



# SISTER/CHARGE NURSE - RENAL UNIT

INFORMATION FOR CANDIDATES

## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



# OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

## Our Vision:

“To provide excellent care for the communities we serve”

## Our Values:



# OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

# OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.



# COLLEAGUE BENEFITS

## GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

## FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



## JOB DESCRIPTION

<b>Job Title</b>	<b>Sister/Charge Nurse Renal Unit</b>
<b>Band</b>	<b>6</b>
<b>Directorate</b>	<b>Renal Unit</b>
<b>Accountable to</b>	<b>Renal Unit Operational Manager</b>
<b>DBS Required?</b>	<b>Enhanced</b>

## JOB OVERVIEW

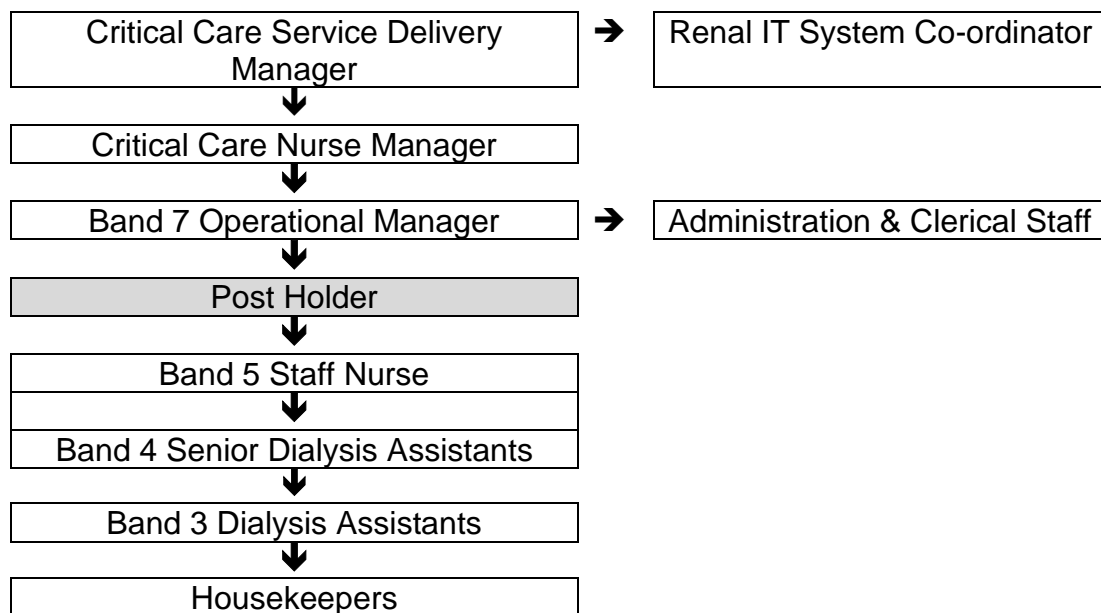
The post holder will function as a competent clinical practitioner within the specialty. They will deliver direct patient care whilst co-ordinating and overseeing nursing practice.

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 ground rules 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 patient's 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 policies 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 department's 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 user's 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.



## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

## QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• RGN</li> <li>• Evidence of Continuing Professional development/ completion of renal accreditation/ education programme/ renal course</li> <li>• Nurse Independent Prescriber</li> </ul>	

## EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Extensive post registration with recent experience in the relevant speciality or equivalent. Such experience would usually but not exclusively be achieved with appropriate experience having been acquired to be able to demonstrate: - <ul style="list-style-type: none"> <li>• High level clinical skills and knowledge.</li> <li>• Evidence of successfully co-ordinating, managing and leading the team on a day-to-day basis.</li> <li>• Significant experience and fully competent in all aspects of dialysis</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Involvement in Nursing audit and Research.</li> <li>• An awareness and understanding of policy and practice relevant to speciality.</li> <li>• Teaching ability</li> <li>• Experience in undertaking preceptor/mentor role.</li> </ul>



## SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Ability to work and communicate effectively within a multidisciplinary team setting.</li> <li>• Evidence of excellent communication skills including verbal, non-verbal and written.</li> <li>• Excellent interpersonal skills with professional credibility</li> <li>• Positive attitude to change with a proven ability to assist senior staff in the implementation of change and practice development.</li> <li>• Microsoft office PC and Sema Pas skills</li> </ul>	

## OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Awareness of professional and personal limitations.</li> <li>• Ability to act as a positive role model to other members of the team.</li> <li>• Strong team worker</li> <li>• Flexible and Adaptable in approach</li> <li>• Participate in On Call rota for Theatre posts.</li> <li>• Ability to travel to both Trust sides to attend relevant meetings etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work across site to support sessional activity ( Endoscopy only )</li> </ul>

## 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; 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 (IPC)

The prevention and management of acquired infection is a key priority for the Trust. 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 colleagues; 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.

- 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 - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. 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, to protect yourself and the Trust from any possible 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 continuous personal development including, 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

## SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

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

# 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 is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH 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 make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

# EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

# NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.



# MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





## The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

## The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital