

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Renal Community and PD Clinical Nurse Specialist |
| **Reports to** | Senior Renal Community Nurse Specialist |
| **Band** | 6 |
| **Department/Directorate** | Renal, Medicine Care Group |

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| **JOB PURPOSE** |
| Assesses, develops and implements specialist renal nursing care programmes and provides advice, education, support and care to people with chronic / end stage kidney disease in the community setting.  Provide specialist advice to primary and secondary care teams in geographical area.  Provide ongoing emotional and psychological support to patients and their families.  Participate in and evaluate research and clinical audit in relation to specialty to inform and improve future practice. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| Clinical Pre-Dialysis and Peritoneal Dialysis  * To accept direct patient referrals from consultant nephrologists from nephrology clinics for assessment, education and appropriate care planning. * Communicates highly sensitive information relating to the patient’s condition, including breaking bad news. * Triage in terms of urgency of referral and current caseload demands * Undertake initial nursing assessment via virtual, clinic and home visit. Assess patient’s current level of knowledge and understanding regarding his/her kidney condition and discuss available treatment pathways including conservative care option. * Assess home environment for potential home dialysis options. * Assess patient’s current medical, physical and psychological status to ascertain suitability for future dialysis options using specialist knowledge and experience in conjunction with pre-dialysis assessment. This includes being skilled in assessing and interpreting simple and complex medical and nursing needs and taking appropriate action. * Participate in pre-dialysis group patient education sessions. * Undertake advanced kidney care clinics in conjunction with other multi-disciplinary team members. * Undertake community-based nurse led clinics * Provide a home visiting service for vulnerable and unstable community peritoneal dialysis patients. * Initiate self-care procedures where appropriate e.g. ESA administration, bone biochemistry management, fistula development, blood pressure & blood sugar monitoring, ensuring patient recognises deviation from the norm and seeks appropriate advice from secondary care. * Advise General Practitioners on bloods to be monitored, including frequency in pre-dialysis phase. Offer advice on recommended vaccination programmes. Request bloods as needed using appropriate services. * Monitor blood results and liaise with General Practice / Consultant Nephrologists re deviations and appropriate actions. * Undertake medication concordance checks on first and subsequent visits. Review and discuss medication regimes at each patient contact. If registered non-medical prescriber undertakes non-medical prescribing within sphere of competence. Complying with the requirements of the Non-Medical Prescribing policy and their regulatory body. * Organise and run hepatitis B vaccination clinics. * First point of contact for patients including providing direct clinical advice to patients over the telephone regarding changes or concerns in their clinical condition.   Peritoneal Dialysis CNS  Discuss, advise and empower the patient on individualized, optimal dialysis regimes using or initiating peritoneal adequacy test results, PET results, clinical symptoms and blood results. Advise on the use of specialist dialysis fluids and regimes.Practice within competency frameworks in relation to specialist role.Explain risks / benefits of treatment to patients / carers ensuring adequate information has been relayed to allow informed consent. Review on each assessment in conjunction with patient, fluid balance, blood pressure, nutritional status, bowel function, diet, tenchkoff catheter exit site, sleep patterns and any other concerns the patient may have. This includes being skilled in assessing and interpreting simple and complex medical and nursing needs and taking appropriate action.Participates with the multi-professional team to identify and discuss nursing / patient problems and needs with patients, their carers and other staff as appropriate. Participate in the follow-up and risk assessment of any patient who has had peritonitis.Contribute to the care of patients starting dialysis acutely, particularly those starting on acute peritoneal dialysis.  **Clinical (Transplantation)**   * Initiate discussions; explain risks / benefits of living and cadaver transplantation treatment to patients / carers ensuring adequate information has been relayed to allow informed consent. * In conjunction with consultant nephrologists and transplant specialist nurses, liaise with regional transplant centres regarding the clinical work up of renal patents for transplantation. * Obtain and send blood samples to transplant centres. * Provide psychological support and discuss future treatment options for patients and their carers with failed kidney transplantation.   **Management**   * Maximise the efficient use of resources and alert Senior Clinical Nurse Specialist where treatment regimens have an increased cost pressure. Is not a designated budget holder. * Liaise with Senior Clinical Nurse Specialist regarding current financial limits on dialysis resources. * Ensure data is kept up to date for audit and monthly reporting purposes. * Attend the monthly and bi-monthly management nurses’ advisory group and renal community team meeting. * Keep clear concise records in terms of patient assessment and documentation. * Develop specialist policies / protocols in relation to own area of practice. * Demonstrate compliance with specialist and other professional policies and procedures at all times, working to local and national guidelines. * Work collaboratively and in partnership with key individuals within the renal speciality to contribute to improvements in service that promote good practice. * As required assist with the selection and appointment process of nursing staff. * Take part in the on-call service to support the assisted peritoneal dialysis team at weekends and bank holidays. This is on a rotational basis.  Acts as an Educator of Renal Nursing and Health  * Use appropriate strategies to impart knowledge to patients and their carers at varying levels of understanding and at different parts of the patient journey. * Provide advice and education over the phone or by letter to General Practitioners. * Provide education opportunities for primary and secondary care by 1:1 teaching, presentations, group discussions and shadowing opportunities. * Continually educate and assess patients/carers level of understanding in the pre-dialysis phase, throughout dialysis, transplant and palliative phase. * Utilise various educational tools to facilitate understanding e.g. expert patient, teaching aids, and group work. * Act as a specialist educational resource within the kidney unit for the multi-disciplinary team. * Facilitate the multi-disciplinary team placements for educational opportunities within the community setting. * Act as a clinical supervisor for a named group of staff within the renal nursing team. * Undertake ‘Valuing You’ conversations for allocated employees, in line with the Trusts policy. |
| **KEY WORKING RELATIONSHIPS** |
| Nurse led clinics, outreach and virtual, multi-disciplinary dialysis and advanced kidney care clinics, home visits, community hospitals, GP practices and other primary care settings, on-call service (telephone support at weekends for assisted PD team). General Practitioners  * Consultant Nephrologists * Practice & Community Nurses * Senior Matron – Renal and Dermatology Services * Clinical Services Manager - Renal and Dermatology Services * Senior Clinical Nurse Specialist – Community Renal Services * Community Renal Nursing Team and Peritoneal Dialysis Team * Clinical Practice Facilitators * Renal Secondary Care Multi-Professional Team * Administrative Team * Clinical Psychology * Social Services * Home delivery supply services  Regional and local transplant co-ordinators  * Renal Supportive Care Nurse * Renal Access Services |
| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| To work within the nursing and medical teams and contribute to decisions about patient care in line with the Trust and service policy.  Be professionally accountable for all aspects of own work, including the management of patients in your care.    To work autonomously and be able to provide expert advice to patient and families in relation to patient condition and specialist treatments and services in line with the Trust and service policy. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Provide and receive highly complex and highly sensitive information. Communicates very sensitive, complex condition related information to patients, relatives offering empathy and reassurance.  To communicate effectively between departments and Trusts to ensure patients journey is seamless.  To work in partnership with nurses and other health professionals to address people’s health needs through planning and delivering interventions which are based on best practice and clinical judgement |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Complex facts or situations requiring analysis, interpretation, comparison of a range of options. Requires skills for assessing and interpreting specialist acute and other patient conditions and taking appropriate actions, this may include non-medical prescribing.  To monitor and review the effectiveness of interventions with the patient and colleagues and modify this to meet changing needs and established goals of care. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Plan, organise complex activities, programmes requiring formulation and adjustment  Plan patients care, managing an individual caseload of complex patients effectively and efficiently.  To co-ordinate the management of outpatients presenting with symptoms of their disease or family history.  To receive direct referrals within the speciality and to provide assessment of patient’s needs  To work with the CNS to develop and provide a co-ordinated specialist service to patients with the relevant specialist diagnosis and their carers and to have direct clinical involvement in complex care in both the outpatient and inpatient setting  Plan & organise day-to-day service provision |
| **PATIENT/CLIENT CARE** |
| To support patients in meeting their own health and wellbeing through providing expert information, advice and support  To assess patients and their complex needs and those of their families and plan, implement and evaluate appropriate programmes of care – this will include communicating highly sensitive information about diagnosis, treatment options and issues surrounding terminal illness and bereavement.  To provide emotional, psychological and practical support to the patient and their family/carer throughout their pathway and to facilitate communication between patients, families and professionals  To recognise ethical dilemmas relating to care and act as the patient/relative’s advocate when required  To support the development of care pathways for patients with relevant specialist conditions |
