

SENIOR DIALYSIS ASSISTANT

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. Our goal is to make the application process more accessible and inclusive for everyone. ***

- This role supports patients who need dialysis, helping them feel safe and comfortable during treatment.
- You will set up and clean equipment, check patients' health before and during dialysis, and help with their personal care.
- You will work closely with nurses and follow clear instructions to give the best care.
- You will also help train new team members and take part in the on-call rota.
- You will help manage supplies and support patients who want to go on holiday.
- You will be expected to work independently and follow hospital rules to keep everyone safe.

Job Description

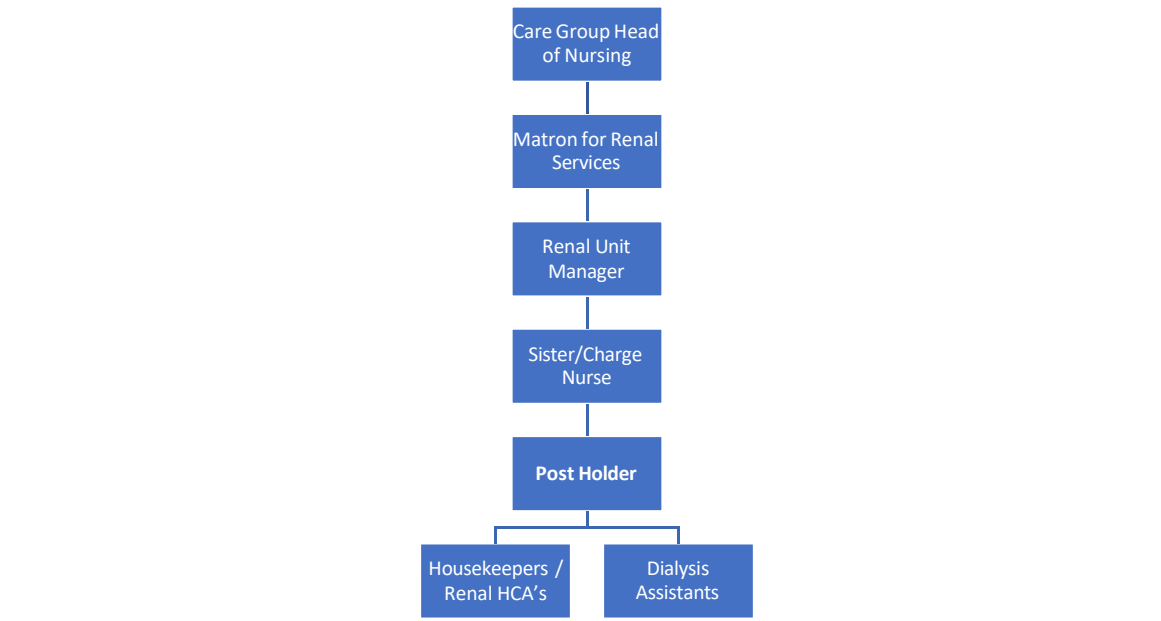
Job title:	Senior Dialysis Assistant
Grade:	4
Site:	Hollinswood House
Accountable to:	Renal Unit Sister / Charge Nurse
DBS required:	Enhanced

JOB PURPOSE

The post holder will have previous experience as a Band 3 Dialysis Assistant and have completed their Chronic Renal Competencies or an NVQ level 3 in Renal Care. They are responsible for the provision of high quality care and support to our patients attending for dialysis, under the direction of a qualified nurse. The post holder is expected to work within their own level of competence and assist in the preparation, provision of care and supervision of patients treated by dialysis.

Senior Dialysis Assistants undertake higher levels of clinical practice and higher levels of autonomy. They undertake supervision & training of junior Dialysis Assistants and are expected to participate in the on call rota. The post holder is also expected to take on the holiday coordinator link role to encourage and support our patients going on holiday.

Organisational Chart



Main Duties & Responsibilities of the Post Holder

- Liaising with nursing staff regarding the usage of individual items of equipment taking control of stock volume, rotation and storage, as delegated by the Unit Manager, and report expected or unexpected variances in usage.
- Receive and log receipt of stores items in accordance with Renal Unit procedures.
- Ensure clinical area is appropriately stocked to meet service need.
- Ensure storage areas remain clean and tidy
- To clean and disinfect dialysis equipment post dialysis and dispose of waste including clinical waste according to hospital policy. This will include equipment used in patients with suspected / confirmed infections and liaising with Microbiology Department regarding
- patient's infection status.
- Liaising with Stores and other relevant areas regarding stores delivery, correction of
- irregularities, ensuring 'top up' levels of drugs are adequate, amending as required.
- Liaising with estates department, renal engineers re routine and emergency repair work required within the unit.
- To undertake aspects of housekeeper role in their absence i.e. serving meals and drinks to patients on the unit, making beds, some cleaning tasks within clinical area.

