**JOB DESCRIPTION**

**1. JOB DETAILS**

**Job Title** Renal Stones/Benign Urology Specialist Nurse -

**Band: 6**

**Reports to: Lead Nurse Bladder and Bowel Care /Functional urology**

**Department / Directorate:**  Urology, Acute Surgery

**2. JOB PURPOSE**

The urology stone team clinical nurse specialist role works as an autonomous practitioner with a caseload within a team structure. To work within the urology stones team to facilitate patient care at all stages of their treatment as part of a multidisciplinary team with the supervision of consultant urologists. The post holder will be given an opportunity to utilise existing clinical skills in urology and to develop new specialist skills within renal stones and also as part of the Benign urology /Bladder and Bowel Care CNS team supporting a wide range of service provision inc Nephrostomy, Difficult catheterisation (urethral and Supra pubic) , TWOC, removal of Stents on strings, Acute retention and acting as an expert resource within benign urology specialist nursing

**3. DIMENSIONS/ KEY WORKING RELATIONS**

* Patients
* Consultant Urologists
* Bladder and Bowel Care team
* Ward and Department Staff: Urology, Renal, Preparation for Surgery, Radiology,
* Theatre team,
* Wynard and Knapp wards
* Medical and Nursing Students.
* Administration staff including waiting list team
* Interventional radiology/special procedures including consultant radiologists and radiographers

1. **ORGANISATIONAL CHART:**

Associate Director of Nursing

Lead Nurse Bladder & Bowel care

The post holder

Lead Clinician, Stone Surgery

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

**Communication and Relationship Skills**

* Communicates with a range of staff of all disciplines, acting as a highly specialist resource including liaison with health care providers both within and outside of the Trust regarding treatment advice. Maintaining confidentiality at all times.
* Respond to telephone enquiries to prevent renal colic and stent symptom readmissions
* Liaise with on call team to arrange emergency stone treatments
* Liaise with interventional radiology/special procedures regarding forthcoming specialist cases (e.g. percutaneous nephrolithotomy/anterograde renoscopy)
* Provide and develop specialist advice to patients and their families and carers and staff of other disciplines.
* To communicate with patients and colleagues in a courteous, professional and timely manner at all times, demonstrating tact and empathy where there may be barriers to understanding.
* To deal with all day to day correspondence within the unit – initiating appropriate responses in order to provide patients, staff and other parties with required information in a friendly and professional manner.
* Work as part of the Bladder & Bowel care /benign urology CNS team supporting service provision particularly nephrostomy , removal of stents on strings and same day urgent treatment eg, managing acute retention
* Support and takes part in the development of an Acute urology same day / hot clinic service working alongside the on call urology team

**Patient/Client Care**

* To support the weekly stone meeting and contact the patients subsequently regarding their treatment plans via a telephone clinic
* Pre and post op patient preparation, advice and support to include:
* Liaising with preparation for surgery team
* Support the Stone team with theatre scheduling
  + Stent symptom counselling
  + Ureteric stent on a string removal
* Undertake the Nurse-led stone clinic
* Undertake the Nurse-led lithotripsy service
* Review and advise patients regarding management of their stones in acute or elective setting.
* The post holder will be required to discuss treatment options and their implications with patients and their families and explain results of scan findings.
* Telephone and face to face consultations regarding stone treatment and stone prevention.
* Liaise with Ambulatory day case unit staff regarding stent on a string removal.
* Liaise with preparation for surgery staff to optimise pre-operative patient care.
* Prepare, consent and supervise patients for lithotripsy treatment.
* Liaise with interventional radiology/special procedures regarding forthcoming specialist cases.
* Understand and recognise own limitations and refer to consultant colleagues when required.
* Run clinics as part of the Bladder and Bowel Care /benign urology Team inc TWOC , difficult catheterization and Nephrostomy service

**Information resources**

* + - Manage antegrade and retrograde stent registries
    - Keep a database of PCNL and FURS procedures
    - Maintain existing database for nephrostomy patients

**Research and Development**

* Identify and participate in local, regional and national audits of the services
* Identification of patients suitable for clinical trials
* Ensure clinical practice developments are based on best available evidence.
* Review and disseminate new information to relevant staff.
* Coordinate the complex evaluation of clinical practice in relation to its evidence base and clinical effectiveness and proposes changes to practice accordingly
* Undertake research and use core audit skills to enable the specialist team and other health professionals to improve quality of care. To include Patient Satisfaction surveys for Peer review.
* Collect and collate epidemiological data to enable the team to inform independent or collaborative review of clinical practice.

