

Job Description

Post Title: Renal Transplant Nurse for listing and live donation

Band : Band 6
Hours 0.6 WTE of post

Managerially accountable to: Lead Renal Transplant Specialist Nurse

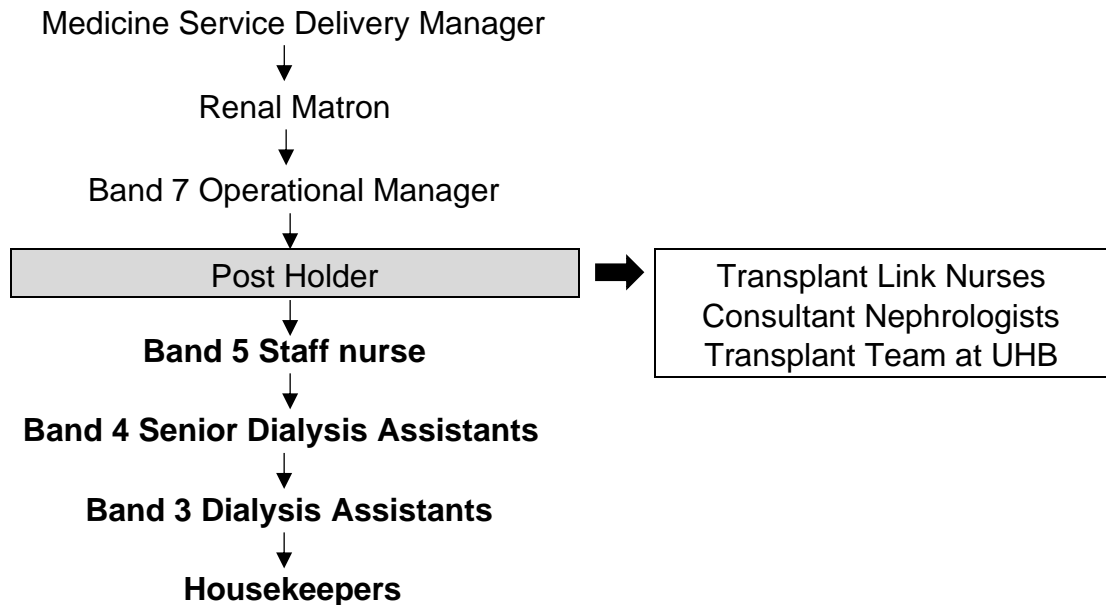
Purpose of the post: The postholder will provide a service for patients prior to renal transplantation. They will be responsible for:

- Coordination of the timely listing of patients onto the deceased donor transplant list.
- Promoting living kidney donor transplantation within the trust and increasing pre-emptive transplant awareness and listing.
- Identifying and work up of potential living kidney donors.
- Working closely with the Advanced kidney care MDT to improve pre-emptive renal transplant numbers.
- The post holder will address the specific needs of these patients and work with the transplant teams at the transplant referral centres to enable timely listing for and transplantation

They will assist in the development and reviewing of transplant policies and will ensure the efficient and effective utilisation of resources to deliver optimum quality care. They will be responsible for the education, teaching and updating of patients, staff and junior Doctors within the Renal Service.

The post holder will work flexibly to meet the needs of the service.

Organisation



Clinical practice

- Work in collaboration with consultant nephrologists/ renal physicians/kidney doctors at the base Trust, and transplant co-ordinators/MDT at the transplant referral centres.
- To be a competent practitioner, leading innovation and demonstrating clinical expertise. The postholder will act as a resource and advisor in their area of expertise to colleagues in other wards and departments throughout the Trust.
- To identify potential live donors for assessment for renal transplantation and improve live donor kidney transplant numbers.
- To liaise with the MDT and identify CKD patients suitable for transplantation at an early stage.
- To commence transplant listing investigations and education in order to achieve timely preemptive transplant listing on the cadaveric list in accordance with local and national guidelines.
- To liaise with nurses in advanced kidney care and dialysis clinics for the specific purpose of the assessment and co-ordination of individuals for protocol led work-up for renal transplantation.
- Ensuring contact details are up to date, that investigations, cardiac work-ups and blood samples have been taken and forwarded to relevant departments.

