

## JOB DESCRIPTION

### RENAL SPECIALIST NURSE

<b>Job Title:</b>	RENAL SPECIALIST NURSE
<b>Grade:</b>	AfC Band 6
<b>Managerial Reporting Responsibility:</b>	Department Sister/ Charge Nurse
<b>Professional Reporting Responsibility:</b>	Department Sister/ Charge Nurse
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>• To develop the service to appropriately manage patients with kidney conditions in order to prevent deterioration and disease progression in line with clinical guidelines / protocols.</li> <li>• To reduce admissions and unnecessary outpatient appointments by appropriate and timely management of patients with chronic kidney conditions.</li> <li>• To promote early identification and intervention in patients presenting with kidney conditions.</li> <li>• To provide professional support and specialist nursing advice to patients and staff, across the health, social care, private and voluntary agency sectors on issues relating to kidney conditions.</li> <li>• To monitor blood test results for patients using the renal Monitoring systems and other appropriate software and respond appropriately to abnormalities.</li> <li>• To be part of delivering renal nursing services and research within Royal Berkshire NHS Foundation Trust</li> <li>• To continue own professional development in line with both personal and departmental requirements.</li> <li>• To provide telephone advice to patients, carers, and members of the Primary Healthcare Team</li> <li>• To provide on-going advice on the management of Renal patients who are on immunosuppression and/or Biologic therapies</li> </ul>

**Principal Responsibilities:****Managerial:**

1. Support the Department Sister/ Charge Nurse in leading the team to deliver the objectives of the clinical area. In the absence of the Department Sister/ Charge Nurse, be responsible for ensuring that all patients in the given clinical area receive safe, competent nursing care. Lead the team for which he/ she is responsible, working flexibly to support other/ more junior colleagues on a day-to-day basis.
2. Demonstrate excellent personal communication. Establish and maintain effective two-way communication channels with individuals and groups. Demonstrate appropriate assertiveness and ability to be an advocate for the patient.
3. Actively promote excellent team working and interdisciplinary relationships.
4. Allocate work and assess performance of the team members objectively against set criteria/ competencies. Work with Department Manager to ensure that individual performance review and personal development plans are completed for staff members. Assist with action plans arising from these appraisals as necessary. Provide clear feedback to team members in a way that is conducive to maintaining and improving performance.
5. Work with the Department Manager to effectively manage the allocated financial resources within the allocated budget. Demonstrate understanding of the importance of ensuring effective skill-mix and appropriate caseload management at all times.
6. Assist the Ward/ Department managers in ensuring high standards of cleanliness in the clinical area and a well maintained ward / department environment.
7. Promote interdisciplinary working with outcomes aimed at the best interest of patients
8. Actively promote diversity, including race diversity, both in the delivery of the Directorate's services and in the recruitment, management and development of staff within the clinical area. Assist the Department Manager in sustaining relationships that promote dignity, rights and responsibilities. Identify and take action to address discrimination and oppression.
9. Work with Department Manager, Human Resources and Occupational Health to develop skills related to absence management and recruitment and retention of staff.
10. Support the Department Manager in ensuring the clinical area practices within Data Protection/ Confidentiality/ Frazer Guidance and Caldicott principles.

## Clinical and Technical

1. To help develop the service for remote monitoring of patients with kidney conditions
- 2.
3. To be supported in developing knowledge of patients with kidney conditions in order to advise on management to relieve and control symptoms and reduce disease progression.

4. To develop the skills to assess the needs of patients with kidney conditions and provide relevant support, information, education, advice and counselling.

To work with the Renal team to implement recommendations from National audits.

