

**AGENDA FOR CHANGE  
NHS JOB EVALUATION SCHEME**



**JOB DESCRIPTION**

**1. JOB IDENTIFICATION**

**Job Title:** Haemodialysis Support Worker

**Reports to:** Ward Manager / Charge Nurse

**Department, Ward or Section:** Renal Unit

**CHP, Directorate or Corporate Department:** Broadford Hospital

**Job Reference:** MDSKWRSKYESW01

**No of Job Holders:** 1

Last Update : July 2025

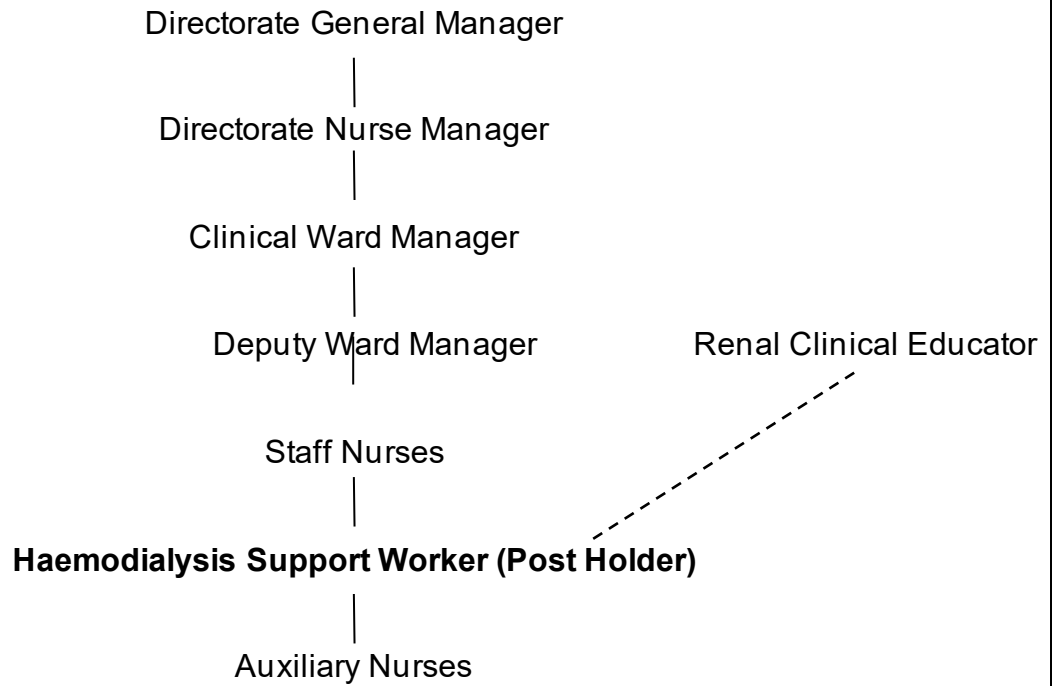
**2. JOB PURPOSE**

1. As part of the multidisciplinary team the post holder will be required to assist registered nurses in the delivery of direct and indirect patient care, with and without direct supervision

**3. DIMENSIONS**

1. Nursing care of 4 dialysis stations, currently caring for 6 haemodialysis patients.
2. Patients attending for routine haemodialysis from home. Patients attending for haemodialysis from a ward within Broadford Hospital
3. Patients undergoing haemodialysis whilst on holiday from another centre.
4. Patients learning to undertake self-care in haemodialysis.
5. Patients and carers preparing to undertake home haemodialysis.
6. Patients undergoing peritoneal dialysis.
7. Transplant patients.
8. Infection Control.
9. Ordering and stocking of various supplies.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

The Renal Unit provides care for patients undergoing dialysis therapies caused by both chronic kidney disease.

The unit provides specialised dialysis care for routine dialysis treatments.

The unit also cares for low clearance patients and post- transplant follow up.

The unit is currently open from 0730-2000 working over two patient shifts

## 6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

- 1.
2. All haemodialysis support workers will undertake training to enable them to attain knowledge of the role and the standards of patient care expected.
3. Provide and assist with all aspects of personal care of patients i.e. bathing, bed baths, showers, oral hygiene, care of hair/brushing/shaving beards etc. assist patients with toileting /bed pans/commodores and to ensure the patient has hand washing facilities.
4. Provide, assist with and promote patient mobility using the available aids and following moving and handling policies.
5. After training will take and record patient temperature, blood pressure, urinalysis, oxygen saturation's, faecal occult blood testing, weight, BMI and Waterlow score and will inform the Staff nurse of any changes.
6. Assist in ensuring that patients nutritional needs are met by, assisting to serve meals, assist patients to complete menu cards or special diet cards, ensuring the patient is in the optimum position for them to eat, completing food intake charts, fluid balance charts, feeding patients, giving patients specialised cutlery to assist them and informing the registered nurse of any changes to the patients ability to swallow etc.
7. Responsible for ensuring that they communicate well with other members of the multidisciplinary team, patients and their relatives/carers.
8. Listening to patients and relatives/carers and reporting concerns to the registered nurse.
9. Communicates with other departments as required e.g. diet kitchen, porters etc.
10. Completes appropriate nursing documentation accurately.
11. Leads and supervises less experienced staff/students who are providing care to patients and act as a source of advice to ensure their educational needs are met
12. Actively participates in team meetings.
13. Answers the telephone and takes and gives accurate messages.
14. Assist and provide nursing care to terminally ill patients.
15. Assist and provide Last Offices as required.
16. Carries out non complex wound dressings, after training.
17. Prepares trolleys/equipment for specific procedures.
18. Removal of Venflons.
19. Removal of urinary catheters after training.
20. Maintain optimum stock levels and order stock as required.

