

Renal Unit

Job Description

Job Title	Sister/Charge Nurse Renal Unit
Band:	6
Department:	Renal Unit
Managerially Responsible to	Renal Unit Operational Manager
Professionally Responsible to	Renal Matron
Job Summary	

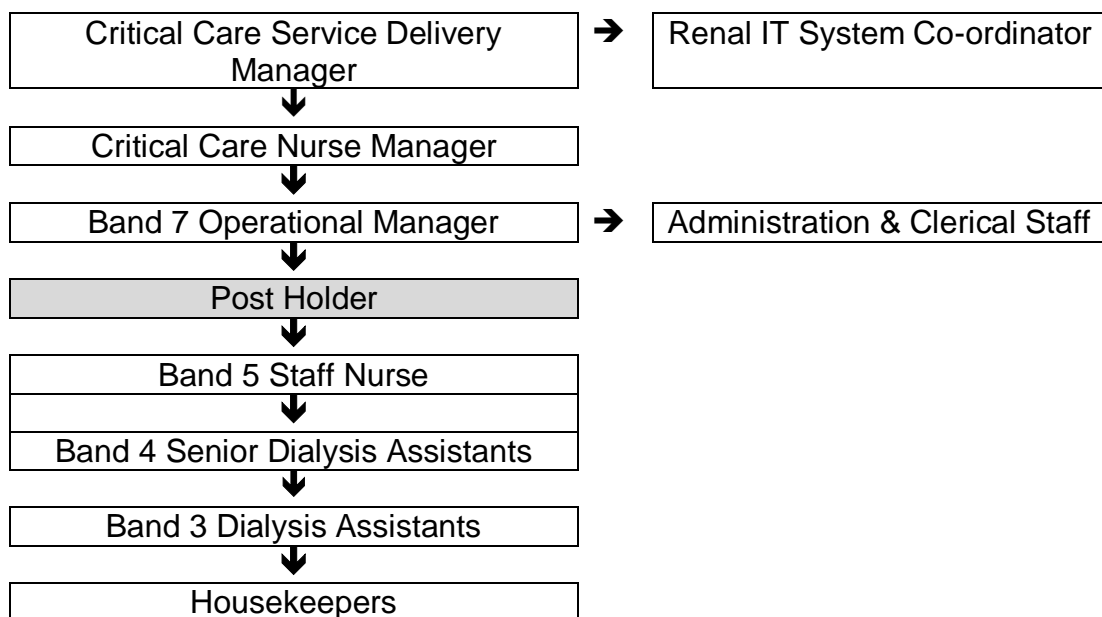
The post holder will function as a competent clinical practitioner within the specialty. They will deliver direct patient care whilst co-ordinating and overseeing nursing practice.

They will participate in the co-ordination and monitoring of all clinical activities within the renal unit and will be responsible for ensuring the delivery of clinical care to patients with renal disease in need of haemodialysis, CAPD and related extracorporeal and peritoneal dialysis modalities during their span of duty. They will assist in the introduction of new modes of therapy, formulation of policies, procedures and standards relating to haemodialysis and will ensure the efficient and effective utilisation of resources to deliver optimum quality care.

The post holder will deputise for the Operational Manager / Modality Sister / Charge Nurse in his / her absence, driving forward evidence based practice and take responsibility for the supervision of staff and the policies and practices that operate within their clinical area.

The post holder will work flexibly to meet the needs of the service and will participate in the renal on-call rota.

Organisation Chart



Patient Care

1. To practise clinically, co-ordinating and supervising nursing practice. Ensuring that all patients have their needs assessed, that programmes of care are developed to meet these needs and are delivered in accordance with agreed policies and procedures.
2. To be a competent practitioner, leading innovation and demonstrating clinical expertise. The postholder act as a resource and advisor in their area of expertise to colleagues in other wards and departments throughout the Trust
3. To deliver all aspect of care relative to their nursing teams patient group/ caseload and contribute to the care of patients in other teams . Ensuring that all prescribed care and treatment is carried out.
4. To participate in the community home dialysis supervision programmes, the ward referred acute dialysis programme and the isolation dialysis programme with support and supervision from the senior modality sisters.
5. To assist the implementation and delivery of the Essence of Care standards
6. To ensure the use of approved manual handling techniques in delivery patient care using procedures taught by the manual handling team, including the safe use of mechanical and non-mechanical manual handling aids.
7. To monitor and assist in the review of clinical standards and practice within their clinical area, with particular attention paid to the drive for evidence-based practice.
8. To be aware of the nursing performance indicators and support the Operational Manager / Modality Sister / Charge Nurse in implementing the action plans to address areas for improvement.