| **POLICY/SERVICE DEVELOPMENT** |
| To support the development of specialist nurse led care where appropriate, in line with National guidance  To supervise/instruct unqualified members of the nursing team as appropriate  To act as an expert resource to others in developing and improving specialist knowledge and skills in clinical practice, through acting as an assessor, facilitator and teaching groups of staff as required.  To develop evidence-based standards, policies and guidelines at a local network and national level to improve the practice of own and other professions.  To evaluate clinical effectiveness within the speciality, identifying poor quality and a plan for quality improvement and produce an annual report  Act as facilitator in developing clinical practice and promoting changes in service that meet National Standards.  To participate in developing a shared vision of the service and work with the multi-disciplinary team, organisation and external agencies to achieve this  To employ effective decision-making skills to address complex issues and use effective change management skills to implement these  To use effective prioritisation, problem solving and delegation skills to manage time effectively  To establish networks with other specialists at a local, national and international level, to exchange and enhance knowledge and expertise  To maintain a peer network of support, information and learning with other nurse specialists within the organisation |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder has a personal duty of care in relation to equipment and resources.  The post holder will work within a defined day to day operational budget. Ensuring that any projects undertaken are established and managed in a financially responsible manner. |
| **HUMAN RESOURCES** |
| Day to day supervision of the Support Nurse  To promote a learning environment through identifying opportunities and seeking resources required for own and others learning.  To provide specialist input to post-registration courses and professional development programmes as required by the organisation.  To reflect on own practice through clinical supervision/mentorship and to act as a clinical supervisor/mentor to others  To act as a specialist resource to advice and support healthcare professionals and others involved in the delivery of care to patients, their families and carers  To support and facilitate the development of an education strategy which ensures that all those involved in the management of patients with relevant disease are able to deliver the highest standards of care |
| **INFORMATION RESOURCES** |
| To document all patient contacts and maintain patients records as per Trust Documentation Policy.  To be involved in the Audit Programme relevant to the service  The post holder will use a wide range of computer systems e.g. word, excel and PowerPoint to create reports, documents and presentations |
| **RESEARCH AND DEVELOPMENT** |
| To maintain own and others’ awareness of relevant research evidence related to the speciality and work with others in applying this to practice  To identify areas of potential research relating to the speciality and to participate in national and local relevant research activities on a regular basis and to provide feedback to relevant groups.  To participate in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care. |
| **PHYSICAL SKILLS** |
| High degree of competence and dexterity in practical nursing skills, providing a supporting role with Assessments, administering intravenous and oral medication, cannulation, and taking blood. |
| **PHYSICAL EFFORT** |
| High degree of competence and dexterity in practical nursing skills, providing a supporting role.  The role will have a combination of sitting, standing and walking with occasional moderate effort for several short periods along with sitting at a VDU for long periods of time |
| **MENTAL EFFORT** |
| The work pattern is unpredictable and subject to frequent interruption.  Ability to carry a caseload of clients and formulate effective treatment programmes to cure or alleviate symptoms  Actively participate in strategic service planning & development  The post holder will require resilience to deliver specialist nursing care in at time, stressful and emotional demanding environments. Requirement to regularly concentrate to deliver and manage varied priorities and demands of liaising with a wide range of people. |
| **EMOTIONAL EFFORT** |
| Work with patients/service users and carers who have a poor/life limiting prognosis, including the communication of distressing news on a day to day basis  Work with patients in the aftermath of bad news.  Work with patients with mental health problems or occasional challenging behaviour.  Talk to relatives following a death.  The post holder will respond to concerns and questions from a wide range of people who may be anxious and distressed relating to their condition and treatment.  Ability to adapt to an unpredictable workload.  Frequent exposure to distressing or emotional circumstances |
| **WORKING CONDITIONS** |
| Occasional working with hazardous substances (cytotoxic drugs, bodily waste and fluids) when in clinical setting  Occasional aggressive behaviour when dealing with face to face complaints |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
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| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles. |

PERSON SPECIFICATION

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| **Job Title** | Peritoneal Dialysis and Renal Community CNS |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Registered Nurse  Educated to degree level  Management/Leadership qualification  Renal course **or** relevant renal experience  Teaching and assessing award  Non-medical prescribing qualification | E | D  D  D  D |
| **KNOWLEDGE/SKILLS**  Ability and evidence of working and communicating across a multi-professional team.  Can demonstrate ability to analyse, interpret and initiate appropriate specialist nursing practice within a variety of healthcare settings.  Evidence of utilising a variety of educational approaches and strategies.  Ability to manage own clinical caseload and work independently as required.  Can demonstrate knowledge of current frameworks, documents, guidelines and competencies in relation to Chronic Kidney Disease. | E  E  E  E |  |
| **EXPERIENCE**  Minimum 2 years post registration experience in Renal specialty.  Can demonstrate understanding of peritoneal dialysis and haemodialysis as home therapies.  Can demonstrate understanding of renal transplantation.  Can demonstrate understanding of conservative care.  Research and audit skills and an understanding of their application to improve practice. | E  E  E  E  E |  |
| **PERSONAL ATTRIBUTES**  Ability to work as part of the multi-disciplinary team, as well as working in isolation.  Self-motivated and able to manage own caseload flexibly and responsively  Flexible approach to work including some evening and weekend working  .  Ability to manage time efficiently and effectively.  Committed to developing Renal Community Services. | E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  Car Driver, with full UK driving licence and access to a car.  Ability to use IT systems for renal patient care e.g. EPIC, Sharesource, Adequest, Microsoft word, outlook and Excel. | E | D |

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| **HAZARDS IDENTIFIED (*tick as appropriate)*:** | | | | | |
| Laboratory specimens |  | Clinical contact with  patients | x | Dealing with violence & aggression of patients/ relatives | x |
| Blood / Body Fluids | x | Dusty environment |  | VDU use | x |
| Radiation / Lasers |  | Challenging Behaviour | x | Manual handling | x |
| Cytotoxic Drugs |  | Electrical Work |  | Night Working |  |
| Solvents |  | Driving | x | Noise /Vibration |  |
| Respiratory Sensitisers |  | Food handling |  | Working in isolation | x |

Complete the table below as appropriate

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y/N |  |  |  |  |
| Contact with patients | Y/N |  |  |  |  |
| Exposure Prone Procedures | Y/N |  |  |  |  |
| Blood/body fluids | Y/N |  |  |  |  |
| Laboratory specimens | Y/N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y/N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y/N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y/N |  |  |  |  |
| Animals | Y/N |  |  |  |  |
| Cytotoxic drugs | Y/N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/N |  |  |  |  |
| Dusty environment (>4mg/m3) | Y/N |  |  |  |  |
| Noise (over 80dBA) | Y/N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y/N |  |  |  |  |
| Heavy manual handling (>10kg) | Y/N |  |  |  |  |
| Driving | Y/N |  |  |  |  |
| Food handling | Y/N |  |  |  |  |
| Night working | Y/N |  |  |  |  |
| Electrical work | Y/N |  |  |  |  |
| Physical Effort | Y/N |  |  |  |  |
| Mental Effort | Y/N |  |  |  |  |
| Emotional Effort | Y/N |  |  |  |  |
| Working in isolation | Y/N |  |  |  |  |
| Challenging behaviour | Y/N |  |  |  |  |