5. To identify objectives for own professional development which reflect local and national service needs, accessing advice, guidance and support as appropriate.
  6. To provide a comprehensive nursing service for patients with kidney conditions
  7. To work in close liaison with the multi-disciplinary team across the pathway in order to meet the needs of patients and their families, and to aim for seamless care.
  8. To vigorously promote the patient's participation in decision-making, enabling informed choice of treatment.
  9. Demonstrate specialist skill and professional knowledge acquired through post registration academic, clinical, leadership and management development and share this with others to positively influence patient care. Work as an excellent role model for effective management of patients with kidney conditions to optimally meet the needs of clients within the Trust and wider health community.
  10. Practice in accordance with the professional, ethical and legal codes of the Nursing and Midwifery Council and Trust's protocols and guidelines. Be accountable for own practice and for the delegation of care he / she gives to more junior colleagues, support workers. To develop own specialist clinical knowledge and skills and participate in the development of other staff
  11. Develop skills of history taking to direct appropriate intervention and/or follow up
  12. Monitor patients' blood test results using the renal remote monitoring systems and other appropriate software. Develop high levels of knowledge regarding the different kidney conditions and the relevant blood tests and respond appropriately to abnormalities.
-

13.????

14. Monitoring and assessing patients who are on immunosuppression and/or Biologic therapies through blood tests .

### **Teaching, Training and Research**

1. Assist in the promotion/ development and maintenance of a culture within the clinical environment, which challenges and questions practice and promote the quality of thinking amongst practitioners. Assist in the effective induction, mentorship and support of new staff.
2. Work with senior nursing team to develop effective and appropriate teaching, training and development for patients and colleagues. Contribute to educational and nursing audits and the subsequent implementation of action plans.
3. Actively participate in Clinical Governance to maintain and improve standards of patient care. Work as a role model in placing the patient's experience at the core of service delivery. Assist in the monitoring and audit the quality of care through a range of strategies, including risk management incident reporting, complaints, research and effectiveness monitoring and clinical audit. Ensure own actions promote quality and alert others to quality issues.

### **Role Responsibilities**

1. Understand the key performance indicators, which have been set for the clinical area, and demonstrate commitment to their delivery. Ensure that others are alerted to quality issues.
2. Assist in the monitoring and maintenance of the health, safety and security of self and others in work area. Identify and assess risks in work activities, and assist in developing strategies to manage these effectively. Ensure team works within risk management/ occupational health legislation and Trust procedures.
3. Contribute to the implementation of the development of the nephrology remote monitoring service. Be aware of new evidence and research in both general and specialist fields.
4. Work creatively to develop practice and new ways of working, contributing to the change management process when appropriate.
5. Develop own skills, taking responsibility for continuing professional development and performance, maintaining own portfolio in accordance with post registration requirements to achieve successful validation. Works to achieve competencies

appropriate to grade. Is able to identify own development needs in relation to current practice and future plans, setting personal development objectives.

6. Act up for Sister/ Charge Nurse as required.

**This job description is not exhaustive and will be subject to periodic review in association with the post holder.**

### **GENERAL NOTES**

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- i) Follow consistently high standards of infection control practice, especially with reference to hand decontamination and, for clinical staff, aseptic technique.
- ii) Be aware of and follow all Trust infection control guidelines and procedures relevant to their work.
- iii) Participate in mandatory training and annual updates.

### **CHANGES TO JOB DESCRIPTION**

The duties outlined above are subject to changes, after consultation with post holder, to meet the needs of the service/ organisation.

### **HEALTH AND SAFETY**

The post holder is required to conform to the Royal Berkshire NHS Foundation Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

### **CONFIDENTIALITY**

In the course of their duties employees will have access to confidential material about patients, members of staff and other NHS business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone

without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

## **POLICIES AND PROCEDURES**

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Royal Berkshire NHS Foundation Trust which may be amended from time to time.

## **NO SMOKING POLICY**

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty, or on Trust property

## **EQUAL OPPORTUNITIES**

The Royal Berkshire NHS Foundation Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. All employees are expected to comply with this policy.

## **DATA QUALITY**

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: accurate, legible (if hand written), recorded in a timely manner, kept up-to-date, appropriately filed.

All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient whenever possible, and to support initiatives to improve data quality

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, health and safety information e.g. accident books, personnel information recorded in personnel files etc.

Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

## **FREEDOM OF INFORMATION ACT 2000**

As an employee of the Royal Berkshire NHS Foundation Trust, you are required to recognise a request from the public for Trust information and treat the request in accordance with the Trust's Freedom of Information Act 2000 Policy & Procedures.

Failure to comply with this requirement could result in action being taken against the Trust by the Information Commissioner (the overseeing body for the Freedom of Information Act 2000).

**PERSONAL SPECIFICATION- SENIOR STAFF NURSE**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education, Qualifications &amp; Training</b>	
Registered Nurse (Pt 1/12)	Renal course
ENB 998/Slice, C&G 730, Mentorship Preparation for Healthcare Professionals or equivalent	History taking course
Evidence of Leadership/Management and Speciality Development	
	Working towards a post-graduate qualification in relevant subject
	Counselling course
	Knowledge of research and audit
<b>Experience</b>	
Significant experience of which includes work in post-qualification speciality	Experience of involvement in successful Change Management
	Experience of conditions of the kidney. Experience of participating in research and/or clinical trials. Experience of participating and delivering health promotional and/or teaching activities. Knowledge and understanding of blood test results Experience of running an outpatient clinic and dictation
Experience in mentoring, facilitation, teaching, assessing, coaching	
Experience of Leadership/Management and Speciality Development.	
<b>Communication</b>	
Excellent personal and communication skills	Presentation skills

Demonstrable transformational leadership ability	
Ability to facilitate and support learning in practice	
Good facilitation, presentation, teaching and assessing skills	
<b>Clinical Skills</b>	
Demonstrates ability to place patient and family at centre of care	Demonstrates ability to think laterally, creatively and innovatively to enhance patient care
Excellent clinical skills in speciality	
<b>Team Working</b>	
Demonstrates excellent team-working	
Excellent role model	
Excellent organisational ability	
<b>Clinical Governance</b>	
Experience of benchmarking	Experience of data collection for audit/quality monitoring
Demonstrates a desire to explore new ways of delivering services	Experience of risk assessment
<b>Other</b>	
Motivated and enthusiastic	
Creative, resourceful and imaginative	
Able to travel between sites	
Able to demonstrate application of cultural and social differences and relevance to client group	
Some understanding of HR Policies and Procedures	
Knowledge of COSHH procedures and Risk Management	
Good IT Skills	
Cleared by Occupational Health	

--	--

## **POLICIES AND PROCEDURES**

The post is subject to the policies, practices, procedures and conditions of service determined by the Trust.

### **Confidentiality**

Your attention is drawn to the confidential aspects of this post. Any matters of a confidential nature, including information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms, must under no circumstances be divulged to any unauthorised person or persons. Breaches of confidence will result in disciplinary action which may result in dismissal.

You should also be aware that regardless of any disciplinary action taken, a breach of confidence could also result in a civil action for damage.

### **Equality of Opportunity and Diversity**

The Royal Berkshire NHS Foundation Trust operates an Equality of Opportunity and Diversity policy. The policy aims to ensure that no job applicant, employee or former employee suffers direct unlawful or unfair discrimination, or is disadvantaged by any conditions or requirements which cannot be justified.

### **Fire**

You are required to comply with the agreed fire procedures, taking the appropriate action if the fire alarm sounds, and to attend relevant training programmes as required.

### **Health and Safety at Work Act**

You are required to take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to cooperate with the Trust to ensure that statutory and departmental safety regulations are followed.

### **Medical Questionnaire**

The appointment is subject to the completion of a satisfactory medical questionnaire which may involve a medical examination. You may also be required to undergo medical examinations in the future and/or at intervals stipulated by the employing Trust.

### **Smoking Policy**

The Royal Berkshire NHS Foundation Trust has a Smoke Free policy. Smoking is not permitted in any of the Trust's properties or in Trust grounds.

### **Infection Control**

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand decontamination, adherence to dress/uniform code, and for clinical staff, aseptic technique.
- ii) Be aware of and follow all Trust infection control guidelines and procedures relevant to their work.
- iii) Participate in mandatory training and annual updates.