

# SHAPE YOUR STORY

## Recruitment Information Pack



PERITONEAL DIALYSIS STAFF  
NURSE



## Our Vision

To be a high-performing group of NHS hospitals, renowned for excellence and innovation, providing safe and compassionate care to our patients in east London and beyond.

## WeCare about our ambition for excellence

Our WeCare values shape everything that we do, every single day. They are visible in every interaction we have with each other, our patients, their families and our partners.

WeCare about everything from the appointment letters our patients receive, to the state of our facilities when they walk through the door, to the care and compassion they receive when they are discharged. WeCare that the people who join our trust will hold the same values as we do, so our values are embedded within our recruitment and selection processes. WeCare that you feel valued working here, so our values also guide our training and development and performance and talent management. WeCare about working with suppliers that live and breathe our values too.

We have come a long way on our journey to delivering safe and compassionate care. By embracing these values as the way we behave around here, we will achieve our ambition for excellence.

Value	Key behaviours
<b>W</b> <b>WELCOMING</b>	<ul style="list-style-type: none"> <li>Introduce yourself by saying "Hello, my name is ..."</li> <li>Smile and acknowledge the other person(s) presence</li> <li>Treat others as you would wish others to treat you</li> <li>Ensure the environment is safe and pleasant for our patients, our colleagues and our visitors</li> </ul>
<b>E</b> <b>ENGAGING</b>	<ul style="list-style-type: none"> <li>Get involved in making improvements and bring others with you</li> <li>Encourage feedback from patients and colleagues and respond to it</li> <li>Acknowledge efforts and successes; say thank you</li> <li>Use feedback to make improvements, and empower colleagues to do this without needing to seek permission</li> <li>Appreciate that this may be a new experience for patients and colleagues; help them to become comfortable</li> </ul>
<b>C</b> <b>COLLABORATIVE</b>	<ul style="list-style-type: none"> <li>Give time and energy to developing relationships within and outside own team</li> <li>Demonstrate pride in Team Barts Health</li> <li>Respect and utilise the expertise of colleagues</li> <li>Know your own and others' part in the plan</li> </ul>
<b>A</b> <b>ACCOUNTABLE</b>	<ul style="list-style-type: none"> <li>Always strive for the highest possible standard</li> <li>Fulfil all commitments made to colleagues, supervisors, patients and customers</li> <li>Take personal responsibility for tough decisions and see efforts through to completion</li> <li>Admit mistakes, misjudgements, or errors; immediately inform others when unable to meet a commitment; don't be afraid to speak up to do the right thing</li> <li>Do not pretend to have all the answers; actively seek out those who can help</li> </ul>
<b>R</b> <b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Be helpful, courteous and patient</li> <li>Remain calm, measured and balanced in challenging situations</li> <li>Show sensitivity to others' needs and be aware of your own impact</li> <li>Encourage others to talk openly and share their concerns</li> </ul>
<b>E</b> <b>EQUITABLE</b>	<ul style="list-style-type: none"> <li>Value the perspectives and contributions of all and ensure that all backgrounds are respected</li> <li>Recognise that individuals may have different strengths and needs, and that different cultures may impact on how people think and behave. Be curious to find out</li> <li>Work to enact policies, procedures and processes fairly</li> <li>Be open to change and encourage open, honest conversation that helps foster an inclusive work and learning environment</li> <li>Remember that we all have conscious and unconscious bias; get to know what yours are, and work to mitigate them</li> </ul>



## Job Particulars

<b>Job Title</b>	Peritoneal Dialysis Staff Nurse
<b>Pay Band</b>	Band 5
<b>Location</b>	Renal Outpatient, Royal London Hospital
<b>Reports to</b>	Senior Sister /Clinical Nurse specialist
<b>Responsible to</b>	Senior Nurse Renal

### 1. Job Purpose

The peritoneal dialysis staff nurse has responsibility to promote the highest standards of assessment, planning, implementation and evaluation of individualized, holistic patient care of peritoneal dialysis patients.

