#### **AGENDA FOR CHANGE**

**NHS JOB EVALUATION SCHEME**

#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Lead home haemodialysis nurse  Reports to (insert job title): RDU SCN  Accountable to**:** CNM  Department, Ward **:** Renal Unit, Crosshouse Hospital  No of Job Holders: One  Last Update (insert date): |

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| 2. JOB PURPOSE |
| 1. The post holder is responsible for recruiting, training and maintaining patients on home haemodialysis, ensuring patient and carer are proficient in all aspects 2. Provide and/or solicit ongoing expert professional and clinical advice to patients and carers established on home haemodialysis 3. To act as a resource on issues relating to home haemodialysis for other members of the multi-disciplinary team. 4. To be a role model demonstrating developed knowledge and skills relating to home haemodialysis in an effective and efficient manner 5. The post holder will also assist in providing specialist education, advice and support to patients, relatives and carers and to the multidisciplinary team, acting as a contact for hospital and community. 6. Undertake clinical audit and research to meet the requirements of the home haemodialysis service. 7. The post holder has responsibility and accountability for maintaining both clinical and staff governance |
| **3. DIMENSIONS** |
| 1. The post holder will be required to work across NHS Ayrshire and Arran, coordinating a home haemodialysis service. Works autonomously within the department, in close collaboration with the senior charge nurse, consultant nephrologists and renal technicians. 2. Liaise closely with the Kidney care specialist team, hospital haemodialysis team, peritoneal dialysis team and other members of the multidisciplinary team 3. The post holder will supervise junior members of staff, learners, patients and carers 4. Order supplies from the renal budget to an agreed designated level of authority |

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| 4. ORGANISATIONAL POSITION |
| CNM  ↓  RDU Senior charge nurse  ↓    Lead home haemodialysis nurse  ↓  Home haemodialysis nurse Renal assistant practitioner |

