#### **JOB DESCRIPTION TEMPLATE**

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| JOB IDENTIFICATION Vascular Access Nurse Specialist |
| Job Title: Renal Vascular Access Nurse  Responsible to: Charge Nurse & Lead Renal Vascular access nurse specialist  Department(s): Ward / Dept Renal  Directorate: Medical  Operating Division: NHS Ayrshire and Arran  Job Reference:  No of Job Holders: One  Last Update (insert date): 06/07/23 |
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| 2. JOB PURPOSE |
| In collaboration with the multi-disciplinary team, the post holder will be accountable for the overall assessment, development, implementation and evaluation of the Vascular Access Service working within the professional standards held in the NMC Code of Professional Conduct.  The post holder will support the lead vascular nurse specialist in the continuous assessment, creation and monitoring of new and established vascular access within the whole of the renal services within Ayrshire and Arran which includes the Kidney care specialist team, Haemodialysis, home haemodialysis, Peritoneal Dialysis, ward 2F and night shift. They will be delegated responsibilities by the lead vascular specialist nurse responsible for managing and coordinating vascular imaging, surveillance, creation and timely referrals as well as working independently across two hospital sites.  The main role is to improve vascular access survival, increase AVF rates and reduce hospital admissions from complications arising from it. |

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| **3. DIMENSIONS** |
| The post holder will work within the medical directorate and will be employed by NHS Ayrshire & Arran. The post holder will be accountable for their clinical decision making and for their clinical assessment and treatment within the vascular access service.  The post holder will work between the University hospitals Crosshouse and Ayr sites: - they will assist the lead renal vascular access specialist nurse to support the patient’s vascular needs in pre-dialysis, the renal units and the acute renal ward and the other outlying wards and this will include arranging vascular procedures, arrange insertion of lines and monitoring of access.  The post holder will liaise with all the senior charge nurses and nursing staff within the renal service as well as consultants, doctors, diagnostic staff, inpatients, out patients, carers and families. |

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| 4. ORGANISATIONAL POSITION |
| CNM  ↓    Renal Unit Senior Charge Nurse    ↓  Vascular access consultant  Lead vascular access specialist nurse  ↓  Ward senior charges nurses.  Renal Lead Nurse in each of the services.  Deputy charge nurse  Home haemodialysis service  Staff Nurses  Health care assistants  Post Holder |
| 5. ROLE OF DEPARTMENT |
| The overall role of the department is to meet the physical, psychological, social and spiritual needs of patients who are requiring renal vascular access procedures or have established vascular access within the renal services.  The vascular access nurse is responsible for ensuring vascular access is created in a timely manner for all relevant patients, and that surveillance protocols are in place to ensure its longevity.  The vascular access nurse is responsible for generating a waiting list via referral paperwork completed by the consultants / specialist doctor in charge of patients shift.  The post holder is responsible for the completion of paperwork to ensure the correct workup is completed for the patient prior to a procedure being undertaken.  The post holder is responsible for disseminating dates of vascular procedures to the relevant clinicians within the renal services.  Supplying training on all aspects of renal vascular procedures, venous system mapping and cannulation to all staff within the renal services.  The vascular access department operates as an integral part of NHS Ayrshire & Arran, promoting patient centred services, based upon local and National strategies, taking account of the NHS’s clinical, corporate and staff governance agendas.  Working collaboratively the department assesses, plans, implements and evaluates individualised patients renal vascular care.  The department works to promote a culture of openness and honesty and provides learning and a stimulating environment where staff can flourish. |
| 6. KEY RESULT AREAS |
| Clinical – Renal unit  * Post holder will develop highly specialised care packages and provide specialised clinical and non clinical advice for patients requiring vascular access for haemodialysis. * The post holder will have continuing responsibility for the safe and responsive provision of care within their area of responsibility. * To assist the lead renal vascular nurse specialist to co-ordinate the highly specialist care of the patient pre and post theatre and/or invasive investigations. * To collaborate with the kidney care specialist team to identify patients who have chosen haemodialysis as their preferred mode of renal replacement therapy. * The post holder will participate in the education of patients and their families regarding all aspects of vascular access, to ensure patients are given the opportunity to voice concerns, thus reducing stress. * The post-holder has a responsibility to assess the knowledge and understanding of carers, patients and other healthcare professionals regarding maintenance of healthy access. * The post holder will participate in the provision of specialist education packages in order to teach renal nurses and medical staff as well as student nurses the importance of healthy access and empower them with the knowledge to recognise problematic access and take prompt, appropriate action. * Organise the follow up care of patients who have had surgery to create vascular access for haemodialysis. * Review and assess in-patients with vascular access issues and refer accordingly. * The post holder will support the Lead renal vascular nurse specialist to develop and manage nurse led renal Vascular Access Clinics to assess and review the patient’s renal access. * Unsupervised assessment of individual patient care needs and the planning, implementation and evaluation of specialist vascular access care, ensuring all forms of care/instructions are understood and carried out. * Diagnosing complications related to patients dialysis vascular access. * Arrange all urgent & non urgent referrals onto appropriate departments for required investigations / treatments or procedures including: Cardiology; Radiology and Day Surgery / Renal ward. * Decision making; organisation & coordination of insertions of tunnelled central vein catheters. * Decision making & coordination of the removal of central vein catheters. * Ensure all renal vascular access patients are followed up following invasive procedures. * Ensure all investigation outcomes are followed up and acted upon. * Prevent vascular access complications by providing unsupervised nurse led assessments of access related issues. * Provide education in all vascular access complications in relation to infection control issues.  Support and supervise all relevant junior nursing staff in the provision of safe and effective vascular access nursing care.  * Demonstrate high level clinical knowledge and skill, with continuous professional development to maintain optimum levels of clinical practice.  Assessment of individual patient care needs and the planning, implementation and evaluation of care, ensuring all forms of care/ instructions are understood and carried out.  * Actively participate and co-ordinate the patient’s journey for renal vascular access creation / investigation from admission to discharge. * Raise and maintain patient’s awareness of health promotion. * Responsible for the management and coordination of their delegated renal vascular access caseload. * Provide emergency nursing advice re: vascular access for patients at home or for GP’s/ District/Practice nurses by phone. * Attend any relevant meetings.  Management  * Prioritise; organise & create theatre lists for patients requiring surgery for: creation of fistulas / grafts; insertion & removal of central vein catheters. * Creation and management of monthly Consultant led vascular access clinics. * Promote, encourage and adhere to all NHS Ayrshire & Arran policies and procedures. * Maintain knowledge of current local and National guidelines. * Supports the Lead Renal Vascular Access Nurse Specialist to identify and implement service development. * Supports the Lead Renal Vascular Access Nurse Specialist in the monitoring of nursing practice related to vascular access within the department. * Report all incidents as per incident reporting policy. * Investigate any relevant complaints and implement any action plans as necessary. * Support all members of the wider renal team in the provision of safe and effective programmes of care. * Responsible for own annual performance review. * Formulation & reporting of monthly vascular access reports/stats to management. * Identifying, minimising and managing interpersonal conflict, maintaining the trust of the team. * Support the Lead Renal Vascular Access Nurse Specialist in the effective management of the nursing and supplies ensuring resources are effectively utilised.   **Communication**   * Establish and maintain effective communication with patients, relatives and the multi-disciplinary team. * The maintenance of accurate nursing care plans and all relevant documentation for individual patients. * Collaborate with other disciplines to ensure that good communications / relationships are established. * Co-ordinate and disseminate relevant safety action notices and other essential communication within the department. * Network nationally and locally with other renal vascular access specialist nurses, in order to embrace best practice guidelines and evidence based protocols. * Development, initiation and evaluation of clinical protocols.  Professional/Educational  * The post holder will support the Lead Renal Vascular Access Nurse Specialist to lead in the teaching, assessment and supervision of all nursing staff in relation to the vascular access specialty, ensuring all mandatory training is undertaken. * The post holder will assist the Lead Renal Vascular Access Nurse Specialist in audit and quality assurance programmes, ensuring that best practice is adopted across the specialty. * Keep a record of own training and contribute to the record of staff training. * The maintenance of a high standard of conduct and dress to promote public confidence. * Ensure that the Code of Professional Conduct is adhered to at all times. * Support in the development of the Renal Vascular Access education programme. * Participate in the development and implementation of staff development programmes. * Participate in the provision, initiation and evaluation of specialist education packages. * Participate in the teaching of nursing and non-nursing staff as appropriate. * Take an active role in self-development, extending knowledge and skills as opportunities arise. * Actively participate in the orientation of new staff. * Assist in clinical vascular access audits/ surveys and quality assurance programmes. |

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| 7a. EQUIPMENT AND MACHINERY |
| The post holder is expected to have an in-depth knowledge of all the equipment used in the ward / dept.  Renal   * Assessing fistula utilising a stethoscope * Transonic ultrasound machine * Sonosite or similar ultrasound equipment * Excellent cannulation skills with years of experience dealing with vascular access problems. * Infrared * Has a working knowledge of the Haemodialysis machines   IT information and training   * Vascular shared folder to assess guidelines, protocols, policies. * SERPR – input vascular access information for the renal services to review. * Windows application, athena, intranet, - to access best practice information and infection control information. * PowerPoint – for education. * Printer and Photocopier. * PMS. * Diamant.   Generic   * Blood pressure, pulse, temperature, oxygen saturations, blood glucose monitoring. * Electric beds and chairs. |
| **7b. SYSTEMS** |
