality by reading relevant journals and attending study days where appropriate.
- Promoting the implementation and teaching of research based practice.
- Identify potential and beneficial topics for nursing research
- Utilise all practical opportunities to educate the patient and their families.
- Attend *appropriate* study days/courses.
- Be a preceptor and or supervisor to students/newly appointed staff
- Input with the development and implementation of new policies, procedures and projects related to Chest Pain management.
- Be involved with quality initiatives within the speciality.
- Promote best practice in health, safety and security.
- Promote people's equality, diversity and rights.
- Participate in personal and department clinical audit.
- Ensure that nursing procedures maintained in accordance with The Beacon Hospital Policy
- Maintain An Bord Altranias registration and to work within the regulations contained in the professional Scope of Practice

- Maintain own continuing professional development and to be responsible for maintaining own competence through self-directed learning and reflective practice. Attending relevant meetings, seminars and courses.
- Be legally and professionally accountable for all aspects of own work
- Maintain clear and concise records of the patient's management in accordance with hospital policy and guidelines.
- Promote and maintain good working relationships within and outside of The Beacon Hospital, utilising opportunities to promote the specialist service, and work of The Beacon Hospital.
- Contribute to the creation of a care environment and culture that delivers a consistently high standard of patient-centred care.
- Be appraised by manager at least once a year, agree personal objectives to be achieved and formulate a personal development plan.
- Participate in all annual mandatory training provided by The Beacon Hospital.

Educational Responsibilities:

- Develop teaching skills and participate in the planning implementation of orientation and teaching programmes for student nurses in the clinical setting.
- Provide feedback to Clinical Director in the compilation of proficiency assessments for student nurses in the clinical setting.
- Contribute to the identification of training needs pertinent to the clinical area.
- Identify and contribute to the continual enhancement of learning opportunities in the clinical area.
- Participate in the clinical induction of all new nursing and support staff.
- Develop leadership ability in order to act as an effective role model.
- Assume responsibility for own learning and development needs.

Other Duties and Responsibilities

- Utilize effective time management skills.
- Maintain professional appearance and dress code.
- Comply with guidelines for absence or tardiness
- Attend staff meetings, reads email and other postings.
- Attend all required in-services.
- All employees are expected to remain flexible to meet the needs of the hospital, which may include floating to other departments to assist as the patient needs fluctuate
- Wear Identification badge when working.

Person Specification

Qualifications	<ul style="list-style-type: none"> • An Board Altranais Registered General Nurse license in good standing
Experience (Amount and Type)	<ul style="list-style-type: none"> • Cardiology or Emergency Room experience preferred

Job Specific Competencies and Knowledge	<ul style="list-style-type: none"> • ACLS to be completed within 6 months of employment <p>Teamwork</p> <ul style="list-style-type: none"> • Demonstrate ability to work as part of a multi-disciplinary team. • Demonstrate motivation and an innovative approach to job. <p>Communication & Interpersonal Skills</p> <ul style="list-style-type: none"> • Demonstrate effective communication skills including the ability to present information in a clear and concise manner. • Demonstrate an understanding of change management <p>Planning and Organising</p> <ul style="list-style-type: none"> • Demonstrate evidence of effective planning, organising and time management skills • Demonstrate flexible approach – to internal rotations, rostering e.g. night duty, theatre on call, attitude to work <p>Knowledge</p> <ul style="list-style-type: none"> • Demonstrate evidence of recent and relevant experience in the specialised area and in an acute hospital setting. • Demonstrate knowledge of new developments in specialised area. • Demonstrate knowledge of national strategies where appropriate to nursing care <p>Patient/Customer Focus</p> <ul style="list-style-type: none"> • Demonstrate a focus on quality • Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.
Personal Competencies	<ul style="list-style-type: none"> • All posts in Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager of hospital management.