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#### JOB DESCRIPTION

**1. JOB DETAILS**

**Job Title: Dialysis Access - Associate Practitioner**

**Band: 4**

**Reports to: Clinical Nurse Specialists - Dialysis Access – (CNS- DA)**

**Accountable to: Clinical Matron for Renal and Dermatology**

**Department / Directorate: Kidney Unit / Medicine**

1. **JOB PURPOSE**

The role of the Associate Practitioner is to support the Dialysis Access Nurses by undertaking delegated aspects of their role for which they will be trained and deemed competent

The Assistant Practitioner on completion of their training always continues to act under the guidance of the registered practitioner

**Context**

The post holder will work as part of the Dialysis Access Team contributing to the delivery of patient’s individual care under the direction and supervision of the Dialysis Access Nurse Specialist (CNS- DA) will act as an expert resource in the provision of dialysis access care

To oversee programmes of assessment for haemodialysis units staff with regards to local vascular access care bundles and staff competencies

The post holder will work autonomously within the clearly defined boundaries of their assistant practitioner competencies and carry out specific delegated clinical tasks and responsibilities that may cross professional demarcations of care.

To practice in accordance with Trust standards and statutory requirements and to work within the boundaries of the role and assessed competencies.

1. **DIMENSIONS/ KEY WORKING RELATIONS**

Member of the renal multidisciplinary team, with responsibility to deliver nursing care to patients with chronic kidney disease

Practice will follow established protocols and policies

Patients General Practitioners

Consultant Nephrologists/Registrars

Consultant Vascular Surgeons

Interventional Radiologists/Radiographers

Clinical Nurse Specialists - Dialysis Access

Senior Matron – Renal and diabetes services

Matrons in the haemodialysis services

Haemodialysis nursing care teams

Renal clinical practice facilitators

Renal secondary care multi-professional team

Administrative team

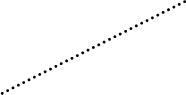
Clinical psychology

1. **ORGANISATIONAL CHART:**

Clinical Services Manager – Renal and Diabetes

Clinical Matron for Renal and Dermatology

Senior Clinical Nurse Specialist



Clinical Nurse Specialist - Dialysis Access

Assistant Practitioner Dialysis Access

Key: Direct Line Management

Key Working Relationship

1. **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES:**

**Care Management**

To contribute to the assessment of patient’s dialysis access care needs

To provide patient care as directed by a Clinical Nurse Specialist – Dialysis Access

To oversee the assessment and reporting of complications associated with vascular access and report those changes to the Clinical Nurse Specialists - Dialysis Access so that appropriate action can be taken.

Undertake teaching the skilled procedure of needling using ultrasound) relevant to dialysis access after receiving relevant training and competency assessments have been completed.

Guide and assist other members of the staff team in the delivery of dialysis access care programmes under the guidance of CNS – DA

Acts as a role model in terms of health promotion and health education for both staff and patients

Obtain dialysis access performance data for patients using dialysis access specific performance assessment tools.

Prioritise own tasks within the care management for CNS DA

Work without direct supervision of a Registered Nurse.

To contribute towards the formulation of Dialysis access care pathways

Assists the Renal Information Analyst in collating data for the Renal Registry and EPIC – Updating EPIC with Dialysis Access Surgeries and Clinics

Quality Assurance at Wonford dialysis unit and at the haemodialysis satellite units, in person or via MS teams

Low clearance clinic follow-ups with consultant and Renal community team

Monthly meeting with IT and the flow coordinator

Teaching and education in the satellite units with scanning and transonic monitoring alongside the clinical practice facilitator

Needling and CVC competencies on each member of HD staff

Dialysis Access Clinics with vascular surgeons

Data Input and documentation onto EPIC

**Quality Management**

To oversee and perform the assessment of staff competencies regarding dialysis access.

Assist in actively participating in clinical audit and quality assurance as a means of monitoring and improving standards of care

To act as an expert resource/advisor in the implementation of dialysis access care

To assist the CNS DA in implementing and oversee dialysis access care quality assessment programmes, including infection surveillance programmes, fistula/graft flow performance.

To participate in the implementation of improvements to working methods and practices.

To participate in and contribute to changes and improvements within the Directorate and Trust.

To participate in monthly patient quality assurance sessions together with the multidisciplinary team

Report faulty equipment to relevant department in a timely manner.

Actively participate in team meetings to promote best practice

Participate in the monitoring and ordering of stock/leaflets relating to vascular access.

Contribute to the efficient use of resources.

**Financial Management**

To participate in the monitoring and control of the use of resources.