**Policy/Service Development**

* Develop specialist protocols and policies for specialist areas
* Produces and presents reports as required
* The post holder will be responsible for implementing policies and proposes changes in working practices. Post holder needs to comply with Trust Policies and Procedures.
* Provide representation on committees/working groups as required – for example the Forum for Urology Nurses in the South West (FUNS) and British Association of Urology Nurses (BAUN)
* To support and lead Patient Public Involvement projects and focus groups to evaluate services and to inform service re-design.
* Make line manager aware of any concerns regarding the quality of service provided in a constructive manner.
* Support the named lead Nurse Specialist for Urology Peer Review, to collate information and evidence for the preparation of the Peer Review Documents.

**Human Resources/Education**

* Plans, delivers and evaluates education and training programmes and study days for all relevant disciplines for staff locally, and at a regional and national level.
* Provides specialist training and education in informal and formal settings for nurses and other disciplines.
* Provides teaching in practice to other staff and students through clinical supervision/facilitation
* Acts as a positive role model for other staff and students, providing strong leadership.
* Teaches patients and their families/carers about managing own condition

**Professional Development**

* Maintain responsibility for own professional and specialist development in accordance with the NMC.
* Participate in regular performance appraisal
* Use reflection to identify and prioritise education/development needs.
* Pursue an ongoing programme of professional education/development relevant to the specialty
* Be a member of a professional specialist forum/association (where such exists) and attend regional/national meetings and conferences when possible.
* Undertake any training required in order to maintain competency including essential training i.e. infection control, fire, moving and handling, resuscitation
* Ensure professionalism and confidentiality at all times.

**Governance**

* To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling.
* To contribute to and work within a safe working environment.
* To assist in the coordination of staff to undertake mandatory training, ensuring dept. is compliant.
* The post holder will be responsible for implementing policies and proposes changes in working practices.

**Financial and Physical Resources**

* Be aware of budgetary limitations and provide highest quality nursing service within those confines.
* Has a personal duty of care in relation to equipment and resources.
* May be an authorised signatory, if relevant to team.

**Freedom to act**

* Responsible for organising own workload

**Other Responsibilities:**

* To undertake training as required maintaining competency and complying with Trust policies.
* Work within Trust policies, including those for confidentiality, data protection, health and safety fire protection and annual appraisal.
* To take part in regular performance appraisal.
* 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.

**Applicable to Managers Only**

Evidence that supporting employee health and wellbeing is included in any documents outlining the skills and knowledge that line managers need.

Proportion of line managers whose job descriptions include supporting employee health and wellbeing.

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 reserve 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.

**PERSON SPECIFICATION**

**POST:** Renal Stones Specialist Nurse - Urology Stone Team

**BAND: 6**

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| **REQUIREMENTS** | **At Recruitment** | **At PDR** |
| **QUALIFICATIONS/SPECIAL TRAINING :**  NMC Registered Nurse  Post graduate qualification or relevant experience  Clinical Experience in Urology  Teaching and mentoring qualification or equivalent experience  Non-medical prescribing certificate | E  E  E  D  D | E  E  E  E  E |
| **KNOWLEDGE/SKILLS:**  Excellent verbal and written communication skills  Ability to manage own case/workload  Responsible for the performance and development of other staff  Ability to lead and coordinate research and audit activity  Ability to implement changes to practice successfully  Computer literacy  Committed to service development | E  E  E  E  E  E  E | E  E  E  E  E  E  E |
| **EXPERIENCE:**  Post registration experience in Urology  Experience of teaching in practice  Experience of planning, delivering and evaluating education programmes. | E  D  D | E  E  E |
| **PERSONAL REQUIREMENTS**:  Able to work as a team member  Highly motivated and enthusiastic  Responsible for own professional development | E  E  E | E  E  E |
| **OTHER REQUIREMENTS:**  Willing to travel to community hospitals | E | E |

\* Essential/Desirable

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| **HAZARDS-** Updated 3th July 2018 |  |
| **Hazards/ Risks requiring Immunisation Screening** |  |
| Laboratory specimens | Y |
| Contact with patients | Y |
| Exposure Prone Procedures | Y |
| Blood/body fluids | Y |

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| **Hazards/ Risks requiring Respiratory Health Surveillance** |  |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |
| Respiratory sensitisers (e.g isocyanates) | N |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |
| Animals | N |
| Cytotoxic drugs | N |

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| **Other General Hazards/ Risks** |  |
| VDU use ( > 1 hour daily) | Y |
| Heavy manual handling (>10kg) | N |
| Driving | N |
| Food handling | N |
| Night working | N |
| Electrical work | N |
| Working in isolation | N |
| Challenging behaviour | Y |