- Liaise with patients and relatives regarding the process for contacting the transplant nurses at the base unit or transplant centres.
- To update and maintain the transplant database on a regular basis. Take responsibility for performing regular audits of the pre transplant service and ensuring the UK Kidney Association recommendations are met.
- Ensure collaborative working relationships and effective communication between all members of the multi-disciplinary team at base and referral centres.
- Undertake direct referral to medical staff and relevant members of the MDT for consultation as required.
- Be instrumental in establishing, implementing and maintaining evidence-based care pathways to facilitate effective cadaveric transplant listing and live donor transplant work-up. Take responsibility for writing and updating policies and procedures related to transplantation workup.
- Lead on nurse led pre transplantation clinics and ensure completion of pre transplant clinical assessment. This will include:
 - Ensuring contact details up to date. Investigations are booked, ie, ECG`s and cardiac work up.
 - Blood samples have been taken and forwarded to relevant laboratories and departments.
 - Patients and relatives are aware of the process for contact regarding transplantation.
- To review patient results, in accordance with agreed protocols and liaise with Consultants regarding results and referral plan.
- To develop yearly follow up clinics for live donors.

Specific Clinical Responsibilities

- Instigation and interpretation of pathology investigations including acting on interpretation of results by taking appropriate action or referral to medical staff.
- Attend monthly MDT / Governance meetings to provide updates on any progress or problems within your area.
- Where appropriate interpret and present clinical information to patients and their relatives, demonstrating highest levels of interpersonal and communication skills and ensure that patients and their carers have sufficient relevant verbal and written information during the patient's stay.

- 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.

Education, Professional Development and Training

- Manage own caseload in relation to recipient transplant waiting list, communicating information accurately and effectively. Liaise with transplant link nurses in the Dialysis areas and transplant co-ordinators in the transplant units.
- To participate in the supervision, training and effective mentorship of the transplant link nurses within the specialty.
- To attend educational transplant development days.
- To facilitate regular information seminars where potential kidney donors, recipients and family can meet in an informal group to gain information about transplantation.
- They will be responsible for the education, teaching and updating of patients, staff and junior Doctors within the Renal division.

Research and Audit

- Together with other members of the MDT develop standards of care and participate in ongoing research, audit and projects.
- To promote and disseminate relevant research findings to support clinical practice and education within the department.
- To participate in developing 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.
- To undertake a patient survey relating to various stages of the transplant pathway to be able understand patient priorities and evaluate the service provision

Use of information

- To ensure that patient's details and blood results are input onto the renal database, and it is kept up to date.
- To be conversant in the use of electronic communication systems, personal computer systems, normal office equipment and Trust PAS and data systems.

- To keep accurate and contemporaneous records and ensure others maintain these in accordance with both Trust and national standards.

Risk Management

- Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients.
- Undertake mandatory and statutory training.
- Carry out risk assessments in relation to manual handling and implement appropriate actions, including the use of taught mechanical and non-mechanical handling aids, to minimise risk to staff and patients. Report incidents, accidents and near misses using the Trust's incident reporting system and in accordance with Trust policy.
- The post holder will frequently be exposed to highly unpleasant working conditions involving exposure to uncontained body fluids, foul linen etc and should be conversant with infection control policies relating to such exposure.
- The post holder may on occasion be exposed to verbal or physical abuse and should be fully conversant with the Trust's policy for dealing with these situations.

Decisions, Judgement and Freedom to Act

- Working within defined policies, procedures and professional standards. Working without direct supervision, seeking further advice for guidance on actions that are outside agreed defined standards.

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; 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 Trust's 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 is represents a summary of the main responsibilities of the post and 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