The peritoneal dialysis staff nurse will deputize for the peritoneal dialysis sister in their absence when necessary and ensures continuity and high standards of care including sharing ideas, information and feedback in order to empower patients and members of the multidisciplinary team.

The post holder will act as a credible and professional role model and encourage and empower other staff and student nurses to develop both personally and professionally to achieve their maximum potential. The post holder is responsible for the delivery of a consistently high standard of care to meet patient needs and Unit objectives.

The post holder must take a proactive role in producing accurate and complete records of activities and communications consistent with legislation, policies and procedures.

### 2. Key Working Relationships

The post holder will work as part of the nursing team and liaise with colleagues at all times and play a key role in delivering nursing care to patients:

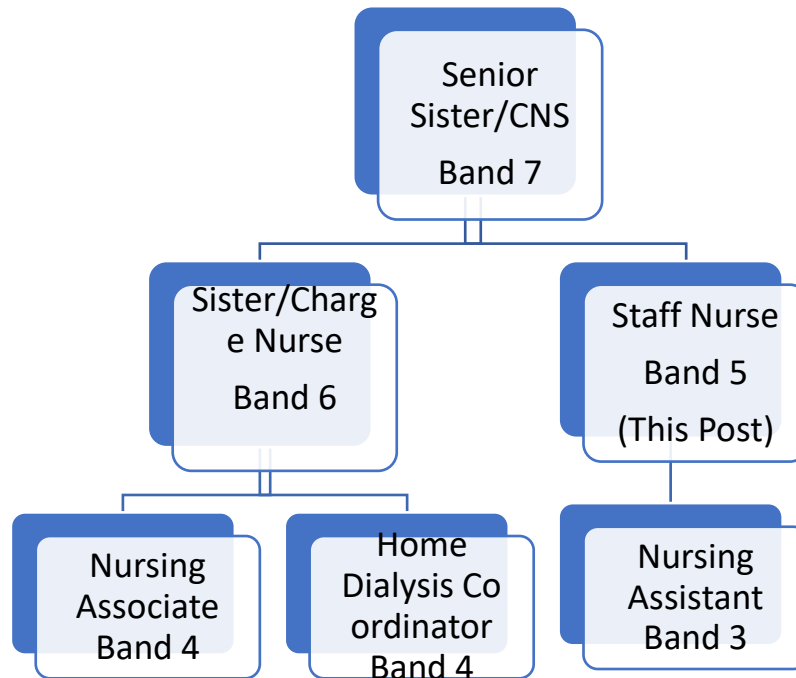
Internal	External
<ul style="list-style-type: none"> <li>Senior sister/charge nurse &amp; Sister / Charge Nurses</li> </ul>	<ul style="list-style-type: none"> <li>Patient's relatives and next of Kin</li> </ul>
<ul style="list-style-type: none"> <li>Senior Nurse and Matron for Renal</li> </ul>	<ul style="list-style-type: none"> <li>Members of the public</li> </ul>
<ul style="list-style-type: none"> <li>All members of the nursing team including specialist nurses</li> </ul>	<ul style="list-style-type: none"> <li>Visitors to the Trust</li> </ul>
<ul style="list-style-type: none"> <li>All Renal, Diabetes and Nutrition Consultants and junior medical team</li> </ul>	<ul style="list-style-type: none"> <li>Emergency services</li> </ul>
<ul style="list-style-type: none"> <li>All multi-disciplinary team members - Human Resources, Governance</li> </ul>	



- **Service administrator / Clerk**

### 3. Structure Chart

*Include your departmental structure*



### 4. Main Duties

The post holder will be an integral part of the nursing team actively taking part in meeting the needs of patients of the service in accordance with agreed standards under direct supervision of the Clinical Nurse specialist/Senior Sister. The post holder will develop essential competencies through training and practice to ensure safety and quality are the priority.

### Communication

1. Communication is a fundamental process to ensure continuity and high standards of care. It includes sharing ideas, information and feedback in order to empower patients and members of the health care team.



2. A key responsibility will be to utilize a variety of strategies to communicate effectively with patients and those involved with their care.
3. The post holder must also communicate effectively with other staff in the renal directorate and Trust, with external organizations and the general public.
4. Accurately maintain multi professional records according to recordkeeping policy.
5. Skilled in communicating with a range of people on a daily basis, some of who may have communication barriers.

