#### JOB DESCRIPTION

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| JOB IDENTIFICATION |
| Job Title: Renal Vascular Access Specialist Nurse  Responsible to: Senior Nurse  Directorate: Access + Assurance Directorate  Operating Division: NHS Tayside  Job Reference: SC06-3394  No of Job Holders: 2  Last Update (insert date): May 2024 |

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| 2. JOB PURPOSE |
| **MAIN DUTIES/RESPONSIBILITIES**   * To have continuing responsibility to develop, manage and co-ordinate vascular access for renal patients. To manage and coordinate effective programmes for dialysis access, providing high quality care and an efficient and coherent service which meets the needs of the patients. * This will include assessment and monitoring of haemodialysis access, providing education/training/information and support to staff and patients. Identify, introduce and promote strategies to achieve the timely placement of permanent dialysis access. Maintaining access procedure lists, allocating theatre dates, arranging access procedures in a timely manner ensuring relevant clinical information is available. Follow up of access to ensure timely removal of haemodialysis catheters. * The post holder will be required to adopt a pro-active approach for raising awareness about renal access and to ensure that positive attitudes prevail. This will include devising a multi-disciplinary team approach, clinical care pathways, maintaining computerized database, assessing outcomes from implemented changes. * To work with Vascular access nurse, Access Surgeons, Nephrologists, Radiologists, Clinical Nurse Specialists, nursing staff and patients in the implementation of strategic objectives and organisational in the delivery of a quality service. * To provide advice and support to patients about access formation, identify needs and developments and seek ways of achieving this effectively within the given resources. * In collaboration with Renal IT project manager maintain a database to include the surveillance of access performance, investigations and treatment solutions, with particular emphasis regarding incidence of infection, blood flow rates and dialysis adequacy |

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| **3. DIMENSIONS** |
| The Tayside Hospitals NHS has a management structure based on Clinical Directorates.  The Directorate of Access + Assurance provides a service on sites across Tayside, Angus and Perth + Kinross.  The post holder will be co-ordinate the Renal Vascular service across:   * Haemodialysis Unit Ninewells Hospital * Satellite Haemodialysis Facilities at PRI & Arbroath * Home therapies Service * Renal Ward 22 in-patient facility |

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| 4. ORGANISATIONAL POSITION |
| Director of Nursing  (professionally accountable)  General Manager  Clinical Director  Lead Nurse  Service Manager  Senior Nurse  Senior Charge Nurse  Staff Nurse  Band 5  **Vascular Access Nurse**  **(This post)** |

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| 5. ROLE OF DEPARTMENT |
| To provide a high quality, safe and supportive environment in order to care for Renal patients, meeting identified physical and psychosocial needs. |