**Information Management**

To collect, record and submit assessment and audit data using relevant shared drives & renal information storage systems including EPIC

**Staff Management**

To contribute to the development of other members of the haemodialysis team relating to dialysis access care including staff competency training & assessment.

To develop own supervisory skills and maintain competence.

**Professional Development**

To practice in accordance with standards as laid down by the Trust.

To develop own knowledge and practice.

To undertake and complete trust essential learning and competencies as required for the post.

**Other Responsibilities:**

To take part in regular performance appraisal

To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

To contribute to and work within a safe working environment

The post holder is 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.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

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

**THE TRUST – Vision and Values**

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:

Honesty, Openness & Integrity

Fairness,

Inclusion & Collaboration

Respect & Dignity

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

### 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 reserves the right to insist on changes to your job description after consultation with you.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

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**PERSON SPECIFICATION**

**POST: Assistant Practitioner (Haemodialysis Outpatient Service)**

**BAND: 4**

|  |  |  |
| --- | --- | --- |
| **REQUIREMENTS** | **At**  **Recruitment** | **At 2nd KSF**  **Gateway** |
| **QUALIFICATIONS / TRAINING**  Diploma in Health and Social Care level 3 (previously NVQ level 3)  Higher Professional Diploma in Health and Wellbeing or City and Guilds Level 5 Diploma for Assistant Practitioners | E  D | E  E |
| **KNOWLEDGE / SKILLS**  Full understanding of the role and its limitations as stated in the job description.  Clear understanding of haemodialysis treatment and related dialysis access  Ability to contribute to the development of supporting staff.  Effective verbal and written skills.  Able to assist the registered nurse/healthcare assistant | E  E  E  E  E | E  E  E  E  E |
| **EXPERIENCE**  Experience working within a renal setting  Can demonstrate skills and experience relating to the teaching/ education of staff & patients | E  D | E  E |
| **PERSONAL ATTRIBUTES**  Communicates well and is able to respond to patients needs with respect and empathy.  Works well within a team and without direct supervision.  Good attendance record.  Able to work flexibly within a busy environment.  Able to work under the direction of the Clinical Nurse Specialists - Dialysis Access (CNS- DA). | E  E  E  E  E | E  E  E  E  E |
| **OTHER REQUIREMENTS**  Flexibility in day to day working.  Willingness to undertake further training as required.  Full UK driving license with access to vehicle | E  E  E | E  E  E |

\* Essential/Desirable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| HAZARDS:- Updated 31st May 2013 | | | | | |
| Laboratory Specimens | Y | Clinical contact with Patients | Y | Dealing with violence & aggression of patients/relatives | Y |
| Blood / Body Fluids | Y | Dusty Environment | N | VDU Use (occasional) | Y |
| Radiation / Lasers | N | Challenging Behaviour | Y | Manual Handling | Y |
| Solvents | N | Driving | Y | Noise / Vibration | N |
| Respiratory Sensitisers | Y | Food Handling | N | Working in isolation | N |
| Cytotoxic Drugs | N | Electrical work | N | Night Working | N |

THE NHS KNOWLEDGE AND SKILLS

FRAMEWORK AND ITS USE IN CAREER AND PAY PROGRESSION

What is the NHS KSF?

The NHS Knowledge and Skills Framework (the NHS KSF) defines and describes the knowledge and skills which NHS staff need to apply in their work in order to deliver quality services. It provides a single, consistent, comprehensive and explicit framework on which to base review and development for all staff.

The NHS KSF and its associated development review process lie at the heart of the career and pay progression strand of Agenda for Change. They are designed to apply across the whole of the NHS for all staff groups who come under the Agenda for Change Agreement. That is, they apply to everyone except doctors, dentists and some board level and other senior managers as there are separate arrangements for their development review. Throughout this document, the term ‘all staff’ is used to apply to all those staff who come under the Agenda for Change National Agreement.

What is the purpose of the NHS Knowledge and Skills Framework?

The purpose of the NHS KSF is to:

* facilitate the development of services so that they better meet the needs of users and the public through investing in the development of all members of staff. The NHS KSF is based on the principles of good people management – how people like to be treated at work and how organisations can enable people to work effectively;
* support the effective learning and development of individuals and teams – with all members of staff being supported to learn throughout their careers and develop in a variety of ways, and being given the resources to do so;
* support the development of individuals in the post in which they are employed so that they can be effective at work – with managers and staff being clear about what is required within a post and managers enabling staff to develop within their post;
* promote quality for and diversity of all staff – with every member of staff using the same framework, having the same opportunities for learning and development open to them and having the same structured approach to learning, development and review.

What principles is the NHS KSF based on?

