

PERITONEAL DIALYSIS (PD) SISTER / CHARGE NURSE

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.

- The role involves supporting people who use peritoneal dialysis, making sure they receive safe, high-quality care at home and in the community.
- It includes teaching patients and their families how to manage their treatment and giving clear advice when their needs change.
- The post holder helps lead the PD service, works closely with the wider renal team, and supports staff with training, planning and day-to-day management.
- They also help develop policies, improve services, and make sure equipment and resources are used safely and efficiently.
- Communication with patients, families and staff is a key part of the job, along with keeping accurate records and helping with audits and service development.

Job Description

Job title:	Peritoneal Dialysis (PD) Sister / Charge Nurse
Grade:	Band 6
Site:	The Royal Shrewsbury Hospital
Accountable to:	PD Manager/Renal Matron
DBS required:	Enhanced

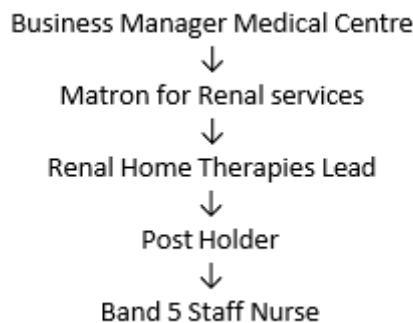
JOB OVERVIEW

The post holder will function as an autonomous expert clinical practitioner within the specialty of Peritoneal Dialysis (PD), acting as a clinical and professional resource to the multi-disciplinary team, patients and carers. They will deliver an evidence based educational service for PD patients whilst managing, leading, co-ordinating and overseeing nursing practice ensuring that clear communication and organisation within the PD service is maintained.

They will work in partnership with the Shrewsbury and Telford Hospitals Renal Unit Operational Managers taking the lead role in the co-ordination and delivery of PD. They will assist with the formulation of policies, procedures, standards and operational strategies relating to PD and will ensure the efficient and effective utilisation of resources to deliver optimum quality care.

They will support the Renal Home Therapy Lead in many aspects of staff management to include staff recruitment and retention, appraisals, assessment of competence, sickness absence management, formulation of duty rosters and compliance with all HR policies and guidelines.

Organisational Chart



Main Duties & Responsibilities of the Post Holder

- To be a specialist practitioner, leading innovation and demonstrating clinical expertise in the field of PD. Act as an expert role model to team members and to the wider population of the medical population.
- To take responsibility for the PD programme including training, transfer and establishing safe dialysis within the community setting.
- Ensuring that all patients who are referred for PD have their needs assessed, and that programmes of care are developed to meet their needs. Care should be delivered in accordance with agreed policies and procedures. The post holder should ensure that plans developed by more junior staff are effective and appropriate and that agreements from Consultant are sought before change and implementation.
- To monitor care given to patients and, utilising best practice and available evidence,
- demonstrate competence in choosing an appropriate method of treatment delivery when a range of options are available. This may also require the changing and adjustment of plans
- at short notice. The postholder should review all home dialysis 'returnees' liaising and advising unit/ ward staff on patient needs and transfer details if required.
- To co-ordinate the PD patient timetable with consideration to the use of hardware and consumables in the most efficient way.
- To attend outpatient renal clinics as required and PD multidisciplinary meetings.
- To assist the team in utilising the approved manual handling strategies to move patients safely using procedures taught by the manual handling team,

including the safe use of mechanical and non-mechanical manual handling aids.

- To assist in the formulation, implementation and review of clinical policies and procedures relevant to PD, ensuring information with regard to new policies and procedures is disseminated at all levels.
- In conjunction with the Home Therapy Lead, review clinical standards and practice, with particular attention paid to the drive for evidence-based practice and the implementation of action plans which address issues such as Infection Control, PEAT and Essence of Care
- To support the Home Therapy Lead in maintaining the clinical environment, interfacing with relevant staff to ensure high standards of cleanliness, tidiness and décor are maintained.
- To recommend and put in place the support systems and resources necessary and available to ensure the patients independence and safety ensured at home using the relevant NICE, UK Renal Association guidelines and ISPD guidelines.
- Liase with the Access, Technical and Dietetic teams in ensuring holistic management and care.

Management and Leadership

- Will support the PD manager with the management of the PD programme. Ensuring that staff have a clear understanding of their duties and responsibilities and of the standards of performance and conduct expected of them and participating in specific management issues including.
 - Staff shortfalls and off duty planning
 - Recruitment / Retention Issues
 - Performance management
 - Professional development
 - Sickness / absence management
 - Grievance / disciplinary issues
- To exercise leadership of the team, ensuring that they are a visible, accessible and assertive figure to whom patients, relatives and staff can turn for assistance, advice and support.
- Ensure that all local and national HR policies, procedures and guidelines are adhered to and report any failure to do so appropriately.
- To work with all members of the multi professional team to develop services that meet organisational and contractual requirements and to ensure the effective provision of all aspects of clinical care are maintained at a high standard.
- To supervise the management of PD stock and top up systems including inventories, supply issues and equipment faults.

