

JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Renal Supportive Care Clinical Nurse Specialist |
| **Reports to** | Senior Acute Kidney Injury Clinical Nurse Specialist |
| **Band** | 6 |
| **Department/Directorate** | Medical Division |

|  |
| --- |
| **JOB PURPOSE** |
| Support and maintain a Renal Supportive Care Programme which provides quality, patient-centred treatment for people living with advanced renal disease, their families and healthcare professionals responsible for their care.  Continue to develop the Renal Supportive Care Service in collaboration with the Clinical Lead and Lead Nurse for Renal and Dermatology Services using evidence-based practice and clinical audit.  Provide specialist knowledge and skills to staff working across the Trusts renal units and its partners enabling them to support the physical, psychological, social and spiritual needs of a person living with advanced renal disease.  Devise and deliver a sustainable educational programme that supports the delivery of a successful Supportive Care Programme  **Context:**   * Lone working * Remote working without direct supervision * Supervising, teaching and involvement with the development of peers and other relevant team members, carers and patients |
| **KEY RESULT AREAS / PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| Offer expert advice and guidance regarding renal supportive care to staff, patients, carers and other agencies.  Work with members of the multi-professional team to ensure timely and effective Advanced Care planning.  To provide comprehensive symptom control advice to people living with advanced renal disease and those caring for them both within the renal unit/s and the community.  Accept and triage direct referrals from clinical staff  Continue to develop and evaluate a comprehensive End of Life Care Pathway supporting compassionate, professional and appropriate placements for patients at the end of their life  Continue the alliance with the Hospital Palliative Care Teams to enable peer support, evaluation of service and additional clinical support in times of increased demand  Provide a responsive, flexible and mobile service which meets the needs of the patients and their carers in all aspects of supportive, palliative and End of Life Care.  Facilitate and support staff in assessing, planning and evaluating the complex needs and specialist clinical care required for patients in the advanced stages of their renal disease using a range of evidence based, validated assessment tools, clinical guidelines and appropriate plans of care.  Undertake and support staff in having complex, detailed and sensitive discussions including issues of mental capacity, frailty scoring, resuscitation, Power of Attorney and withdrawal from renal replacement therapy always acting in the patients’ best interests  Promote clinical excellence in renal supportive care through education, quality improvement, clinical audit and research.  Introduce and sustain a Renal Supportive Care Strategy Group involving key members of the wider renal multi-professional team and partners  Promote the development of supportive care advocates in each clinical area to influence the quality of care by leading and empowering staff to cascade best practice and clinical decision making  Offer clinical advice and support via telephone, written communication and secure and validated IT platforms to patients and affiliated healthcare professionals regarding changes or concerns in the clinical condition |
| **KEY WORKING RELATIONSHIPS** |
| **ORGANISATIONAL CHART** |
|  |
| **FREEDOM TO ACT**  Works within the standards set out within the Nursing and Midwifery Council (NMC) Code: Professional Standards of Practice Behaviour for Nurses and Midwives.  Ensures all written documentation is clear, concise, timely and complies with the NMC Standards for Records and Record Keeping  Has the discretion to work within the Trusts agreed parameters relevant to job title. This includes the application of Human Resources policies, Health & Safety policies and Risk management strategies.  Has the ability to recognise their own limitations and the need to make appropriate referrals to other agencies.  Has the training and ability to quickly assess and respond to patient needs in emergency situations.  Understands the implications of the Mental Capacity Act and DOLs and acts to assess capacity as able and appropriate.  Acts within the guidance of the Trusts safeguarding policy to ensure patient safety |
| **COMMUNICATION / RELATIONSHIP SKILLS** |
| Connects and builds effective, therapeutic relationships with patients, relatives, carers and professional partners to ensure patient care is individual and managed effectively.  Effectively communicates complex, sensitive and at times distressing information to patients and their families about their medical condition to enable them to make informed decisions.  Always acts in a manner which illustrates compassion, respect for privacy, dignity and confidentiality.  Keeps accurate and concise nursing records using the Trust’s documentation system on EPIC and other IT systems used by affiliated clinical areas.  Acts as a point of contact and signposts carers and families to appropriate bereavement support.  Participates in both informal and formal education programmes utilising a variety of presentation skills.  The Renal Supportive Care Nurse is required to communicate and build relationships at all levels across the Royal Devon University Healthcare NHS Foundation Trust and its partners whilst ensuring they adhere to the Trusts policy on confidentiality including the requirements of the Data Protection Act and Caldicott guidelines. These include:   * Patients and carers * Medical, nursing, AHP’s, chaplaincy, clinical psychologist, pharmacy, ambulance service * Social services * Tertiary services * Voluntary sector services * Hospice staff * I M & T staff * Quality Improvement Services * Expert Patient Programmes * Clinical education Teams * Other Specialist Renal Nurses locally, regionally and nationally * Professional bodies locally, regionally and nationally * Administrative staff * Research and Development department * Clinical Audit Department |
| **ANALYTICAL / JUDGEMENTAL SKILLS** |
| Analyse and act appropriately in complex situations and escalate concerns when required.    Has the skills required for assessment and interpretation of patient conditions and determining the appropriate course of action.  Develop and adopt risk reduction strategies and escalate where appropriate. |
| **PLANNING / ORGANISATIONAL SKILLS**  Triage and prioritise direct patient referrals  Reach out to other support systems such as supportive care advocates, renal community nurse specialists, hospital and community palliative care services for support to ensure the most effective use of time and resources  Use effective and efficient leadership and management skills to ensure the safe delivery of care and own well being  Actively participate in multi-professional meetings in relation to both the renal supportive care programme and the development of other renal services |
| **PATIENT / CLIENT CARE** |
| Contribute to the assessment, planning, implementation, and evaluation of care for individual patients.  Support clinical staff in all areas affiliated with the renal unit in the assessment of complex care needs and advise / recommend best practice approaches.  Recognise, record and report all changes in the patient’s condition to the appropriate professional at the earliest opportunity.  Report any untoward incidents, complaints and clinical emergencies to the appropriate professionals within the required timescales, including safeguarding in accordance with Trust policies and procedures  Promote health and wellbeing and work to prevent adverse effects on health and wellbeing.  Provide assurance on quality care delivery through clinical audit reports, recommendations and renal unit/s performance  Liaise regularly with the Clinical Lead for the Supportive Care Programme for formal supervision and education |
