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| **Job Title:** | Clinical Nurse Specialist Cardiology / General |
| **Team/Group:** | Care & Support Clinical Team |
| **Job Reports to:** | Head of Care and Support |
| **Job Purpose/Objective:** | **As part of the Clinical Team this role will:**  Work with colleagues, content writers subject matter experts and utilise appropriate AI tools to develop a wide range of resources (digital/online and hard copy etc) for a diverse range of consumers to help them manage their cardiovascular health.  To provide training and development to both external and internal audiences across a range of mediums.  **Provide clinical support to the Heart Health Promotors (HHP)as and when required to help build their knowledge, confidence, and capability.**  **Play a key role in the promotion and awareness raising of cardiovascular disease across a range of audiences and settings**   * **Maintain portfolios of responsibilities, for example,** * **developing e-learning modules** * **stakeholder management of defined clinical groups, i.e. Cardiac nurse specialists** * **stakeholder management of key health organisations i.e. PHO’s** * **take the lead for conferences/symposiums.** * **Work with the Head of Care and Support and Consumer Services and Resource Co-ordination on other clinical initiatives as they arise.** |
| **Operating Unit** | The Care and Support team aims to reduce premature cardiovascular death and help people impacted by heart disease by:   * supporting health professionals across the health sector * providing a range of high-quality resources, training, guidance, support and advice for health professionals and consumers. |
| **Reporting Structure/Direct Reports:** | No direct reports |
| **Key Responsibilities/ Tasks:** | **Work to support the Heart Foundation Strategic Plan by:**  **Work with colleagues, content writers subject matter experts and utilise appropriate AI tools to develop a wide range of resources (digital/online and hard copy etc) for a diverse range of consumers to help them manage their cardiovascular health.**   * Identify the need for additional resources and work with the Consumer Service and Resource Co-ordinator to agree development and coordination. * Work with other internal stakeholders on agreeing the best format and channels for the information to reach the consumers. * Provide/write accurate clinical content that represents best practice for those resources. * Check and provide quality assurance for final products. * **Utilise latest evidence when developing new content, ensure all agreed sign offs are in place before content is on website or printed etc.** * **Support the writing and disseminating of guides and practical tips to health professionals via multiple channels e.g., e-newsletter, articles in nursing magazines.**   **To provide training and development to both external and internal audiences across a range of mediums.**   * Provide organisational wide learning opportunities for all staff * Develop a range of learning modules/workshops for health professionals across a range of setting and organisations * Collaborate with other charities, education institutions to provide training and education on cardiovascular disease * Support the Consumer Services and Resources Co-ordinator as required to ensure all consumer offerings are clinically correct   **Responsible for providing clinical training, support and advice in partnership with the Manager for the Heart Health Promotors (HHP) to ensure they have the knowledge, confidence, and capability to support consumers.**     * **To develop and deliver training and support to the HHPs as part of induction and ongoing training** * **Responsible for the development and maintenance of the competency framework for HHPs** * **Be available if the HHPs need advice and/or support and ensure clinical information is captured in the knowledge base.** * **Provide training and appropriate assessment to HHPs for clinical tasks, i.e. blood pressure.** * **Work closely with Manager to ensure HHP’s have all the supporting guidelines and training material they need for their roles.** * **Assist the Manager to develop HHPs skills and knowledge as needed.** * **Ensure the HHPs are aware and understand how to use resources in the community.** * **Be available on a regular basis to attend HHP meetings and or huis to discuss clinical content/training etc.**   **Play a key role in the promotion and awareness raising of cardiovascular disease across a range of audiences and settings**   * **Be part of agreed Heart Foundation campaigns both with clinical advice, but also engaging health sector audiences and/or health professionals in these campaigns** * Support heart foundation consumer facing offerings like Heart Help live with clinical knowledge and expertise. * **Take a lead role in organising Heart Foundation attendance at relevant conferences/symposiums including speaking opportunities.**   **Building Relationships**   * **Establish strong relationships and networks across the health sector with a strong emphasis on primary care providers and PHOs** * **Be available to attend, present, and engage in selected conferences that facilitate key stakeholder relationships and/or provide opportunities for continuous professional education.** * **Maintain relationship with key stakeholders including recording interactions in Kete**   **In Addition**   * **Maintain up-to-date professional and technical knowledge by attending educational workshops, reviewing publications, participating in relevant networks (especially health and education), and participating in professional groups.** * **Reporting against agreed deliverables (KPIs)** * **Support Cardiac RN as required** * **Support Head of Care & Support as required and participate in strategic planning and organisational activities as required** |
| **Key Relationships:**  **Internal**  **External** | Heart Foundation   * + Wider Care and Support Team   + Medical Director   + Regional teams - Community Operations Manager & Senior HHPs   + Marketing and Communications Team     - Content Team   + Shared Services Team   + Prevention Team – Nutrition Advisors and Pacific Heartbeat Team   + Chief Advisors for the Heart Foundation   + Fundraising and Partnerships Tea * Community and Primary Care including Primary Health Organisations * Health NZ / Te Whatu Ora – Secondary Care * Health and social service providers servicing priority populations * National organisations such as the Cardiac Society, and College of Nursing * Other community stakeholders, e.g., Occupational Health Nurses, cardiac Nurse Specialists etc. * Other government agencies * Other NGO’s and Charities, including Heart Foundations globally. |
| **Key Capabilities needed to succeed:**  **Qualifications**  **Experience**  **Skills** | All Heart Foundation employees and core volunteers are required to maintain current CPR practicing status in accordance with the Heart Foundations policy at the Foundations expense.   * Current NZ Registered Nurse practising certificate * A relevant tertiary qualification in nursing at Clinical Nurse Specialist Level – Cardiology/General * Demonstrated experience in developing effective networks with health professionals and key stakeholders. * Experience in developing and providing training for health and non-health audiences to achieve key outcomes. * Experience in primary or secondary care, long-term conditions, and/or cardiovascular disease. * Proven experience in delivering results. * Excellent interpersonal and stakeholder management skills * Excellent oral and written communication skills * Strong presentation and facilitation skills * Ability to use a range software packages and/or ability to gain these skills * Valid, clean full drivers’ licence   **Desirable**   * Experience working with PHOs and other health providers who service priority populations. * Project management skills * Specialist skills and/or a qualification in cardiovascular disease * Experience in quality improvement techniques. * Proven leadership and networking skills * Experience in the creative and co-design processes of developing health literate resources and online tools. * Experience in developing e-learning tools. |

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| **Attitude / Behaviour Competencies:**  (The behaviour patterns required to perform job tasks and functions effectively)   * **REAL: LIVE IT, BREATHE IT**   We walk the talk. We always strive to deliver on our promises and do what we say we’re going to do. Our professionalism and dedication shines through in every interaction. We’re a credible and respected voice.     * **CONNECTED: INSIDE AND OUT**   Our desire to stop New Zealanders dying prematurely from heart disease is a collaborative effort. We work in strong effective teams to get the job done to the highest standard. We look for opportunities to create partnerships with other organisations and in our communities, to come together and really make an impact.     * **PUMPING: PASSIONATE FOR CHANGE**   We are alive with ideas and inspiration to help people to fulfil their lifetimes. We excel at initiating conversations and stimulating change. The fact that we are not done yet gives us energy and drive to enrich the nation’s heart health with vigour. We relish what we do and thrive on making a difference. |

*The job description above gives a general overview of the role and level of work to be performed by the incumbent. It is not a prescriptive list of all responsibilities and skills required. Reasonable changes to the role may be made if appropriate.*