### **Assessment and treatment planning**

Assess physiological and/or psychological functioning and develop, monitor and review related treatment plans .

1. Assess, plans, implements and evaluates patient care and makes changes as necessary. Seeks appropriate advice.
2. Safely administers prescribed medication and monitors effects. Administers medication for PD peritonitis and TK Exit Site Infections according to protocol and monitors effect.
3. Identifies deteriorating patients and takes the appropriate action to manage the situation, liaising with interdisciplinary team as appropriate.
4. Ensures documentation is accurate and up-to-date both written and computerized.
5. Participates in the development of the unit's Philosophy of Nursing and conveys this into practice.
6. Demonstrates an enquiring approach towards patient care.
7. Educates patients and carers where appropriate according to the PD unit protocols.
8. Works without direct supervision but in a team.
9. Performs peritoneal dialysis and associated treatments according to PD unit protocols. Takes responsibility for a group of named patients under supervision of senior nurses. Prescribes peritoneal dialysis under supervision of senior nurses following PD unit protocol.

### **Interventions and Treatments**

1. Plan, deliver and evaluate interventions and/or treatments





2. Ensures patients' views are taken into account in the decision making process.
3. Participates in collaborative decision making within the nursing team.
4. Act as a patient/staff advocate through the application of ethical, legal and professional knowledge and skills under supervision.
5. Participate in educational programmes for patients and carers in relation to the specialist area of practice, so that they are empowered to manage their condition and seek appropriate help and advice.

### **Personal and People Development**

Develop oneself and contribute to the development of others

1. Actively participates in team meetings.
2. Engages in preceptor ship (where appropriate).
3. Develops an understanding of clinical supervision programs.
4. Improves clinical practice through reflection.
5. Identifies and pursues own educational and professional development.
6. Have awareness of current and relevant nursing research.
7. Maintain links with City University and participate in formal and informal educational programmes for all appropriate health care staff.
8. Participate in activities to monitor and evaluate all educational programmes for patients, carers and staff.

### **Health, Safety and Security**

Promote, monitor and maintain health, safety and security of self and others.

1. Identify clinical issues and incidents within the Trust that reduce the quality of care within the specialist service. Take part in activities to counter these to ensure the delivery of safe and effective care.
2. The post holder is required to familiarise oneself with and comply with the Trust's policies and procedures.



3. Promote, monitor and maintain health, safety and security of self and others.
  4. Identify clinical issues and incidents within the Trust that reduce the quality of care within the specialist service. Take part in activities to counter these to ensure the delivery of safe and effective care
  5. Assist the Senior Sister/CNS in provision and supervision of nursing care and unit operational management. To include staffing levels and skill mix, ensuring agreed activity targets and clinical standards are met, maintaining a safe environment for patient and staff alike.
  6. The post holder must at all times respect patient confidentiality and in particular the confidentiality of electronically stored personal data in line with the requirements of the Data Protection Act (2018).
  7. The post holder must be aware of individual responsibilities under the Health & Safety at Work Act and identify and report as necessary any untoward accident, incident or potentially hazardous environment.
  8. Identifies how to manage risks and help other manage risks.
  9. Takes necessary action in relation to risk with support from senior sister/CNS
  10. To adhere to trust policy and Infection Control principles and standards to minimize patient risks and ensure high quality patient care.
  11. Undertake appropriate training and practice to ensure that you (and your team) have the right skills and are competent.
  12. Have a personal obligation to act to reduce healthcare-associated infections (HCAIs).
- 6.12. Ensure high cleaning standards to prevent infection and increase patient's confidence

### **Service Improvement**

Contribute to the improvement of services

1. Participate in the development of the department Philosophy of Nursing and Shared Governance structure of the Trust. The post holder will convey this within their area of practice.
2. Contribute towards a multi-professional approach in the management of patients within the peritoneal dialysis service.
3. Demonstrate clinical leadership skills by encouraging ward/unit staff to actively participate in the peritoneal dialysis service.