- To undertake specific management responsibilities in relation to coordination of nursing activities. Proactively developing, implementing and reviewing both clinical and management practices to ensure that they are cost effective.
- To undertake trials of consumables and hardware including machines and ancillary devices, with the aim of providing cost effective and efficient service delivery.
- Will resolve conflict and ensure feedback and planning for the future occurs.
- Will be conversant with clinical IT packages, ensuring that required data is entered by staff in relation to renal services on an ongoing basis. Will ensure that the renal database is up-to date.
- To collate and interpret statistical information relating to patient care. Ensure that PD activity is effectively monitored, audited and reported in accordance with identified information requirements.
- To assist in ensuring accurate reporting and follow up of clinical incidents, complaints and PALS interventions relevant to the team. Ensure that any incident, complaint or other undue occurrence is handled and reported in accordance with Trust policy.
- Work closely with all Senior Staff within renal services, ensuring development where appropriate.
- Will lead and actively contribute towards unit / departmental meetings within the realms of PD.

Communication and Relationships

- Maintain accurate, legible and holistic nursing records according to NMC guidelines and unit guidance.
- Take the lead in audit of particular elements of documentation, in conjunction with the Home Therapy Lead.
- Ensure the documentation of junior staff within the team adhere to the same standards, taking appropriate first line action in the event of continued non compliance
- Ensure that all team members report changes in patient progress effectively, both verbally and in written form.
- Demonstrate an ability to liaise effectively with all members of the multidisciplinary team and external agencies, building successful links to support and promote effective team working whilst providing
- professional nursing advice with regard to aspects of the peritoneal dialysis service.
- Maintain collaborative working relationships and effective communications between all members of the multidisciplinary team and clinical areas, in order to ensure a high standard of co-ordinated patient care.
- Where appropriate interpret and present clinical information to patients and their relatives, demonstrating high levels of interpersonal and communication skills in what can be a highly

- emotive atmosphere. Ensure that patients and their carers have sufficient relevant verbal
- and written information taking the lead in the development of appropriate information leaflets as required.
- Communicate in a manner that is perceived as being constructive and helpful by patients, relatives, carers and staff. Respond appropriately to ineffective communication techniques and styles used by staff, taking first line action in the event of continued issues.
- 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.
- As a member of the team ensure that information / decisions are cascaded appropriately both to junior and senior staff using tools such as regular timetabled meetings (for which minutes are produced), newsletters, memos and other relevant communication strategies

Education, Development and Supervision

- Develop, co-ordinate and participate in educational programmes for patients and their families, including:
- Educating patients' and their families about chronic kidney disease and its treatment by haemodialysis and other replacement therapies.
- Teaching and developing patients and relatives to a satisfactory standard for home haemodialysis.
- Assume an active role in self development taking personal responsibility for keeping up to date with new procedures and technology in all aspects of established renal failure and its treatment.
- Attend relevant study days / lectures where appropriate, to both update and increase knowledge.
- Recognise the need to develop the roles of team members at all levels, supervising, advising and supporting them in gaining the appropriate competencies. Identify the training and educational needs for all staff, contributing to the development and provision of annual training plan.
- 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.
- 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.
- Participate in the annual appraisal of PD staff, taking action with appropriate referral if there are any issues with regard to individuals performance.
- Attend Mandatory training sessions

Research and Audit

- Demonstrate an awareness of developments and current issues in nursing.
- 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.
- 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.
- Promote and disseminate relevant research findings to support clinical practice and education throughout the Trust.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Registered Nurse• Degree or relevant experience• Evidence of continuing professional development.	<ul style="list-style-type: none">• Renal Course• Nurse Prescribers course• Physical Assessment course
Experience	<ul style="list-style-type: none">• Substantial post registration experience with recent experience in dialysis or renal nursing• High level clinical skills and renal knowledge.• Teaching ability• Evidence of co-ordinating, managing and leading the team.• An awareness of national renal guidelines.• Peritoneal dialysis experience• Knowledge of current professional issues.	<ul style="list-style-type: none">• Understanding of use of audit in a clinical setting.

Knowledge and skills	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. • Strong leadership skills. • Good organisation skills; able to plan own work but also work effectively within a team. • Ability to prioritise and make sound decisions, sometimes under pressure. • Positive attitude to change with a proven ability to assist staff in the implementation of change and practice development. • Ability to act as a positive role model to other members of the team. • Strong team worker • Flexible and Adaptable in approach • Self-motivated, proactive and resourceful. • Confident and assertive. • Innovative, exploring new practices and ways of working 	
Other	<ul style="list-style-type: none"> • UK driving licence 	

General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health & 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;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- 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;
- 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;
- 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;
- 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 and sensitive 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;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- 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 Trust's Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

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 Shrewsbury and Telford Hospital NHS Trust aims to empower colleagues at all levels to have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of

work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