Specific Clinical Responsibilities

1. Instigation and interpretation of pathology investigations including acting on interpretation of results by instigating and / or changing the dialysis prescription.
2. Leading the air wash back procedure. Potentially lethal procedure, can only be performed with assistance of other staff; renal nurse, doctor, ATO or ITU nurse.
3. Quantitative dialysis prescription. For instance, use of Urea Kinetic Modelling, or other quantitative methods.
4. Titration of crystalloids and colloids against symptoms including infusion for prophylactic use.
5. Titration of anticoagulants against clotting times or other quantitative test of clotting. This is NOT to a sliding scale due to variables such as ultrafiltration, membrane, blood speeds, exchange volumes etc.
6. Modification of supplementary therapies such as use of insulin and total parenteral nutrition and intravenous additives whilst the patient is on dialysis. This may include having to break away from prescribed sliding scales and having to use titration skills. To include advice to dietitians, pharmacists and other professionals on modification of supplementary therapies.

7. Modification of non-dialysis care and treatment of patients with general medical, surgical, nephrological, urological, gynaecological, orthopaedic or other conditions who are receiving renal replacement therapy.
8. Decision to use new AV fistulae, observing basic groundrules set by surgeon.
9. Formulation of dialysis timetables (when in charge.)
10. Decision on dialysis technique including use of convective therapies when on-call.
11. Decision on UF technique (may include UF modelling.)
12. Concentrate proportionate modification (may include sodium modelling.)
13. Control of biochemistry by access technique, extracorporeal circuit including dialyser, concentrate, frequency of treatment, and duration of therapy.
14. Use of potassium trimmers on maintenance patients and ward acutes.
15. Use of potassium trimmers on multiple organ failure patients on ITU in consultation with Modality Sisters or ITU consultant (or deputy) and ITU nurses. To include advice to ITU medical staff on the use of supplementary potassium infusions via intravenous route.
16. Titration of sodium bicarbonate re-infusion against interpretation of patients acid base balance. To include advice to ITU medical staff on the limitations of maximum re-infusion and the use of supplementary correction via intravenous route.
17. Instigating referral of patient to surgeon for access surgery
18. Referral of patient to named consultant radiologist for access rescue procedures
19. Supervision of patient training for home haemodialysis and being primary nurse for designated HHD patient(s).
20. Independent Nurse Prescribers:
 - To undertake the role of Nurse Prescriber within the clinical area and in line with Trust Policy, professional regulatory and national guidance.
 - To maintain competency in prescribing according to the level of prescribing qualification and participate in regular continuing professional development in relation to the role.
 - To prescribe in accordance with the Trust's medicine Code, its Non-Medical Prescribing Policy and other local and National prescribing guidance.
 - To prescribe within the limits of their individual competence and approved Scope of Practice / formulary.

Management and Leadership

1. In conjunction with the Operational Manager / Modality Sister / Charge Nurse be responsible for the day to day supervision of their department / team, effectively

motivating, and directing staff to ensure that time and resources are managed through effective teamwork.

2. To ensure that staff have a clear understanding of their duties and responsibilities and of the standards of performance and conduct expected of them during their span of duty
3. To organise their team on a daily basis deploying staff appropriately according to their skills and experience.
4. To deputise for Operational Manager / Modality Sister / Charge Nurse as necessary.
5. In conjunction with the Operational Manager / Modality Sister / Charge Nurse take responsibility for implementing and reviewing clinical practices to ensure that they are cost effective.
6. To contribute towards the new ways of working which support Divisional and corporate objectives and improvement programmes .
7. To support the department in promoting new ways of working which support and contribute towards Divisional and corporate objectives and improvement programmes .
8. To work with all members of the multi professional team to develop services to ensure the effective provision of all aspects of clinical care are maintained at a high standard.
9. To contribute to and influence the total patient experience and journey through collaborative working and effective communications with all members of the multi disciplinary team throughout the hospital.
10. To assist in the formulation, and review of clinical policies and procedures within their department ensuring trust wide agreed polices within area of responsibility are adhered to.
11. In the absence of the Operational Manager / Modality Sister / Charge Nurse be a point of contact by ensuring that they are a visible, accessible and assertive figure to whom patients, relatives and staff can turn for assistance, advice and support.
12. To act as a role model for other junior staff .
13. To support the Operational Manager / Modality Sister / Charge Nurse manager to assist PALS staff in helping to resolve the concerns of patients and their families as quickly as possible.
14. To ensure that high standards of cleanliness, tidiness and décor are maintained in their designated area. To ensure PEAT standards are adhered to.
15. To work with external agencies in particular Social Services, and community nursing and domiciliary therapy services.
16. To support the Operational Manager / Modality Sister / Charge Nurse in the process of change demonstrating professionalism and integrity.
17. To contribute towards the development, production and implementation of the departments objectives, in line with agreed service and financial objectives.