The guiding principles behind the development and implementation of the NHS KSF are that it is:

* NHS wide – it is applicable to all staff who work in the NHS across the UK, for all the roles that they undertake now and are likely to undertake in the foreseeable future;
* developed and implemented in partnership – the NHS KSF has been developed through partnership working between management and trade unions and professional bodies. This partnership approach will continue as the NHS KSF is used for individuals’ development in post and throughout their careers;
* developmental – the NHS KSF has been designed to support the development of individuals in their post and in their careers. Through supporting staff to develop, the services offered by the NHS to patients and the public will also improve. The NHS KSF is designed to support policies and plans for the future development of the National Health Service in the four countries of the UK. Further information on how the NHS KSF links to UK and national policies and guidance will be made available;
* equitable – the NHS KSF is a framework for all staff and one which recognises the contribution that all staff make to the provision of high quality services for the public. The development review process provides an equitable process for all staff. There is a commitment that all staff – whatever their post, whether they work full or part-time, in the day, evenings or at night – will be supported to learn and develop throughout their working lives in the NHS;
* simple and feasible to implement – the NHS KSF was tested with a wide range of staff groups. The evidence is that after a short introduction, staff find the NHS KSF easy to understand and are able to apply it to their own post and development;

The RDE approach

The KSF Dimensions are used as a competency framework on which to base the Personal Development Review and Personal Development Plan. All staff require the six core dimensions but the number and range of specific dimensions is dependant on the requirements of the post. A typical outline has between 2 and 6 specific dimensions.

The I@N KSF site: <http://ian.exe.nhs.uk/welcome/directorates/human-resources/knowledge--skills-framework/> provides links to the full KSF Framework and PDR / PDP policy, information and documentation

PDR/appraisal training is available through the Learning & Development Service

NHS KNOWLEDGE AND SKILLS FRAMEWORK

**FORM FOR DEVELOPING AN NHS OUTLINE FOR A POST**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title of Post | | Associate Practitioner Dialysis Access Service | | | | | | | |
| NHS KSF DIMENSIONS | | | | **Needed for post?** | Level for post | | | | |
| **1** | **2** | **3** | **4** | **Notes** |
| CORE DIMENSIONS | | | *Please refer to The NHS Knowledge and Skills Framework (NHS KSF) which can be found on IaN* [*http://ian.exe.nhs.uk/welcome/directorates/human-resources/knowledge--skills-framework*](http://ian.exe.nhs.uk/welcome/directorates/human-resources/knowledge--skills-framework) *and the Development Review Process. All roles will be required to attain these 6 dimensions. Input the level required by putting* ***X*** *in the appropriate box of all six dimensions*. | | | | | | |
| 1 | Communication | | | Y |  |  |  | X |  |
| 2 | Personal and people development | | | Y |  |  | X |  |  |
| 3 | Health, safety and security | | | Y |  |  | X |  |  |
| 4 | Service Improvement | | | Y |  |  | X |  |  |
| 5 | Quality | | | Y |  |  | X |  |  |
| 6 | Equality and diversity | | | Y |  |  | x |  |  |
| SPECIFIC DIMENSIONS | | | *Please select any specific dimensions for the role using The NHS Knowledge and Skills Framework (NHS KSF). Input Y (yes) or N (no) in the ‘Needed for post’ column against the appropriate code of the descriptor. If Y place* ***X*** *in the appropriate level column to reflect the level the job holder needs to attain.* | | | | | | |
| HEALTH AND WELLBEING | | | | | | | | | |
| HWB1 | Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing | | | Y |  |  | X |  |  |
| HWB2 | Assessment and care planning to meet people’s health and wellbeing needs | | | Y |  |  | X |  |  |
| HWB3 | Protection of health and wellbeing | | | Y |  |  | X |  |  |
| HWB4 | Enablement to address health and wellbeing needs | | | Y |  |  | X |  |  |
| HWB5 | Provision of care to meet health and wellbeing needs | | | Y |  |  | X |  |  |
| HWB6 | Assessment and treatment planning | | | Y |  |  | X |  |  |
| HWB7 | Interventions and treatments | | | Y |  |  | X |  |  |
| HWB8 | Biomedical investigation and intervention | | | Y |  |  | X |  |  |
| HWB9 | Equipment and devices to meet health and wellbeing needs | | | Y |  |  | X |  |  |
| HWB10 | Products to meet health and wellbeing needs | | | N |  |  |  |  |  |
| Title of Post | |  | | | | | | | |
| NHS KSF DIMENSIONS | | | | **Needed for post?** | Level for post | | | | |
| **1** | **2** | **3** | **4** | **Notes** |
| SPECIFIC DIMENSIONS | | | | | | | | | |
| ESTATES AND FACILITIES | | | | | | | | | |
| EF1 | Systems, vehicles and equipment | | | N |  |  |  |  |  |
| EF2 | Environments and buildings | | | N |  |  |  |  |  |
| EF3 | Transport and logistics | | | N |  |  |  |  |  |
| INFORMATION AND KNOWLEDGE | | | | | | | | | |
| IK1 | Information processing | | | Y |  | X |  |  |  |
| IK2 | Information collection and analysis | | | Y |  |  | X |  |  |
| IK3 | Knowledge and information resources | | | Y |  |  | X |  |  |
| GENERAL | | | | | | | | | |
| G1 | Learning and development | | | Y |  |  | X |  |  |
| G2 | Development and innovation | | | N |  |  |  |  |  |
| G3 | Procurement and commissioning | | | Y | X |  |  |  |  |
| G4 | Financial management | | | Y | X |  |  |  |  |
| G5 | Services and project management | | | N |  |  |  |  |  |
| G6 | People management | | | Y |  |  | X |  |  |
| G7 | Capacity and capability | | | Y |  | X |  |  |  |
| G8 | Public relations and marketing | | | N |  |  |  |  |  |