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| 5. ROLE OF DEPARTMENT |
| The Home haemodialysis service provides care for patients undergoing dialysis therapies caused by both chronic kidney disease and acute kidney injury  The service provides specialised dialysis care for routine dialysis treatments.  The overall role of the service is to meet the needs of the patients requiring home haemodialysis services including physical, psychological, social and spiritual needs.  To promote and develop a high standard of care.  To promote and implement NHS policies and procedures.  To promote a culture of openness, providing a learning environment where staff can flourish.  Continuity of patient care by liaising with other departments including community-based care as well as nursing staff in non-renal areas.  Provision of patient education to allow them to be involved in the decision making process regarding individualised care.  Promote patient autonomy and encourage independence.  Collaborates with medical staff and vascular team regarding review and provision of care to renal patients.  Working collaboratively the service assesses, plans, implements and evaluates the individualised programmes of care for all patients.  Monitor haemodialysis results measured against national standards ensuring the patients are offered the best treatments and outcomes.  Promote patient autonomy with regard to problem solving on dialysis and interpretation of routine blood results. |
| 6. MAIN TASKS, DUTIES AND RESPONSIBILITIES |
| Clinical (Home Haemodialysis)   1. Responsible for training patients and carers to undertake all aspects of home haemodialysis/haemodiafiltration safely and competently 2. Manage caseload of established home haemodialysis/haemodiafiltration patients, including discussing monthly blood results with patients in a timeous fashion. 3. Provide a central contact point for home haemodialysis patients and partners during working hours, and ensuring adequate communication channels are established out of hours. 4. Liaise with kidney care specialist team, medical staff and other nursing colleagues to identify patients potentially suitable for home haemodialysis 5. Act as a specialist resource for home haemodialysis by promoting the service and increasing the awareness of the benefits of this treatment 6. Play a key role in the development and expansion of new approaches to home haemodialysis such as short daily haemodiafiltration and long, nocturnal haemodialysis, under the guidance of the consultant nephrologists. 7. Liaise with estates department and renal technicians regarding the process of home conversion to provide suitable accommodation for home haemodialysis 8. Generate stock lists for home haemodialysis patients and place orders with appropriate company in a timely fashion. 9. Provide patients and carers with emotional and psychological support 10. Liaise with renal technicians regarding routine/ urgent services and troubleshooting. 11. Plan and organise routine and urgent clinic visits with renal medical staff 12. Undertake routine regular home visits on all home haemodialysis patients to provide support and monitor progress 13. Develop competency based training programme for patients and carers undertaking home haemodialysis training 14. Liaise with Local Councils regarding uplift of clinical waste in the community 15. Liaise with utility companies informing them of requirements of home haemodialysis patients 16. Liaise with GP`s and community nurses regarding patients in the community   Professional   1. Empower patients to take responsibility for their health thereby ensuring patients have the relevant information to participate in decisions about their care 2. Develop the role by using evidence based practice and continuously improve own knowledge 3. Act as a role model through the provision of professional leadership and demonstration of competent and effective practice 4. Attend and participate in National forum for Home Haemodialysis. 5. Network effectively in the home haemodialysis community, regionally and nationally. 6. Support colleagues in the delivery of high quality, evidence based care 7. Maintain patient records in line with NMC guidelines for records and record keeping. 8. Practise at all times within the Nursing and Midwifery Council Code of Professional Conduct 9. Work within the National Health Service (NHS), NHS Ayrshire and Arran Health & Safety Legislation, Policy, Guidelines and Procedures   Education and Research / Audit   1. Maintain professional practice through continuing education, professional updating and when/where available, involvement with professional specialist groups 2. In conjunction with the renal clinical educator, assist in identifying and addressing educational needs of staff, patients and carers in relation to the speciality 3. In conjunction with renal clinical educator, assist in the development of evidence based staff competencies 4. Teach and mentor registered and non-registered nursing staff and other members of the healthcare team as appropriate. 5. Be instrumental in developing and disseminating evidence based policies and protocols in conjunction with the multidisciplinary team 6. Educate and advise patients and carers with regard to their treatment and condition 7. Provide tutorials for the renal unit in-house training programme and the renal unit away days in topics related to specialist role 8. Audit current practice and negotiate appropriate changes to practice as indicated 9. Undertake regular audit to meet the requirements of the Scottish Renal Registry and the UK Renal Association 10. Initiate and participate in relevant research / audit projects where appropriate to service and practice needs   Organisational / Managerial   1. Organise own time effectively in line with agreed job plan to ensure objectives are met 2. In conjunction with the Senior charge nurse, be accountable for the effective management of resources including stores supplies, pharmacy items, and equipment to a designated level of authority 3. Support and educate the home haemodialysis nurse and renal assistant practitioner 4. Participate in the recruitment and selection process where appropriate 5. Complete own PDP plan and support the Staff nurse and assistant practitioner to complete theres. 6. Responsibility for planning, organising and delegating requirements of home haemodialysis services |

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| Equipment  Intravenous pumps and syringe drivers  Intravenous lines, venflons  Butterfly devices, syringes, needles  Monitoring equipment for –  Blood pressure, temperature, pulse, oxygen saturations, blood glucose  Oxygen equipment – flow meters, masks, humidification, nasal cannula  Suction equipment  Various hoists, slide sheets, “PAT” slide, turn table, slide board, blocks  Resuscitation equipment including  Defibrillator  Haemodialysis equipment  Glucometer  Projector and laptop  BCM machines  Equipment on trial for evaluation purposes  Computers (Intranet, Internet, Word) Printers  Hospital car |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| 1. In conjunction with the SCN has responsibility for planning and managing home haemodialysis across NHS Ayrshire and Arran. 2. Works within the statutes and guidelines of the NMC, National, NHS Ayrshire and Arran and locally agreed policies, protocols and procedures. 3. Works closely with the consultant nephrologist responsible for each patient’s care, to provide best quality care. 4. In partnership with fellow Senior charge nurses, Lead specialist nurses, practice educator and other relevant staff implement, update and develop policies and procedures and ensure regular review 5. Working autonomously, the post holder regularly meets with the Senior charge nurse on 1:1 basis and attends and participates in multidisciplinary meetings, staff meetings and nurse development meetings 6. Support is available from/ to all members of the multidisciplinary team as required. 7. The post holder reports to the SCN for clinical guidance, professional management, and annual formal appraisal of performance against agreed KSF outline for the post |

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| **9. DECISIONS AND JUDGEMENTS** |
| 1. Makes complex clinical decisions including clinical management plans based on an in-depth specialist knowledge 2. Uses own initiative and acts independently within the bounds of own existing knowledge and skills. Is guided by clearly defined policies and guidelines 3. Demonstrates sound judgment in assessing the emotional and physical needs of the patient in a holistic manner 4. Works autonomously within a multi-disciplinary team 5. Performance is monitored on an on-going basis and is appraised annually 6. Support and develop staff to broaden their skills, knowledge and expertise 7. Exercises the ability to challenge any interaction, which fails to deliver a quality seamless service. 8. Contributes to the organisation and design of the resources needed to meet the demands of the service |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| 1. Eliciting information and making decisions on case management based on complex information e.g. patient symptoms, diagnostic results, and social circumstances. 2. Making independent clinical decisions based on own clinical assessment and blood/adequacy results, within the limits of own knowledge and agreed policies/guidelines. 3. Performing mentally challenging tasks whilst being interrupted by outside influences such as other staff members, relatives and the phone and page. 4. Dealing with unexpected patient activity and demand 5. Communicating with and supporting distressed / anxious / worried relatives / patients / colleagues. 6. Building therapeutic relationships with chronically ill patients and their families 7. Initiate and lead as an effective change agent integrating information gained from research and audit into clinical practice 8. Troubleshooting problematic permanent dialysis lines and venous access. 9. Driving throughout Ayrshire and Arran supporting home haemodialysis patients. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| 1. Acts as a patient / staff advocate through the application of ethical, legal and professional knowledge and skills. 2. Engage in effective communication with patients, relatives and visitors, often delivering complex and sensitive information. 3. Involved in the delivery of a training and educational programme for both patients and staff. 4. Demonstrates effective verbal and written communication with all members of the multi-disciplinary team within own departments and relevant departments, which service the clinical area. 5. Designs and makes justifiable referrals to a wide range of other healthcare professionals and specialities 6. Provides support, empathy and reassurance in the delivery of patient care 7. Contribute to a supportive environment in the interest of staff morale 8. Work collaboratively with the senior charge nurse, consultant nephrologists in delivering care and developing the scope and range of the role to improve the patient journey 9. Develop an external professional network that promotes both the professional and organisation. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| 1. Moving and handling of patients with varying levels of dependency 2. Technical and manual dexterity / expertise required for invasive procedures. 3. Moving and handling of equipment. 4. Regular use of VDU equipment 5. Complex venepuncture and cannulation in patients with difficult access. 6. Exposure to body fluids / therapeutic products. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| 1. Qualified RGN with extensive experience of haemodialysis and haemodiafiltration. 2. Understanding of home haemodialysis specific machines 3. Educated to degree level. 4. Desirable – post registration qualification in renal nursing and non-medical prescriber. 5. Ability to fulfil criteria outlined in the job description and person specification 6. Post holder will be a Registered Nurse with current NMC registration. 7. Demonstrate high level specialist clinical knowledge and skill equivalent to post graduate diploma level, by formal or informal learning and practical experience. 8. Working knowledge of Ayrshire and Arran’s policies and procedures. 9. Ability to keep relevant skills / knowledge updated and documented. 10. Well-developed written and verbal communication skills. 11. Be able to supervise and provide a mentorship role to home haemodialysis staff nurse and assistant practitioner as well as students and junior staff. 12. A commitment to lifelong learning and demonstrates evidence of continuing professional development. |