Communication and Relationships

1. To ensure that all team members report changes in patient progress effectively, both verbally and in written form. Ensure that accurate, legible and holistic nursing records according to NMC /or HPC guidelines and unit guidance are maintained.
2. Where appropriate interpret and present clinical information to patients and their relatives, demonstrating highest levels of interpersonal and communication skills ensure that patients and their carers have sufficient relevant verbal and written information during the patient's stay.
3. To actively support staff working with highly distressing / highly emotional levels of illness.
4. To respond appropriately to ineffective communication techniques and styles used by staff, . Supporting the Operational Manager / Modality Sister / Charge Nurse on first line performance management action in the event of continued issues. To undertake basic department based training for junior staff in relation to communication strategies.
5. To demonstrate sensitivity in dealing with complex and confidential information from patients, families and colleagues, giving advice and support when necessary. Respond appropriately to the information given.
6. In conjunction with Operational Manager / Modality Sister / Charge Nurse develop appropriate written and verbal patient information processes and systems
7. Will actively contribute towards departmental meetings.
8. To ensure that information / decisions are cascaded appropriately to junior staff using tools forums and communication strategies as identified by the Operational Manager / Modality Sister / Charge Nurse.
9. In conjunction with the Operational Manager / Modality Sister / Charge Nurse maintain collaborative working relationships and effective communications between all members of the multidisciplinary team, resolving conflict and working within the team to ensure a high standard of co-ordinated patient care

Education, Development and Supervision

1. Develop, co-ordinate and participate in educational programmes for patients and their families, including:
 - Educating patients' and their families about renal failure and its treatment by haemodialysis and other replacement therapies.
 - Teaching and developing patients and relatives to a satisfactory standard of haemodialysis self care with a view to eventual home haemodialysis.
2. Assume an active role in self development taking personal responsibility for keeping up to date with new procedures and technology in all aspects of renal failure and its treatment.
3. Acquire, develop, maintain and update, the required level of skill and competence to meet the needs of the post, identifying development needs and together with the Nurse Manager formulate an action plan to achieve them.

4. Attend relevant study days / lectures where appropriate, to both update and increase knowledge.
5. Recognise the need to develop the roles of team members at all levels, supervising, advising and supporting them in gaining the appropriate competencies.
6. Identify the training and educational needs for all staff, contributing to the development and provision of annual training plan.
7. Participate in the supervision, teaching junior staff, student nurses and health care teams to increase their understanding and awareness of patients receiving haemodialysis and related alternative renal replacement therapies.
8. Participate in informal and formal teaching sessions for staff, delivering orientation programmes for new staff and provide relevant feedback to all members of the team.
9. Ensure all allocated staff receive an annual appraisal, taking action with appropriate referral if there are any issues with regard to individuals IPR or completion of set objectives.
10. Attend Mandatory training sessions

Research and Audit

1. Demonstrate an awareness of developments and current issues in nursing.
2. Participate in the development of auditable standards of care and initiate and participate in ongoing renal research, audit and projects as agreed with the Nurse Manager.
3. Monitor the performance of the renal services against its agreed objectives, and in association with the Service Delivery Unit Manager, Nurse Manager and Clinicians, identify the need for corrective action to ensure improvement in current practices.
4. Establish systems for assessing the users views on the quality of services provided and for involving patient's relatives and their representatives in the planning and development of services.
5. Promote and disseminate relevant research findings to support clinical practice and education throughout the Trust.

Health and Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and

- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous Improvement

The trust is committed to creating a culture that puts continuous improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the trust continues to further develop and embed the Trusts approach to Continuous Improvement at all levels of the organisation. You will be supported by an improvement Hub, Which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

This job description represents a summary of the main responsibilities of the post and is not an exhaustive list of duties to be undertaken. The duties may be redefined following discussion with the Line Manager.

Manager	Post holder
Signature	Signature
Date	Date