21. Cleans equipment/beds etc.
22. Helps to maintain a clean and tidy ward area.
23. Reports faulty equipment to nurse in charge.
24. Adhere to ward and unit procedures for the use of supplies and equipment in order to provide the effective and efficient use of resources.
25. Participate in personal career development plan to maximise skills and develop personal growth
26. Maintain patient confidentiality at all times.

27. **ADDITIONAL RENAL UNIT SPECIFIC TASKS**

28. Following training and assessment will perform the following
29. Lining haemodialysis machine with appropriate blood lines and dialyser in preparation for treatment.
30. Priming of haemodialysis machines.
31. Following training will obtain blood samples from extracorporeal circuit.
32. Connecting patients to haemodialysis machines via AV fistulae / grafts.
33. Recognising signs of fluid depletion in patients and taking the appropriate action.
34. Observing patients for changes in clinical condition during dialysis sessions and taking appropriate action.
35. Disconnecting the patient from the haemodialysis machine via AV fistulae / grafts.
36. Removal of dialysis fistula needles.
37. Dismantling, cleaning and disinfection of dialysis machines at the end of treatment.
38. Recording of patient vital signs.
39. Removes temporary central venous (dialysis) catheters.
40. Acts as a link nurse for specific roles as designated by ward manager.
41. In partnership with the registered nurse assess, implement and review planned health promotion activities relevant to the patient group.
42. Assisting the registered nurse to connect/disconnect haemodialysis patient via Central Venous Catheter (CVC)

43. Apply Far Infrared lamp therapy, as delegated by the registered nurse
44. Perform BCM, as delegated by the registered nurse
45. Perform foot care, as delegated by the registered nurse
46. Undertake simple wound dressings, as delegated by the registered nurse

### **7a. EQUIPMENT AND MACHINERY**

Utilise technical clinical equipment, calibrating when required, checking for faults and ensuring regular maintenance.

- Various IV pumps
- Syringe drivers
- IV lines, venflons
- Butterfly devices, syringes and fistula needles
- Drip stands

Monitoring equipment for:

- Blood pressure, temperature, pulse oxygen saturations, cardiac output, glucose, cardiac monitors, ECG machines, telemetry
- Resuscitation equipment including defibrillator
- Oxygen equipment including, flow meters, masks, humidification
- Various suction devices
- Dialysis machines and equipment
- Peritoneal dialysis equipment
- Nasogastric, nasojugal and PEG tubes for feeding
- Feeding pumps
- Drains, chest, paracentesis
- Urinary catheters, urethral and suprapubic
- Nebulisers
- Moving and handling equipment, hoists, pat slides, slide sheets and slings, turntables, slide boards and blocks
- Electric profiling beds

- Various pressure relieving mattresses
- Traction equipment
- “monkey poles”
- Splints, arms, hand, foot, leg, neck and back
- Wheelchairs
- Ophthalmoscopes
- Furniture including beds and chairs
- Notes trolley
- Meal trolley
- Computers
- Printers
- Fax machines
- Phone system
- Chute system
- Actest Machine (for blood clotting)
- Various trials of specialised equipment
- Sonosite
- Transonic
- Access Flow Monitor
- Body Composition Monitor (BCM)
- Far Infrared Lamp

## **7b. SYSTEMS**

1. Maintains patient records in accordance with NMC Guidelines and NHS Highland Policy and Procedures e.g. fluid balance charts, food charts, TPR and B/P, stool charts, weight etc.
2. Completes patient menu cards and special dietary requirements.
3. Completes and provides information for personal development plans.
4. Completes Waterlow Pressure Area Predicting Tool.
5. Partial completion of patient admission documentation.
6. Orders ward routine stock.
7. Use of hospital intranet to book places on courses and study days.
8. Involved in Ward communications systems.
9. Maintains work requisition forms.
10. Use of the Renal IT system (Hermes Vital Data & Therapy Monitor (TMON))

## **8. ASSIGNMENT AND REVIEW OF WORK**

1. The haemodialysis support worker is supported by and supervised directly and indirectly by a registered nurse within the ward and is not left “in charge” of the ward even for short periods
2. Works within the NHS Highland policies, procedures and protocols and within the framework of the ward.
3. Is able to prioritise own workload in order to cope with conflicting demands i.e. which patient to care for first etc.
4. Assignment of work will be by senior staff on duty, or by mentor / assessor while in the training period.
5. Work review and formal appraisal or performance will be carried out regularly as part of the PDP process by senior staff within Renal Unit.