| * Maintenance of paper / electronic based patient record system in accordance with NMC guidelines and Ayrshire and Arran policy. * Highly skilled using SERPR. * Any other system relevant to vascular speciality e.g., electronic prescribing, PAC’s, transonic, ultrasound machine and patient procedures database. * Investigation requests. * Provision of monitoring tools that will record arterial and venous pressure, visible changes to access and haemostasis on completion of dialysis. * Ensure systems in place to allow effective communication to take place between members of the renal units, kidney care specialist team, consultants, doctors, renal wards and the vascular surgeon. * Participate in monthly meetings to ensure all key members meet to discuss operational aspects and developments of the service. * Submitting off-duty, annual leave requests and study leave requirements to the Lead renal vascular nurse/RDU senior charge nurse to be entered into SSTS. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * Workload is generated by the clinical activity within the renal vascular access service, renal units, acute ward and kidney care specialist service, and by service developments which includes advances in practice and research. * Workload is also generated by the delegation of tasks by the Renal Unit charge nurse and or the Renal Lead Vascular access nurse specialist and the vascular access surgeon. * Self directed within own limitations, being able to recognise these and seek appropriate guidance. * GPs and other healthcare professionals may refer patients to the post holder if they have problematic vascular access and the post holder will be expected to liaise with the vascular surgeon to ensure prompt and appropriate action. * Locally agreed objectives. * Peer group review. * Workload changes daily and as an autonomous practitioner post holder is required to continually prioritise, plan and organise workload to meet the needs of the renal vascular access service. * Post holder works independently and unsupervised. * Post holder updates line manager regularly on service developments. * Annual review by performance appraisal, personal development plan and objective setting. * Peer group review. * Delegation of workload to other team members. |

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| **9. DECISIONS AND JUDGEMENTS** |
| * The post holder has autonomy, independence and continuing responsibility regarding the organisation and responsive provision of vascular access care to meet the needs of all patients referred to the service. * Assessment of patient’s complex needs (physical, psychological, social and spiritual) to establish change in condition, provide emergency advice, inform renal consultants and vascular access consultant. * Provision of professional advice to medical staff; registered nurses, unregistered staff and students and an ability to recognise own limitations and the requirement for appropriate referral. * Autonomy to proactively use independent clinical judgement to anticipate, problems or needs and actively resolve them without being asked drawing on expert knowledge and experience. * Demonstrate the knowledge and ability to refer patients to other departments for renal vascular imaging and investigations. * Able to refer and co-ordinate timely investigations without supervision or guidance. * Assess vascular access imaging / investigation reports and arrange required treatment/ intervention. * Able to plan and carry out duties independently without supervision. * To act as a co-ordinator in the absence of the Lead renal vascular access nurse specialist or the vascular surgeon. * Constant assessing and reviewing of effectiveness of the vascular access service through clinical audit. * Interpretation of blood results and initiate appropriate action. * In collaboration with the clinical leads of the service propose policy/ service changes and service development. * The post holder will support the Lead renal vascular access nurse specialist in decision making regarding the utilisation of resources within agreed budget. |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * To meet patient access targets by reducing admissions to the renal inpatient service that currently arise through complications with vascular access. * Increased responsibility and clinical support, ensuring the continuation and promotion of high quality, clinically effective care. * Assuming an active role in teaching and developing renal staff within the realms of evidence based practice. * Ability to continually change and adapt to new situations and strategies. * Being responsive to new practices and communicate these to colleagues and junior staff. * To be able to cope with the workload within at times a limited resources. * To work unsupervised across split sites and to develop skills of non renal nurses in vascular access. * To achieve recommended targets safely and effectively. * Ability to educate and inform patients and their relatives in all aspects of vascular care who are sometimes hostile, resistant and in denial of their chronic disease. * Assuming a role in teaching and developing junior staff within the realms of evidence based practice within the other renal departments. * Ability to continually change and adapt to new situations and strategies. * Being responsive to new practices and communicate these to colleagues and junior staff. * Driving and supporting change within the renal vascular access to improve quality of clinical care for patients. * Dealing with violence, aggression and abusive behaviours both in hospital and community setting. * Ability to cope and prioritise own workload under continually increasing demands. * To work as an independent practitioner providing evidence based nursing care appropriate to the patients needs. * Identify and manage interpersonal conflict/and or poor performance of individuals and teams. * Communicating & decision making when no clinical lead (Surgeon) is based on site. * Prioritising patients for investigations when limited spaces available for imaging. * Dealing with infection control issues or poor cannulation skills of individual nurses working within the renal services. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| * Post holder will be expected to develop and establish effective communication channels within the hospital and community setting to inform/discuss patients’ condition, progress and required care. * Ability to effectively communicate verbally and in writing with the multi disciplinary team, colleagues, patients, relatives, carers, community staff and senior nursing/ medical staff. * Ability to liaise effectively with external agencies. * Participation at ward / department/ MDT meetings. * Adhere to the NHS’s policy on confidentiality, including Caldicott Guidelines and the requirements of the Data Protection Act. * The main purpose of communication would be regarding the patients’ conditions and / or issues relating to patient care. The post holder would be expected to communicate with the RDU Senior Charge Nurses regarding nursing team issues. * Frequent requirement to receive and communicate highly complex information tactfully. * The ability to handle sensitive information in a manner not liable to offend or antagonise. * Respond to incidents/complaints as they arise. Provide statements/reports as requested by the senior charge nurse, Lead renal ascular access nurse specialist, CNM. * Provide expert advice to patients/ relatives/friends/carers, and all members of the renal multidisciplinary team. * Networking with other vascular access specialist nurses locally and nationally to share/learn and facilitate best practice. * The maintenance of accurate nursing care plans and all relevant documentation for individual patients, including documenting vascular access progress in medical / nursing notes/ SERPR. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| The post holder will be involved in both clinical and managerial activity and may frequently be required to move between tasks at short notice to meet the needs of the service. There is a requirement for flexibility of working patterns and for the ability to deal with situations as they arise. Workload is unpredictable, with priorities changing constantly.  **Physical**   * Frequently working in highly unpleasant working conditions such as having contact with blood products. * Frequent exposure to hazards such as face to face verbal and physical aggression. * A portion of the job entails physical work and the post holder would require moving and handling skills, such as moving patients with hoists and mechanical aids, which should be updated annually or more frequently if required. * Constant bending when assessing fistulas/grafts with stethoscopes, transonic or ultrasound machinery. * Supporting staff with cannulation within renal units and ward. * The post holder will be required to work within confined spaces. * The post holder will be required to be able to initiate appropriate emergency care. * The post holder will be able to adapt to the shift pattern required and may be required to work a variety of shifts. * Post holder able to work across 2 hospital sites to meet the demands of the post and to coordinate effectively. * A range of highly developed physical skills required with accuracy being essential. * Regular exposure to sharps. * Sit for long periods at a desk and on a computer. * Venepuncture skills. * Actively cannulate AVF’s and Graft’s.   **Mental**   * The post holder will support the Renal vascular access lead nurse in the delivery of care for all patients referred to the vascular access service. * The post holder will be required to use own initiative and be able to make decisions autonomously regarding patient care. * The post holder will have to maintain safety of staff, patients and carers at all times. * The post holder will be required to use own judgement whilst observing patients condition and should report any changes to their line manager and the relevant disciplines. * There is a requirement to deal with challenging behaviours/patient groups * High degree of mental agility, adaptability and initiative is required to manage the vascular access where workload, caseload, environment of practice can vary from day to day. * Dealing with distressed patients & families when surgical procedures have been unsuccessful. * Explaining reasons why surgical procedures have been unsuccessful. * Retention and communication of knowledge and important information. * Concentration required when checking documents/blood results/patient notes; administering drugs, scheduling appointments, educating patients, using a computer.   **Emotional Effort/Skills**   * There is a requirement to deal with distressed and anxious patients and carers in a professional and sensitive manner on a daily basis. * Be able to constructively criticise staff members cannulation skills and educate on correct procedure. * There is a requirement to support staff and assist in the management of complex/contentious personnel issues. * There is a requirement to deal with complicated family dynamics and high levels of public expectations. * There is a requirement to on occasion work in hostile and emotive atmospheres, which may result in the need for sudden intense effort and concentration. * The post holder will be required to deal with complaints, involving meeting the complainant and seeking to address their concerns, whilst supporting staff involved. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * Post holder will be a Registered Nurse with current NMC registration. * Extensive post registration experience in all aspects of renal replacement therapy and vascular access. * Evidence of further training in vascular access therapies would be essential. * An in –depth working knowledge of all types of vascular access is essential as well as an understanding of nationally agreed policies and guidelines/targets. * Excellent cannulation skills. * Able to perform vascular access assessment, monitoring and evaluate while being able to identify any access flow problems. * Working knowledge of transonic and ultrasound machine. * Excellent infection control role model and completion of cleanliness champion is desirable. * Well developed written and verbal communication skills. * Be able to supervise and provide a teaching role to students and junior staff. * Good computer skills are essential i.e. emails, word documents, powerpoint presentations, athena, internet. * Working knowledge of SERPR. * Excellent skills in research and audit. * Working knowledge of NHS Ayrshire & Arran policies and Procedures. * Ability to keep relevant skills / knowledge updated and documented. * A commitment to lifelong learning and demonstrates evidence of continuing professional development. |