| **POLICY / SERVICE DEVELOPMENT** |
| Work to Trust Policies, Procedures and Standard Operating Procedures (SOP)  Maintain Trust Standards of Clinical Governance.  Maintain Professional Standards of Practice.  Support, implement and develop at least annual audit of policies, protocol and pathways, facilitating change in practice which will improve clinical outcomes and meet the needs to patients, relatives and carers in relation to the renal supportive care service  Use experience in audit and any policy development to support other areas of the renal unit in implementing similar strategies |
| **FINANCIAL RESOURCES** |
| Ensure the efficient use of resources within the budgetary limitations for each clinical area  Contribute to the maintenance of stocks and supplies where required.  Ensure appropriate delegation and use of resources.  Work with the Clinical Lead and Lead Nurse for Renal and Dermatology on resource management that supports safe service delivery and development of the Supportive Care Programme |
| **HUMAN RESOURCES** |
| Responsible for ensuring adherence to lone working polices  Individual responsibility to attend mandatory training.  Support the training and supervision of staff from each of the clinical areas affiliated with the renal unit including medical, nursing and allied healthcare professional induction programmes, pre and post registration students, work experience students, support workers, charitable organisations and formal and informal carers.  Ensure the participation in formal and informal clinical supervision where offered and invited across the service of supportive and palliative care.  Complete appropriate staff appraisals and Personal Development Plans.  Participate in supervision and appraisal with line manager to support professional development focussing on individual skill set and competency.  Assist clinical leaders in the recruitment and selection of staff.  Support clinical leaders in taking appropriate action to deal with poor work performance and initiating any appropriate initial investigation regarding complaints.  Assist in the management of absence according to the Trust policy. |
| **INFORMATION RESOURCES** |
| Accurately complete and maintaining effective patient’s records ensuring confidentiality and good clinical governance.  Completing activity data using Trust agreed data collection sets e.g. Healthroster  Inputting and storing information on relevant IT systems across all areas affiliated with the renal unit. |
| **RESEARCH AND DEVELOPMENT** |
| Demonstrate a commitment to work alone and with others to develop further expertise by developing own and colleagues’ awareness of research and its implementation within a culture of evidence-based nursing practice  Contribute towards the audit process and policy formation. |
| **PHYSICAL EFFORT** |
| **Daily work involves:** sitting, standing, walking, moving equipment with or without a patient connected, manual handling and treatment of patients in restricted positions or areas.  Very frequent use of IT equipment (including mobile phones, laptops, desk based and mobile computer systems).  Intermediate keyboard skills required for daily activity and on occasions working knowledge of Microsoft Office applications.  Working hours negotiated according to service need.  Will on occasions be required to administer prescribed medications within sphere of competence  Will be required to drive to other clinical and non-clinical areas for business  Potential exposure to hazards such as verbal and physical aggression  Frequent lone working  **EFFRT** |
| **MENTAL EFFORT** |
| **NT**  **Understand a range of procedures:**  Clinical procedures and observations  Basic life support  Assessing, planning, implementing and evaluating patient care which at times is complex  Control of infection  Safeguarding  Risk Assessments  Clinical Governance  Lone working  Self-awareness and the importance of own wellbeing  Liaise with and develop effective partnerships with a wide range of individuals and organisations in the statutory, voluntary and private sectors, in relation to patients with complex and/or long-term conditions  Time management skills ensuring all aspects of the job are given appropriate time according to task  Provision of symptom advice including medication advice and calculations; syringe driver preparation  Required to use own initiative and be able to make decisions without supervision, but with support from Clinical Lead and Lead Nurse for Renal and Dermatology Services.  Required to make judgements while observing patient’s condition, reporting any changes to the relevant healthcare partners  Develop and participate in formal and informal education programmes, including preparing presentations for all levels of staff  Daily provision of information and advice to patients, relatives and staff regarding renal supportive care    Maintaining accurate records to ensure effective communication of clinical information across primary, secondary and tertiary services  Maintain safety of staff, patients and carers at all times  Work patterns may be variable depending on clinical activity  Driving across four main geographical boundaries (Devon, Dorset, Somerset and Cornwall)  Capacity to balance the clinical day to day activity prioritising workload to ensure clinical effectiveness and avoid potential inconsistencies  Ability to use and concentrate for long periods using various IT systems |
| **EMOTIONAL EFFORT**  Caring for patients with chronic conditions and at the end of their life.  Supporting their relatives, carers and friends. This includes having to break bad news or give distressing news to patients/relatives/carers and dealing with emotional circumstances.  Working with patients with mental health, learning disabilities and challenging behaviour.  Deals and copes with areas of complexity and conflict.  Instigates emergency procedures where appropriate to do so  Demonstrates motivation and enthusiasm for the role, its development and that of the Renal Supportive Care Service **Frequent encountered circumstances:**Patients who are recently diagnosed and are undergoing active treatment; who have evidence of physiological deterioration; who chose to withdraw from dialysis; and those in the terminal phase of their illness, all of whom may have complex supportive care issues. Dealing with emotional effects of caring for deteriorating terminally ill patients and their families who may be worried, anxious and considerably distressed.  Supporting members of the multi-professional team who may be distressed and upset at the deterioration of a patient.  Negotiation skills to co-ordinate complex packages of care with a wide range of people and agencies.  Situations will frequently arise where the post holder may be alone when seeing patients and their families, assisting them with making decisions about their future care. These people are often anxious, vulnerable, extremely ill and or grieving. The Renal Supportive Care Nurse must therefore be equipped to support these patients and their families through education, clinical expertise and professionalism in order to fulfil the expectations of the role. |
| **Working Conditions**  Frequent daily contact with   * Clinical contact with patients * Blood and body fluids * Clinical equipment * Driving hazards * Frequent use of IT * COSHH Substances * Noise * Shared working space * Other clinical users * Members of the public * Aggressive or compromised behaviour |
| **OTHER RESPONSIBILITIES** |
| Demonstrate clinical competence, through continual professional development, reflective practice and maintenance of a skills portfolio.  Undertake training to develop a range of knowledge and skills in order to deliver high quality evidenced based nursing care.  Take part in regular performance appraisal in accordance with Trust guidelines.  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. |
| **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.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