4. Encourages and participates in nursing projects with a commitment to evidence based practice.
5. Deputises for the Sister/CNS as required and support Senior Sister in all aspects of management and supports all members of nursing staff.
6. In conjunction with senior colleagues in the multi-disciplinary team, is aware of the need for and implications of change and act as an effective change agent.
7. Participate in audit activities to assess and monitor the quality and impact of specialist nursing practice in peritoneal dialysis. Assist in implementing changes based on the findings.
8. Awareness of financial considerations within the environment and makes judgements to maximise cost effectiveness and cost efficiency.
9. Demonstrates knowledge, understanding and application of their personal leadership skills.
10. Develop skills in accordance with expanded role relevant to peritoneal dialysis. Develop further in managing Outpatient clinics, Inpatient, Patient training and education and community and Outreach clinics.
11. Co-ordinates the activities of the clinical area when required.

### **Learning and Development**

Assist with learning and development activities

6. Maintain links with City University and participate in formal and informal educational programmes for all appropriate health care staff.
7. Participate in activities to monitor and evaluate all educational programmes for patients, carers and staff.
8. Disseminate research findings and knowledge by pursuing opportunities to present work at national conferences or via publications.
9. Involved with formal teaching sessions to staff within Directorate/Trust and at City University as required.
10. Evaluates effectiveness of learning activities.
11. Demonstrates awareness of individuals learning needs and styles and how to develop education and training to meet these needs.





## FURTHER INFORMATION

The post holder may be required to undertake duties at any location within the Trust in order to meet the needs of the service.

- The post holder will adopt the BLT Culture 'Bringing excellence to life':
- We value professionalism, courtesy and respect
- We do not tolerate bullying and rudeness
- We value 'nimbleness' (responsiveness, creativity, flexibility)
- Our decision processes are open and inclusive
- We act collectively
- We coach and develop our staff
- 5. We encourage learning from mistakes but poor performance will be challenged.
- 6. This job description is intended as a guide to the main tasks involved with the post and is not an exhaustive list of duties and responsibilities. The post holder may be required to undertake other duties appropriate to their role, which are not listed, at the discretion of their manager
- 7. This job description is subject to amendment and may be changed from time to time after consultation with the post holder
- 8. The Trust operates a no smoking policy

## 5. Working conditions

Criteria	Description
<b>Physical</b>	The post holder will be required to work mainly at Royal London Hospital site but may be required to undertake duties at any location within the Trust in order to meet the needs of the service. They will be required to work within the outpatient, wards, community and outreach clinics as needed. Role will require carting for vulnerable adults and some manual handling of dialysis fluids bags and boxes and dialysis machine.
<b>Emotional</b>	The role requires face to face and telephone interaction with patients with end stage kidney disease prior to starting dialysis and on peritoneal dialysis and their families. Post holder may sometimes manage patients dealing with bad news about their health and treatment and will be required to show empathy towards patients.



<b>Working Conditions</b>	The post holder is required to work shifts during the day. Working days include weekend and bank holidays. They are required to wear a uniform according to Trust Uniform policy.
<b>Mental</b>	The post holder is required to work in a busy renal outpatient clinic and ward environment which can be challenging and require multitasking at times.

## NHS Manager's Code of Conduct

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002). [www.nhsemployers.org/](http://www.nhsemployers.org/)

## Safeguarding adults and children

Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager, consultant (October 2002). [www.nmc-uk.org/](http://www.nmc-uk.org/)

## Person Specification

Domain	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	Registered Nurse with NMC Basic Life Support training	Intravenous accreditation Mentorship course or equivalent Specialist Course in Renal Medicine
<b>Experience</b>	Staff Nurse experience of at least 12 months.  Six months general ward experience  Evidence of a positive contribution to team work	Renal Nursing experience
<b>Knowledge</b>	Ability to self-reflect, carry out tasks of own job and identify	Demonstrate an understanding of current developments in the