**COMPETENCY REQUIREMENTS**

To be completed for all new positions

It is essential that we keep accurate up to date information on the essential training requirements of the role.

Please tick which of these essential learning s is applicable to this role, this will be required to update ESR.

(**NB** those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Safeguarding Children | Group 1 | 🞏 | Blood Transfusion | | BDS18 collection | 🞏 | Consent Training | 🞏 |
|  | Group 2 | Y |  | | BDS 19 & 20  Preparing & Administering | 🞏 | VTE Training | 🞏 |
|  | Group 3 | 🞏 |  | | BDS 17 Receipting | Y | Record management and the nhs code of practice | 🞏 |
|  | Group 4 | 🞏 |  | | Obtaining a blood sample for transfusion | Y | The importance of good clinical record keeping | 🞏 |
|  | |
|  | Group 5 | 🞏 |  | | Annual Update | Y | Antimicrobial Prudent Prescribing | 🞏 |
|  | Group 6 | 🞏 |  | |  |  | Control & Restraint Annual | 🞏 |
| Not mapped this one |  | 🞏 | Safeguarding Adults Awareness | | Clinical Staff | Y | Mental Capacity/DOL’s | Y |
|  | Group 8 | 🞏 | Non Clinical Staff | 🞏 |  |  |
| Manual Handling – Two Year | | 🗹 | Falls, slips, trips & falls | | Patients | Y |  |  |
| Equality & Diversity – One-Off requirement | | 🗹 |  | | Staff/Others | 🞏 |  |  |
| Fire | Annual | Y | Investigations of incidents, complaints and claims | | | 🞏 |  |  |
|  | Two Yearly | 🞏 | Conflict Resolution – 3 yearly | | | Y |  |  |
| Infection Control/Hand Hygiene | Annual requirement | Y | Waterlow | | | Y |  |  |
|  | One-Off requirement | 🞏 | PUCLAS | | | Y |  |  |
| Information Governance | | 🗹 | Clinical Waste Management | Application principles for clinical staff | | Y |  | |
| Harassment & Bullying (Self Declaration – One off requirement) | | 🗹 | Application principles for housekeeping | | 🞏 |  |  |
|  | |  | Application principles for portering and waste | | 🞏 |  |  |

# Appendix 22: Structure Change Justification Form

**STRUCTURE CHANGE JUSTIFICATION FORM**

|  |  |
| --- | --- |
| Division/Directorate & Specialty: | MEDICINE/RENAL |
| Line Manager's Name: | LOUISE OAKABY |
| Approved structure: | (B7 60% B6 120% |
| Revision to structure being proposed: | (B7 60% B6 120% + B4 60% |

**□ Please include current and proposed structure charts for this change, including management structure and supporting staff structure below.**

|  |  |  |
| --- | --- | --- |
| How does this revised structure compare or contrast with other structures that have been implemented across the Trust, give rationale for any changes: | | |
| Comparable to the current assistant practitioner role within the haemodialysis access units | | |
| Explain why this structure change is required, and how this has come about: | | |
|  | | |
| Describe impact if this decision is not supported: | | |
| CARE/COST: Potential for a shortfall in vascular access care with associated impacts (infection , surgical intervention)  COST: Use of a more costly staff structure to meet need  RESOURCES: Under utilisation of current staff resource | | |
| Any other information to support this application: | | |
|  | | |
| Manager’s Signature: | Print Name: | Date: |
|  |  |  |
| Divisional Manager Signature: | Print Name: | Date: |
|  |  |  |
| Chief Operating Officer Signature: | Print Name: | Date: |
|  |  |  |