|  |  |
| --- | --- |
| **Job Title** | Renal Supportive Care Clinical Nurse Specialist |

.

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Registered Nurse with current NMC registration  Post graduate/post registration accredited qualification in palliative care or equivalent experience  Teaching and Assessing qualification, equivalent experience or a commitment to work towards  ENB Renal 136 or demonstrable equivalent experience  Accredited counselling course  Non-Medical Prescriber | E  E  E | D  D  D |
| **KNOWLEDGE/SKILLS**  Excellent communication/interpersonal skills  Ability and evidence of working and communicating across a multi- professional team/s  Can demonstrate the ability to analyse, interpret and initiate appropriate specialist nursing practise within a variety of healthcare settings  Evidence of utilising a variety of educational approaches and resources  Ability to manage own clinical workload independently as required  Can demonstrate knowledge of current frameworks, policies and guidelines in relation to renal supportive care | E  E  E  E  E  E |  |
| **EXPERIENCE**  Minimum of 2 years post registration in renal speciality  Can demonstrate a sound understanding of all forms of renal replacement therapy and conservative management  Demonstrates a good understanding of clinical audit and research and how this is applied to improve patient outcomes | E  E  E |  |
| **PERSONAL ATTRIBUTES**  Ability to work as part of the multi-professional team as well as work in isolation  Self-motivated and able to manage own workload flexibly and responsibly  Ability to time manage and prioritise workload  Committed to develop the Renal Supportive Care Service  Demonstrate excellent inter-personal skills particularly compassion and empathy | E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  Car driver and has access and use of a car  Ability to use IT systems e.g EPIC and Microsoft office applications | E  E |  |

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