Patient Care

- The post holder will assist in the delivery of care to meet individual patient needs, maintaining patients privacy, dignity and comfort at all times whilst promoting independence and encouraging a healthy lifestyle. Tasks may include for example:
- Meeting personal hygiene / elimination need of patients as requires.
- Assisting with mobility as required.
- The post holder will be able to undertake pre dialysis assessment of individual patients which will include a short history of wellbeing since last session, vital signs, observation of symptoms, determination of fluid gain and any adverse effects. Identified concerns will be reported to nursing staff prior to commencement of dialysis.
- Select and prepare disposables required for individual patient dialysis treatments in accordance with identified dialysis prescriptions.
- In accordance with clearly identified unit protocols the post holder will be required to calculate fluid removal rates and determine required frequency of clotting estimations
- The post holder will be assigned stable chronic dialysis patients and perform routine dialysis treatments involving setting up machines, troubleshooting, putting on and taking off patients under the supervision of work-based supervisor RGN and without supervision upon completion of Renal Unit Competency document.
- Monitor and carry out observations of the patient pre, intra and post dialysis treatments, being aware of the signs and symptoms of patient becoming unwell on dialysis and informing senior staff immediately. Able to take appropriate actions to remedy the situation where trained to do so and implement emergency procedures as necessary.
- Assist nursing staff in administering anticoagulants under supervision according to heparin policy.
- Demonstrate competency in cannulation of venous access.
- To accurately monitor and record the patient's weight on dialysis record sheets and other associated measurements as necessary commensurate with role.
- To undertake the holiday coordinator link role as an extra responsibility
- To be responsible for ordering & for maintaining stock levels to ensure safe supply level

Quality

- Ensure a welcoming, caring, and safe environment is provided for the patient and their family/carers/visitors.
- Deliver care based on current evidence, best practice, and validated research when available.

- Maintain own awareness of the local, national and professional quality issues relevant to the delivery of nursing services.
- Participate in the evaluation of care delivery through self and peer review, patient and carer feedback, audit and research, benchmarking, and formal evaluation. Implement necessary changes to improve patients' care and experience.
- Engage with and contribute to patient and public involvement activities.
- Participate in activities to improve the quality, productivity, and effectiveness of care, in response to local and national policies and initiatives, implementing improvements as required.
- Contribute to continuous improvement activities, making suggestions and recommendations for advancement of quality.
- Be aware of the role of the nurse in handling complaints in accordance with Trust policy.

Communication

- Communicate sensitively, confidentially and with empathy to meet the wide-ranging physical and emotional needs of patients and their carers and families.
- Using a range of communication tools, interpret and present clinical information to patients and their families/carers in ways that can be clearly understood, recognising individual needs, and overcoming any barriers to communication.
- Provide good counselling and advocacy skills to support staff, patients, and carers.
- Develop and maintain communication with people about difficult matters or difficult situations.
- Provide accurate, timely and relevant patient progress and handover information using both written and electronic systems.
- Ensure effective communication is initiated and maintained between all members of the multi-disciplinary team, ensuring appropriate and timely referrals and liaison with relevant personnel.
- Attend and actively participate in ward/department meetings.
- Maintain confidentiality at all times, as required by legislation and Trust policy.

Managing Resources

- Ensure that all resources are used effectively, with the minimum of waste, making recommendations where it is evident that appropriate changes may improve efficiency.

- Ensure technical, clinical, and non-clinical equipment is maintained, cleaned and stored correctly and that any faults and defects are reported promptly.
- Adhere to systems for the tracking and location of medical assets and ensure that any losses are reported in accordance with Trust policy.
- Contribute to the effective and economic use of resources e.g., local recycling schemes.

Managing Information

- Ensure accurate and timely data entry to contribute to the provision and analysis of information to improve patient care.
- Take personal responsibility for safeguarding and ensuring the quality of information including complying with the requirements of the Data Protection Act 1998.
- Create and use records, including electronic, in a manner that complies with legislation, professional standards and organisational policies for record keeping.
- Understand own and others responsibility to the individual organisation regarding the Freedom of Information Act.
- Facilitate patients' access to records, adhering to policy, legislation, best practice, and professional guidance.

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.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Basic mathematical and numerical skills • NVQ Level 3 or equivalent experience 	
Experience	<ul style="list-style-type: none"> • An understanding of dialysis & the requirements of the role. • Previous renal experience at a Band 3 	<ul style="list-style-type: none"> • Previous healthcare experience
Knowledge and skills	<ul style="list-style-type: none"> • Evidence of effective verbal- face to face / telephone, non-verbal, written communications skills. • Willingness to teach & mentor new staff 	
Other	<ul style="list-style-type: none"> • Ability to work well independently and within a multidisciplinary team • Evidence of good interpersonal skills • Desire to learn • Attention to detail • Awareness of personal limitations • Ability to maintain a professional attitude at all times • Ability to undertake the moving and handling of patients who are totally dependent, including 	

	bariatric patients using appropriate manual handling techniques and equipment. <ul style="list-style-type: none"> • Manual Dexterity • Ability to work under pressure and meet work load demands. 	
--	---	--

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 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 (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. 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 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.

