



# Job Description and Person Specification

## Job Description

<b>Job Title</b>	Senior Staff Nurse/Junior Charge Nurse
<b>Band</b>	6
<b>Hours</b>	19 hours
<b>Department</b>	Renal Outpatients with renal day procedures
<b>Division</b>	Cardiovascular
<b>Location / Hospital Site</b>	Sussex Kidney Unit, RSCH Brighton
<b>Responsible to</b>	Renal OPD Manager
<b>Accountable to</b>	Renal Matron
<b>DBS Level</b>	Enhanced
<b>DBS Barring</b>	Adults and Children
<b>DBS Workforce</b>	Adult and Children

## Role Summary

To provide clinical leadership in the care of people with kidney failure, ensuring safe and compassionate care of all service users, be it in clinic, as day procedure attendance or by phone as follow up.

To act as the clinical and managerial lead in the absence of the modality manager, by providing day to day management of a team of junior staff and leadership of relevant clinical specialist care within the department.

To provide specialist advice to renal patients and their carers

## Key Working Relationships

Renal Outpatient Manager

Renal Outpatient Nurses

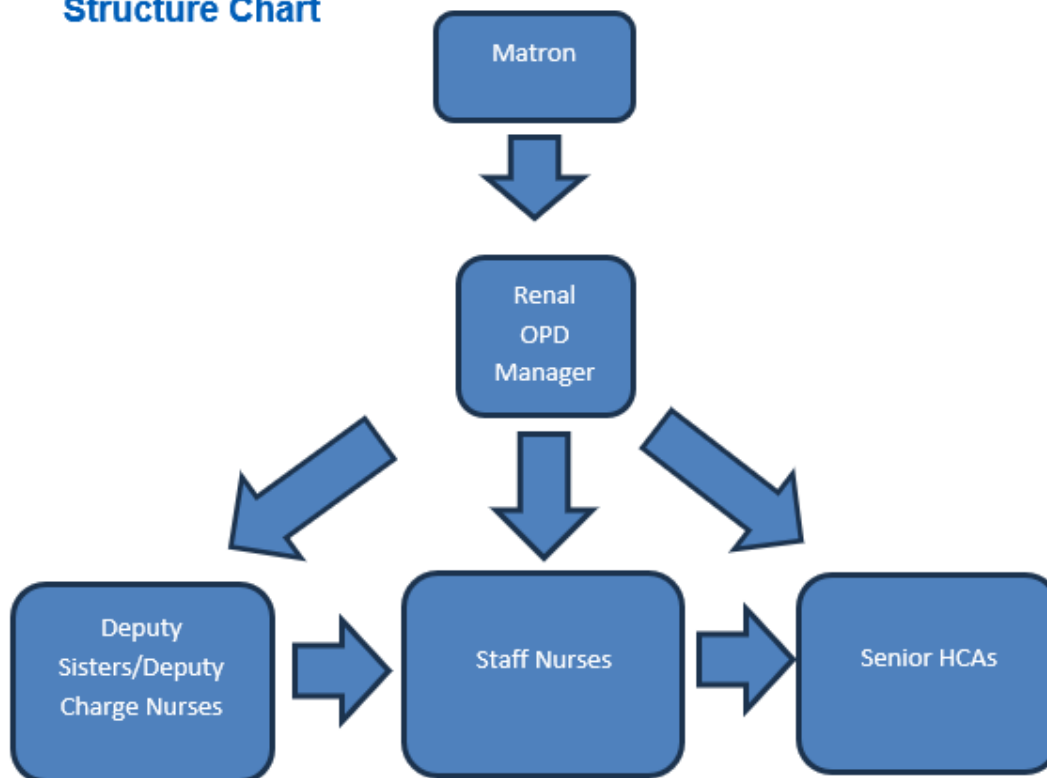
Senior Health Care Assistants

Renal Transplant Nurses

Dialysis Access Nurses

Reception and admin teams

## Structure Chart



## Main Duties and Responsibilities

### Communication

Build a partnership between the team, patients and carers and act as an advocate for the patient, relatives and staff.

Provide follow-up care via phone for patients and carers, keeping them informed and supporting them while at home.

To liaise effectively with the multidisciplinary team and other departments

### Service Delivery and Improvement

Promote and implement evidence-based practice including guidelines from relevant areas e.g. The Trust, The Renal Association, The Renal National Service Framework and The National Institute for Clinical Excellence

### People Management and Development

To provide day-to-day supervision for a team of nursing/ health professionals and support staff, including work planning and evaluation, training, development, and guidance.

Contribute to service development and delivery and business planning with the ward or department manager and senior managers.

Plan, manage and prioritise a complex workload, delegating to the team and reorganising work, as necessary.

To be responsible for the maintenance of accurate and evaluative professional documentation, including initial assessment, treatment planning and intervention that demonstrate evaluation, analysis, and clinical reasoning in the provision of patient care.

To undertake link nurse responsibilities and a workload of renal outpatients with a specialist interest e.g., diabetes, anaemia, immunosuppression, transplantation, advanced kidney care.

Acts as a role model to other members of the team, in regard to demonstrating professional behaviours and exemplary conduct.

To demonstrate excellent prioritising and time management skills to meet the unpredictable and conflicting needs of the service and assist junior staff with their time management.

### **Patient Care Delivery**

Be highly skilled and competent in the comprehensive assessment of patients using theoretical knowledge and a wide range of experience to assess needs and administer care to support recovery. Co-ordinates clinic activity and reviews patient care needs within the department, supporting the Healthcare Assistants running clinics.

Co-ordinate interventions which may include other disciplines through case management, multidisciplinary team meetings.

Takes nursing lead in the care of patient groups with specific needs, such as people with a kidney transplant, vasculitis, diabetes, renal anaemia, etc, monitoring their test results and clinic follow-up by phone and in nurse-led clinics.

Gives pre- and post-procedure care to renal outpatients attending day procedures and intravenous infusions, monitoring and acting on their vital signs, escalating as indicated to the medical team.

Understand peritoneal dialysis, haemodialysis, and plasmapheresis with a view to learning these skills as required by the department.

Enable patients and their families to understand renal failure and its treatment, and to gain access to further psycho-social support as required.

Help and support a patient transferring between renal modalities and locations.

Enable patients to make an informed choice regarding renal replacement therapies and conservative management

Demonstrate proficiency and competence in the administration of IV Therapy venepuncture, cannulation, and ECGs in accordance with Trust policy and procedures.

Maintain accurate documentation to facilitate the continuity of care for patients.

Promote a safe clinical environment for all patients, visitors, and staff.

Maintain the patient's respect, dignity, and privacy, and to act with kindness and courtesy to all members of the public.

### **Learning and Development**

Attend mandatory training updates as required.

Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.

Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.



Identify own learning needs and jointly plan training requirements with your line manager.

Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

## **Mission and values**

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

***‘Excellent care every time’***

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation, we want University Hospitals Sussex to be.

Our mission and values are extremely important to us, and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

## **Patient First**

Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.

The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.

Staff will be equipped with skills to identify improvement opportunities and supported to see those through

It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.

The philosophy behind this is centred on:

- Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
- The patient being at the heart of every element of change
- Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
- Continuous improvement of our services through small steps of change
- Constantly testing the patient pathway to see how we can develop



- Encouraging frontline staff to lead the redesign processes
- Equal voices for all
- Engagement of staff is a big factor in job performance.
- Good engagement leads to improved quality, mortality and safety measures

### **Safeguarding Children and vulnerable adults**

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

### **Equality, Diversity, and Inclusion**

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included, and valued will lead to better care and outcomes for our patients – our True North Objective.

All staff have a duty to report any behaviours which contravene this to their managers.

### **Workplace and Environmental Factors**

<b>Physical</b>	Physically fit to undertake the duties of the role. Able to operate relevant equipment
<b>Emotional</b>	Able to cope with distressing situations and challenging behaviours. Able to respond to emergencies in an effective way
<b>Mental</b>	Able to work under pressure. Adaptable and able to manage conflicting priorities. Able to concentrate and maintain high degree of accuracy. Able to give support to other staff.
<b>Working Conditions</b>	Able to spend time working on VDU most days. Able to spend time on the telephone discussing care with patients

## Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
<b>Professional Registration</b>	Registered General Nurse (NMC)	<b>AF</b>		
<b>Experience/ Qualifications</b>	Degree level, with significant post-registration experience Evidence of post-graduate experience within the speciality and: <div> <div>(i)</div> <div>completion of a renal specific post-graduate course (D)</div> </div> <div> <div>or</div> <div>(ii)</div> <div>working towards completion of a renal specific post-graduate course</div> </div>	<b>AF</b>	Independent Prescriber Qualification	<b>AF</b>
<b>Skills</b>	Evidence of post registration experience within the renal speciality. Competent in IV therapy, cannulation and venepuncture and a working knowledge of renal replacement therapies Evidence of excellent clinical skills and knowledge base. Excellent written, verbal, and interpersonal communication skills Excellent teaching, assessing and presentation skills for patients and staff. Problem-solving and negotiation skills to influence implementation of evidence-based practice. Skilled in assessing	<b>AF/I</b>	Understanding of renal anaemia and immunosuppression treatment in renal disease Evidence of clinical teaching and assessing experience	<b>AF</b>

	patients, interpretation of blood results and clinical investigations. Evidence of having undertaken own development to improve understanding of equalities issues			
<b>People Management and Development</b>	Experience of supervising junior staff and students. Experience of working effectively as part of a multi-disciplinary team. Evidence of continuing professional development An ability to apply and teach evidence-based nursing practice	<b>AF/I</b>		
<b>Equality, Diversity, and Inclusion</b>	Evidence of having championed diversity in previous roles (as appropriate to role).	<b>I</b>		
<b>Specific Requirements</b>			Knowledge of current clinical and professional issues relating to nursing and renal care Knowledge of Renal CV5 database	<b>AF</b>
<b>Freedom to Act</b>	Work within codes of practice and according to professional standards and guidelines. Take responsibility for assessing ward or department requirements and delegate work as appropriate in response to changing demands.	<b>AF/I</b>		