## **9. DECISIONS AND JUDGEMENTS**

1. Within the team, plans and prioritises patient care eg. who or what is attended to first dependant on the investigations / patient movement required on that day.
2. Recognises own limitations in the provision of clinical care and the urgency of patient needs referring to a registered nurse when required.
3. Has authority to undertake certain routine clinical duties without referring to a registered nurse e.g. priming of HD machines, sampling for blood glucose monitoring , discontinuing dialysis at end of treatment, wrong patient meal delivery, documenting / accessing patient valuables , completing repair form for faulty equipment.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

1. Managing daily the changing and competing demands of patients, relatives/carers and professional colleagues.
2. Emotional and physical demands of the nature of the role.
3. Dealing with violent, aggressive and challenging behaviour both verbal and physical.
4. Ensuring patient safety at all times.
5. Developing and maintaining clinical skills, knowledge and competency.
6. Involving and encouraging patients to follow treatment plans.
7. Adapting to variable shift patterns.

## **11. COMMUNICATIONS AND RELATIONSHIPS**

1. The main purpose of communication is regarding patients condition or issues relating to patient care.
2. Establish and maintain professional relationships with nursing colleagues and members of the multidisciplinary team as appropriate to benefit patients.
3. Communicates continuously with a wide range of health and social care workers, patients and families utilising a wide range of methods such as telephone, information technology and verbal about routine daily activities.
4. Communicates with the senior nurse / clinical ward manager regarding patient condition, workload issues and personal development.
5. Demonstrates empathy and sensitivity when communicating with people.
6. Respects confidentiality of information obtained in the course of duty.
7. Attends ward/staff meetings as a participating member of the health care team.
8. Contributes to policy changes, patient care delivery through team meetings.
9. Communicates with other wards or departments as required, ie, catering, laundry, estates, supplies.
10. Contributes to in-house training events, e.g. presentations etc.

## **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

### **PHYSICAL**

1. Continuous moving and handling of patients – in bed, onto trolleys, from bed to chair, assist with walking etc.
2. Frequent moving and handling of heavy dialysis machines around department and to ward areas.
3. May be required to work in awkward and cramped conditions eg when connecting plumbing for dialysis machines.
4. Risk assess ward area and be inventive in creating a safe working environment for all staff whilst being sensitive to patients environment continuously.
5. Fine motor skills and dexterity to carry out wound dressings, oral hygiene, and removal of AV fistulae cannula.
6. Continuous need to walk stand and bend during shift to provide patient care.

7. Continuous transferring of patients and belongings from/to other wards/departments.
8. Hand washing/cleansing in between patients.
9. Washing and cleaning patients.
10. Use of moving and handling aids e.g. hoists.
11. Lifting of stock/supplies, linen bags, mattresses.

### **MENTAL, EMOTIONAL AND ENVIRONMENTAL**

12. Challenge of gaining the underpinning knowledge to support SVQ process while working in a busy clinical environment.
13. Working with indirect supervision as directed by a registered nurse.
14. Delegating and supervising junior and inexperienced members of staff.
15. Concentration to operate specialised renal equipment.
16. Concentration, decision making and problem-solving skills to cope with the competing demands of patient needs.
17. Assisting in the provision of care for acutely /critically/chronically ill patients.
18. Reacting to and evaluating constant environmental/clinical changes.
19. Maintaining accurate records of observations and dialysis treatments.
20. Negotiation skills to deal with patients, relatives and other health care colleagues competing for time priorities.
21. Supporting new staff and learners.
22. Emotional demands in caring for people in distress/crisis and caring for terminal patients.
23. Working in areas with high noise levels e.g. phones ringing people talking and call bells alarming.
24. Working in very hot conditions on the ward/department due to heat generated by dialysis equipment.
25. Working in areas lit by electric lights.
26. Recognising and dealing with violent/aggressive and challenging behaviour.
27. Coping with unpleasant materials and smells – bodily fluids, infected wounds, vomit etc., several times during a shift.
28. Computer / Key board skills.
29. Frequent exposure prone procedures – ie needles, contact with bloodlines, several times

throughout the shift.

### 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

1. SVQ II or recognised equivalent in Healthcare (eg NiCHE).
2. Commitment to undertake SVQ III Renal Support (provided in clinical area).
3. Ability to work with people and as part of a multidisciplinary team.
4. Ability to prioritise assigned workload.
5. Ability to work unsupervised.
6. Effective written and verbal communication skills.
7. Ability to carry out assigned tasks effectively in a busy environment.
8. Attendance of mandatory training.
9. Attendance of renal study days and in-house tutorials to attain underpinning knowledge on assigned aspects of nephrology care.

### 14. JOB DESCRIPTION AGREEMENT

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Date:

Job Holder's Signature:

Date:

Manager's Signature: