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| JOB IDENTIFICATION |
|  Job Title: Practice and Education Facilitator for Renal Services Responsible to (insert job title): Clinical Nurse Manager Department(s): Ward / Dept Renal Unit  Directorate: Integrated Care and Emergency Services Operating Division: **NHS AYRSHIRE & ARRAN**Job Reference: N/917/12No of Job Holders: 1Last Update (insert date): 18th August 2006  |

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| 2. JOB PURPOSE |
| As a highly skilled renal nurse, the post holder will be responsible for advising, teaching and demonstrating best practice on all aspects of care delivery in the renal patient. To provide support for learners in the education and development process in a manner that is consistent with legislation, policies and procedures.The post holder will have a key role within the renal team and will work closely with Charge Nurses to improve the knowledge, skills and competence of nursing staff within the Directorate. To work collaboratively and cooperatively with clinical colleagues to help explore and implement new developments within the renal services. To explore and develop new roles and new ways of working to improve the efficiency and effectiveness of care provision for renal patients thereby developing the workforce competencies.The post holder will have a positive influence on staff recruitment and retention through the development and introduction of robust education, training programmes, effective staff support and supervision. The post holder will evaluate the education programmes and adapt to suit the changing needs of the renal service.The post holder will contribute to the improvement of patient care through the development of standards, guidelines and patient group directives. He/she will coordinate in benchmarking, audit, and research.The post holder will ensure that any research undertaken within the department positively impacts on the well being of the patients.  |
| **3. DIMENSIONS** |
| The post holder will work autonomously within the Renal Directorate but in collaboration with medical and nursing staff.The Renal Directorate cares for renal patients across Ayrshire and Arran with a population of 377,000.The post holder will work with nursing staff in the 12 bedded acute renal in-patient ward, Renal Dialysis Unit, pre dialysis and the out-patient Peritoneal Dialysis Service.There will be approximately 60 wte nursing staff that the post holder will be required to work with.The post holder will liaise and work collaboratively with 4 Renal Consultants, G Grade Charge Nurses, Renal Dietician and a Renal Pharmacist. |

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| 4. ORGANISATIONAL POSITION |
|  **Clinical Nurse Manager (Medicine)** **(Renal) Practice & Renal Charge Nurses** **Education Facilitator**  **Renal nursing Staff**Post holder reports managerially to Clinical Nurse Manager as do Renal Charge Nurses.Post holder has professional link to Charge Nurses. |
| ROLE OF DEPARTMENT |
| There are currently over 300 people with a renal condition being cared for in Ayrshire and Arran. The Renal Directorate’s responsibilities are:* To provide a specialist nursing service to patients admitted to hospital with a wide range of renal conditions.
* To provide a specialist nursing service to patients attending the renal ward, haemodialysis dialysis unit, peritoneal dialysis unit and outpatient clinics.
* To ensure ongoing assessment of patients and early detection of complications, both physical and psychological.
* To provide specialist education for all staff involved in the care of patients with renal disease.
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| 6. KEY RESULT AREAS |
| **Clinical** To monitor and improve the standard of care for renal patients through clinical supervision / teaching / practice audit.To assist staff with personal development.To assist staff in service developmentsTo explore / pilot the use of technicians in supporting nurses in renal dialysis.To develop grade and service specific competency frameworks for all nursing staff and support staff.Maintain up to date skills and knowledge by working within the clinical environment regularly. ManagementTo set realistic personal objectives via PDP processTo link with Charge Nurse re staff development needs and jointly agree educational components of PDPsTo act as change agent utilising the principles of evidence based practiceTo implement change through effective dissemination of information and via policy and guideline developmentTo explore workforce issues in renal services recruitment / retention / new roles To lead projects, communicating with relevant stakeholdersActively promote the workplace as a learning environment encouraging everyone to learn from each other and external good practice**Education**To develop and provide an education and training programme for staff.To initiate clinical/group supervision sessions for nursing staff.To demonstrate practical application as well as theoretical knowledge.To provide education induction programme for staff new to the renal service.To educate junior and senior staff in higher level decision making skills – arrange / facilitate tutorials / teaching sessionsTo organise and co-ordinate in house renal training programme.To initiate and co-ordinate a training programme for renal care technicians – evaluating effectiveness through competency frameworks and audit.To organise department / ward based training as appropriate involving RNsTo ensure that staff in general ward areas are involved in appropriate teaching sessions as renal patients are nursed out with RDU / ward.To enable / encourage / empower staff to enhance clinical skills.To present / facilitate presentation to Scottish Renal Association 6 monthly.To link with Divisional Training Co-ordinator, clinical colleagues and external agencies to provide training locally.Contribute to the improvement of patient care through the development of standards and participation in benchmarking, audit and researchTo assist staff in conducting literature review – implementation of evidence based practice.To chair Renal Practice Development forum ensuring staff involvement through effective consultation with Charge Nurses.To encourage staff participation in agreed audit programme relevant for renal services in liaison with Clinical Effectiveness department.ProfessionalTo act as specialist resource for renal nursesTo establish and maintain contact with professional bodies at local, national and international level.To act in an advisory role with Charge Nurse colleagues and senior management relating to strategic development of renal services and personnel. |

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| 7a. EQUIPMENT AND MACHINERY |
| The postholder is expected to have a comprehensive knowledge of all the equipment used in the renal unit, renal ward and peritoneal dialysis departments.* Homechoice APD machines
* Ultra S Gambro dialysis machine
* 5008 Fresenius dialysis machine
* Prisma machine
* Volumetric pump, hoist etc.
* Criticare machine
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| **7b. SYSTEMS** * Maintenance of paper / electronic based staff record systems
* Completion of own time sheets.
* Ordering of supplies for the department using a paper and electronic based system.
* Any other systems relevant to renal specialty.
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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * Workload is self generated.
* Workload is generated by service developments, advances in practice and research.
* Workload is generated by the recruitment and retention process of nursing staff working within the renal service.
* Workload is generated by identification of development issues within the PDP process.

The post holder will be expected to work on their own initiative and in collaboration with key stakeholders and service providers both internally and externally.The post holder will be line managed by the Clinical Nurse Manager for medicine and will have objectives set annually and a personal development plan in line with NHS Ayrshire & Arran’s model of Performance Appraisal and Objective setting. |

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| **9. DECISIONS AND JUDGEMENTS** |
| * The post holder has autonomy, independence and continuing responsibility regarding the organisation and responsive provision of education of the nursing staff working within the renal service.
* Assessment of individual staff complex educational needs
* 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.
* Alert managers to resource issues which affect learning, development and performance.
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| 10. MOST CHALLENGING / DIFFICULT PARTS OF THE JOB |
| * To facilitate various educational opportunities within a service which is expanding rapidly.
* To provide education and teaching to a wide range of individuals with differing levels of understanding in order to promote a high standard of care for patients.
* To explore and develop the use of new roles and new ways of working, overcoming potential barriers to change.
* To continue to develop self in order to remain a credible resource within the Directorate.
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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder will be required to communicate with staff, patients, service providers and internal and external customers at all levels to ensure patient’s needs are met, and to develop services and high quality care.It is essential that the post holder has highly developed communication skills and the ability to influence key stakeholders. Provide highly specialist knowledge to clinical colleagues, patients and carers/relatives developing education programmes to address their needs.Make recommendations regarding future education needs in response to changing renal practices.Good teaching and presentation skills will be required as the post-holder will be expected to disseminate knowledge gained from benchmarking, audit and research through presentation.The post holder will be expected to effectively communicate with:* Renal Physicians
* Medical Staff
* Renal Pharmacist
* Renal Dietician
* Clinical Nurse Manager (medicine)
* Workforce Planning and performance manager
* College/University Staff
* Clinical colleagues from other renal services.
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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical**The post holder will be involved in clinical, managerial and educational 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.The post holder will be expected to produce reports, occasionally at short notice.* Potential for working in unpleasant working conditions such as having contact with un-contained body fluids e.g. blood, urine, foul linen
* Potential for frequent exposure to hazards such as face to face verbal and physical aggression/ abuse.
* A portion of the job entails physical work and the post holder would require moving and handling skills, which should be updated annually or more frequently if required.
* The post holder will be required to work within confined spaces, and will be required to assist immobile patients.
* The post holder will be required to be able to initiate appropriate emergency care.
* A range of highly developed physical skills required with accuracy being essential.
* A range of physical effort is required both in the hospital setting and in the community including: kneeling, bending; sitting, walking frequent short and long distance driving, working at a computer, frequent lifting and handling of heavy goods
* Exposure to sharps
* Sit for long periods at a desk and on a computer

**Mental*** The post holder will be required to use own judgement whilst observing patients condition and should report any changes to the relevant disciplines
* At all times maintain safety of staff, patients and carers
* Retention and communication of knowledge and important information

**Emotional Effort/Skills*** There is a requirement to deal with distressed and anxious patients and carers in a professional and sensitive manner.
* 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
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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| RN currently registered with NMCSpecialist 1st level Degree in Renal Nursing. Evidence of change management Research awareness Understanding of workforce planning issues Post grad certificate in education.  |

NHS Ayrshire and Arran

**Person Specification**

**Post Title Renal Practice Educator**

**Post Reference Number: N/917/12**

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| **Selection Factors****(Person Specification)**  |  | **Criteria** |
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| **QUALIFICATIONS & TRAINING** | **Essential** | Evidence of recent professional development.Ordinary degree or working towards it.  |
|  | **Desirable** | Ordinary DegreePostgraduate certificate in teaching |
| **EXPERIENCE** | **Essential** | Post registration experience within the renal specialtyAwareness of the SVQ process |
|  | **Desirable** | Experience with teaching and practice development. Experience with formulating and implementing guidelines and policiesEvidence of teaching within small and large groups, and in different environments.Experience with SVQ assessment process and/or have an AI certificate. |
| **KNOWLEDGE** | **Essential** | Be able to demonstrate a depth of knowledge in all aspects of renal nursing.  |
|  | **Desirable** | Be able to demonstrate evidence of facilitating changes in practice. Ability to demonstrate strategic planning of education programmes.Experience in making and delivering Power point presentations. |
| **COMPETENCIES & SKILLS** | **Essential** | Competent in all aspects of renal nursing including HDF and PD.Good computer skills.  |
|  | **Desirable** | Competent in all aspects of renal nursing including, HDF, PD, TPE and care of the AKD patient.  |
| **PERSONAL CHARACTERISTICS AND OTHER** | **Essential** | Excellent communication, motivational, organisational and time management skills.  |
|  | **Desirable** | Excellent communication, organisational and time management skills. Evidence of teambuilding skills. |