<p>what one needs to learn to able to do current job better</p> <p>Ability to take an active role in agreed learning activities and keeps a record.</p> <p>Acts in a way that is consistent with legislation, policies and procedures and abide by the Trust Health and Safety policies</p> <p>Ability to support others in maintaining health, safety and security</p> <p>Ability to identify and assess the potential risks involved in work activities and processes for self and others</p> <p>Ability to identify how to manage risks and help others manage risks</p> <p>Ability to work within set timeframes working to priorities and deadlines</p> <p>Able to recognise own limits and work within those limits of competence</p> <p>Knowledge of current professional issues and understanding of NMC Code of Conduct</p> <p>Ability to use and maintain resources efficiently and effectively and encourage others to do so</p> <p>Ability to identify and take action when own or other's undermines equality and diversity</p>	<p>speciality (evidence based practice).</p> <p>Understanding of clinical supervision.</p> <p>Demonstrates an understanding of mentorship and preceptor ship</p> <p>Understanding of Clinical and Shared Governance and their implications to practice.</p>
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	<p>Enablement to address health and wellbeing needs Ability to participate in the provision of up to date information and education to clients</p> <p>Ability to carry out essential and appropriate nursing care and procedures</p> <p>Can prove a basic computer literacy in Windows and IT systems</p> <p>Ability to store data/ information safely and correctly</p>	
<b>Skills</b>	<p>Ability to work as part of a multi-disciplinary team</p> <p>Ability to communicate effectively at all levels across the Department and Directorate</p> <p>The ability to communicate with patients in an empathetic manner regarding their treatment and procedures.</p> <p>Can demonstrate an enthusiastic, approachable and friendly manner</p> <p>Ability to communicate effectively, both written and oral</p> <p>Ability to demonstrate enthusiasm towards teaching and sharing knowledge</p> <p>Work under their own initiative with good organisational skills</p> <p>Ability to use problem solving skills and prioritise work.</p>	



	<p>Able to work in a changing environment and to actively support / promote planned change</p> <p>Ability to record and report back accurately and fully on patient assessments undertaken and risks identified.</p> <p>Ability to support patients and carers when providing high standards of care in conjunction with the renal team and external organization</p> <p>Ability to provide high quality specialist care for PD patients at all times.</p> <p>Ability to identify deteriorating patients and take appropriate action</p>	
<b>Other</b>	<p>Displays insight into effective team work</p> <p>Demonstrates flexibility</p> <p>Prepared to develop responsibilities and scope of nursing roles</p> <p>Should demonstrate a caring manner, committed to caring to people from any type of cultural background or illness</p> <p>Able to care for both physical and emotional needs of others</p> <p>Prepared to dress in accordance with hospital policy</p>	Valid Full UK Driving license

DRAWN UP BY (NAME) L. Ekeh. 17.04.2024.



## About Barts Health

Our group of hospitals provide a huge range of clinical services to people in east London and beyond.

We operate from four major hospital sites (The Royal London, St Bartholomew's, Whipps Cross and Newham) and a number of community locations, including Mile End hospital. Around 2.5 million people living in east London look to our services to provide them with the healthcare they need.

The Royal London in Whitechapel is a major teaching hospital providing local and specialist services in state-of-the-art facilities. Whipps Cross in Leytonstone is a large general hospital with a range of local services. Newham in Plaistow is a busy district hospital with innovative facilities such as its orthopaedic centre. Mile End hospital is a shared facility in Mile End for a range of inpatient, rehabilitation, mental health and community services. And St Bartholomew's in the City, London's oldest hospital, is a regional and national centre of excellence for cardiac and cancer care.

As well as district general hospital facilities for three London boroughs, Tower Hamlets, Waltham Forest and Newham, we have the largest cardiovascular centre in the UK, the second largest cancer centre in London, an internationally-renowned trauma team, and the home of the London Air Ambulance. The Royal London also houses one of the largest children's hospitals in the UK, a major dental hospital, and leading stroke and renal units.

We're also proud to be part of UCLPartners, Europe's largest and strongest academic health science partnership. The objective of UCLPartners is to translate cutting edge research and innovation into measurable health gain for patients and populations through partnership across settings and sectors, and through excellence in education.