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| 6. KEY RESULT AREAS |
| **PROFESSIONAL**   * At all times act as a professional role model in accordance with all directives and guidance from the NMC.   + In conjunction with the Senior Charge Nurses and Clinical Educator, to ensure that all nursing staff are aware of, and work within, local, directorate and division policies and procedures to ensure the safe working practices are maintained for both patients and staff.   + Coordinate all aspects of vascular access.   **CLINICAL**  To have the continuing responsibility to develop co-ordinate and manage renal vascular access pathways for short and long-term access plans.  **A. CKD Patients**   * Participates in modality and/or access education sessions to empower patients to take responsibility for own vascular access. * Coordinates timing of access placement based on level of renal function, lab review and patient need for dialysis. * Participates in early planning and scheduling of vascular access with out-patients. * Communicates with all appropriate departments. * Work with the Vascular Team to schedule appointments for pre-access evaluation. * Schedules vein mapping and diagnostic tests. * Schedules follow-up appointment with nephrologists/surgeon following access placement. * Reviews post-operative information with patient both pre- and post-access placement. * Maintains access history in database   **B. Haemodialysis Patients**     * Reviews current access status and formulates short-term and long-term access plan * Routinely evaluates access by physical exam, reviews diagnostic screening tests. * Routinely monitors dialysis treatment sheets and monthly adequacy labs that pertain to access function. * Collaborates with dialysis unit clinical staff in developing and recommending strategies to prevent complications and improve the function of existing access. * Establishes access planning as current access fails.      * Collects and maintains vascular access history, e.g., date of placement, surgeon, nephrologist, infections, interventions, related hospitalizations * Serves as educational resource for dialysis staff regarding vascular access * Attend Vascular Access meetings, discuss and highlight concerns with the wider team.     **EDUCATION, TRAINING, RESEARCH and AUDIT:**   * Maintain professional practice through continuing education, professional updating and when/where available, involvement with professional specialist groups. * Participate in identifying needs of staff, patients and carers in relation to the specialty, in conjunction with others where appropriate. * Teach and mentor undergraduate and graduate nurse practitioner students, nursing students and other members of the healthcare team as appropriate. * Actively participate with promoting and disseminating research-based practice. * Audit current practice and negotiate appropriate changes to practice. * Evaluate effectiveness of role in relation to patient outcomes, service needs and professional requirements. * Initiate and participate in relevant research/audit projects where appropriate to service and practice needs and in line with nursing research strategy. * In collaboration with Renal IT Administrator develop and maintain a database to include surveillance of access performance, investigations and treatment plans with particular emphasis regarding blood flow rates, dialysis adequacy and incidence of infection. * Actively participate with promoting and disseminating research-based practice |
| 7a. EQUIPMENT AND MACHINERY The Vascular Nurse is expected to have a knowledge of all equipment used in the area, however may not have daily clinical involvement.   * Responsible for ensuring that staff are aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees. * Responsible for inputting information into electronic patient record where applicable and also into patients written records. They will comply with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records and ensure all staff complies with policy. * Promote the use of Information Technology to benefit personal development and patient care. * Propose appropriate changes to working practices and procedures for own area of work. * Responsible for the safe use of equipment and for maintaining appropriate levels of stock in own area of practice. * Is competent in the use of and is familiar with the requirements of the renal IT system | |

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| **7b. SYSTEMS** |
| Computer literate, updating Patient Trak, Ordercomms.  Maintenance of patient records and Vascular Access database.  Site rite / fistula scanner and Doppler.  Datix – Manage Incident Reporting. Responsibility for Records Management All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The Vascular Nurse will be responsible to the Senior Nurse for clinical guidance and professional management, work review and formal appraisal of performance.  The Vascular Nurse will work autonomously within the team and have responsibility for co-ordinating the vascular care across the three renal units. |

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| **9. DECISIONS AND JUDGEMENTS** |
| Assessment and decision making regarding short and long-term access plans and schedules.  Assessment of patient access condition to establish change and subsequent planning of care and prioritising workloads.  Prioritising and organise procedures to preserve / salvage access longevity.   * Makes complex clinical decisions including diagnosis and clinical management based on an in-depth specialist knowledge. Decisions may include the admission or discharge from hospital. * Uses own initiative and acts independently within the bounds of own existing knowledge and skills. Is guided by clearly defined policies and guidelines. * Demonstrates sound judgement in assessing the emotional and physical care of the patient in a holistic manner. * Works autonomously within a multidisciplinary team. * Has access to a range of clinical experts and is able to refer patients for specialist opinion. * Performance is monitored on an ongoing basis and is appraised annually. * Support and develop staff to broaden their skills, knowledge & experience in the interests of succession planning. * Exercises the ability to challenge any interaction, which fails to deliver a quality seamless service. * Initiate and follow through appropriate procedures when a breach of policy occurs. * 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 |
| Achieving a balance between the demands of direct patient care within existing resources.  Dealing with demands/needs of other staff members.  Maintaining protocols within a stressful environment.  Organise investigations pertaining to renal access that involve other specialities, including:  a) VA Clinic  b) Vein mapping  c) Duplex ultrasound  d) Fistulogram / Fistulaplasty  e) Radiology and surgical op reports  f) Tunnelled CVC insertion requesting |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| * Acts as a patient/staff advocate through the application of ethical, legal and professional knowledge and skills. * Engage in effective communication with patients, relatives and visitors, often delivering complex and highly sensitive information. * Demonstrates effective verbal and written communication with all members of the multidisciplinary team within own department and relevant departments, which service the clinical area. * Designs and makes justifiable referrals to a wide range of other healthcare professionals and specialities which may include the admission or discharge of patients from hospital. * Provides support, empathy and reassurance in the delivery of patient care. * Contribute to a supportive environment in the interest of staff morale. * Work collaboratively with senior nephrologists and surgical staff in delivering care and developing the scope and range of the role in improving the patient journey. * Develop an external professional network that promotes both the profession and organisation. * To present an alternative choice of care to patients. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills: Several times per shift**   * Surveillance monitoring ( ongoing ) * Assist medical staff with CVC insertion procedures * Administer intravenous injections and or intra-muscular injections ( frequently ) * Removal of sutures/staples (occasionally )      * Blood sampling ( frequently )      * Drug Administration ( frequently ) * Fistula and graft cannulation ( frequency, every day )      * Manipulation of cannula, lines, equipment in response to alarm states of renal replacement machines ( frequency , every day or as activity demands )   **Physical Demands: Several times per shift**   * Moving and handling of patients from self-caring to total dependence. * Stand/walking for the majority of shift( frequently during the day ) * Occasional restrictive movement to treat patients, e.g., bending, stooping for procedures/ working around equipment ( frequently , every day ,twice a day ) * Sitting /working at computer ( daily ) * Movement of access surveillance monitor ( frequency, every day twice a day )   **Mental Demands: Several times per shift**   * Moving and handling of patients from self-caring to total dependence. * Concentration required when operating vascular access equipment. ( frequently ) * Concentration required when checking documents/patient notes and calculating drug dosages, whilst subject to frequent interruptions from patient/relatives/team members ( frequently , every day) * Concentration required when observing patient behaviours which may be unpredictable (occasionally ) * Challenging the values/beliefs/decisions of multi-professional teams and taking appropriate action ( frequently ) * Maintaining high level and consistent professional behaviour in unpredictable and stressful situations. * Ability to react swiftly and appropriately to sudden changes in patient clinical conditions, environment of care * Balancing clinical and administrative demands on time * Concentration required when operating specialised renal replacement equipment * Concentration required whilst monitoring standards and quality of clinical practice through audit etc * Concentration required when preparing and presenting clinical data   **Emotional Demands: Several times per shift**   * Communicating with distressed/anxious/worried patients/relatives. (frequently throughout the week ) * Caring for the chronically ill patients (frequently ,ongoing ) * Caring for patients following receipt of bad news in relation to renal access. ( frequently throughout the week ) * Dealing with patients with severely challenging behaviour (occasionally ) * Communicating with sensory impaired people ( frequently throughout the week ) * Support patient with altered body image ( frequently throughout the week ) * Managing aggressive patients ( frequently twice a week ) * Care of patient with special needs, ( occasionally ) * Supporting nursing team members with personal and professional issues ( occasionally ) * Supporting colleagues with the emotional burden of public expectations of health care services ( frequently ongoing ) * Supporting patients /families awaiting test results ( frequently, several time a month ) * Caring for patients/families/carers faced with lengthy treatment delays ( frequently throughout the week )   **Working Conditions:**   * Exposure to body fluids (several times per shift) * Exposure to verbal aggression (one to two times per month) * Maintain standards of care in unpredictable situations (frequently during the course of the week ) * Exposure to infected and infectious materials and patients. ( occasionally ) * Temperature ( frequently during the course of a shift ) * Exposure to physically aggressive behaviour (one/two times per month)? * Exposure to substances hazardousto health.( occasionally ) * Cramped working conditions.( frequently on a daily basis ) * Exposure to portable X-rays/guided imagery/radiotherapy( occasionally ) * Working in isolation, e.g. nurse led clinics ( occasionally ) |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| The skills and competencies associated with at extensive post registration experience with at least 3 years within Renal.  Educated to degree level. It would be desirable for the port-holder to be working towards a post-graduate qualification.  Evidence of further education/continuous professional development, e.g short courses.  Evidence of team working skills with ability to work using own initiative.  The post holder will be required to demonstrate excellent team working skills, with proven change management experience and the ability to use own initiative  Effective listening and interpersonal skills.  Time management skills. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |