Looking for a challenge – something different? We are looking for a nurse with comprehensive practical post registration experience in the chronic management of haemodialysis patients to manage our small satellite unit. The post holder will have the confidence and ability to develop their knowledge and skills to work independently within a small team.

We have a four stationed haemodialysis unit where you will lead the nursing team to deliver a personalised service to patients undergoing renal replacement therapies. This post has a high clinical input.

This exciting and challenging role will afford you the opportunity to work as part of a supportive team that is focused on delivering high standard patient care. You will need to possess excellent leadership skills and demonstrate the ability to manage change effectively. You will be a highly motivated and articulate individual with good interpersonal and communication skills. Ideally you will have experience in all areas of nephrology nursing, including pre-dialysis management and peritoneal dialysis. A full driving licence is also required for this post as you may be required to support home dialysis patients.

Come and work in a setting where continuing professional development is high on the agenda. There is always something to learn!

Rise to the challenge and enjoy the opportunity - Shetland is a wonderful place to live and work. Shetland offers low pollution, low crime, excellent schools, great leisure facilities, unique wildlife and amazing scenery, whilst still only a short flight away from the UK mainland. To find out more about living and working in Shetland go to www.shetland.org

For an informal discussion, please contact Andrea Ridealgh on 01595 743357 or by email to andrea.ridealgh@nhs.net

Please quote reference number C139/SHOW

Closing date: 9am on Tuesday, 9 April 2013
Interview date: 24 April 2013

All posts qualify for a Distant Island Allowance of £1,654 per annum (pro rata for part-time and fixed term positions).

For more information and an application form, please visit our website www.shb.scot.nhs.uk. Alternatively, contact the Human Resources Department, Brevik House, South Road, Lerwick, Shetland or telephone: (01595) 743067 (24 hour answerphone), quoting the reference number. All applications must be on our standard application form – CVs will not be accepted.

In promoting equal opportunities, we welcome applications from all sections of the community.

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1. JOB IDENTIFICATION

Job Title: Senior Charge Nurse – Renal Unit
Responsible to: Assistant Director of Nursing (Hospitals)
Department(s): Renal
No of Job Holders: 1
Last Update: March 2013

2. JOB PURPOSE

The post holder carries continuing responsibility for their ward/department and will provide clinical leadership to the nursing team. The post holder will lead and develop the nursing team in the provision of care for renal patients. He/she will manage the team of nursing staff on the renal unit.

In addition the post holder will:

- Lead the nursing team in the provision of safe and effective clinical practice.
- Enhance the patients’ experience of care.
- Manage and develop the performance of the team.
- Contribute to the delivery of the organisational objectives.
- Budget management for ward / department.
- Co ordination of care within the multidisciplinary team.
- Plan the direction of service provision

3. DIMENSIONS

The post holder is the first line manager for the nursing team on the Renal Unit and has responsibility for the nursing team within the ward/department and will:

- Manage the ward / department budget within available resources by ensuring the delivery of high quality cost effective care and appropriate utilisation of the nursing resource.
- Be responsible for the professional development and line management of the nursing team, which encompasses both registered, and support staff.
- Create an environment in which effective learning can take place.
- Co-ordinates and advises on nursing care and the involvement of the multidisciplinary team within designated areas.
- Be responsible for unit audit activity and ensuring care is in line with best practice wherever evidence is available.

### 4. ORGANISATIONAL POSITION

Heavy solid lines denote the line management structure for the team and the individual member of staff that this job description relates too.

The dashed lines denote the governance structure i.e. where the clinical decision making for patient treatment plans and clinical input is derived for the service.

The post holder will be employed by NHS Shetland, but the unit functions as a satellite unit of NHS Grampian. Therefore, the clinical lead for the service is based in Aberdeen. The post holder will be responsible for day to day clinical issues with support from colleagues at Aberdeen Renal Unit where required.
5. ROLE OF DEPARTMENT

To provide a renal service to the people of Shetland

The renal unit currently has four haemodialysis stations and the usual days of operation are Monday, Wednesday and Friday. The unit also trains and supports patients and their families in home dialysis therapies. There may be occasional requirement to work at the weekend.

The renal nurses are involved in the pre-dialysis stage of the patient pathway. The nurses see patients and their families in clinic to discuss treatment choices and to provide support and education.

The unit actively encourages patient involvement in their care through regular discussion and feedback of test results and progress.

6. KEY RESULT AREAS

Within the governance framework the post holder will focus and lead on the following key result areas:

1. SAFE AND EFFECTIVE CLINICAL PRACTICE

- **Clinical Leadership and Teamwork**
  Demonstrate critical analysis and decision–making skills to lead the delivery of a clinically excellent, high quality service within a multidisciplinary team environment, influencing and facilitating change within ward/department and where appropriate the organisation.

- **Evidence Based Clinically Effective Practice**
  Acting as a change agent develops clinical practice through the effective utilisation and integration of evidence into practice; setting, implementing and monitoring evidence based policies, procedures and protocols.

- **Continuous Quality Improvement**
  Develop a culture that improves quality by ensuring continuous review and development of practice through the use of audit, patient feedback and reflection on practice by self and other members of the team.

- **Patient safety**
  Responsibility for promoting a safe and clean environment for staff, patients and visitors by ensuring compliance with legislation, policies and protocols e.g. health and safety, HAI, risk management and critical incident reporting and analysis, assessing and managing actual and potential risks to health and well-being.

Ensure high standard of record keeping in accordance with NMC, national legislation and local standards, facilitating effective communication with multi-professional team regarding patient care.
2. PATIENT EXPERIENCE

- **Coordination of the Patient Journey**
  Responsible for ensuring the planning and coordination of the patient’s episode of care including liaising with GP’s when changes to care have been implemented. To liaise effectively with other units when care being delivered out with Shetland

- **Clinical Expertise**
  Responsible for co-ordinating the work of the team, influencing clinical decisions and monitoring the quality of patient care provided through utilising and maintaining expert clinical knowledge relevant to own field of practice, underpinned by theory and experience. Able to deliver high quality renal care and act as role model for the team.

- **Promote a Culture of Person Centred Care**
  The post holder will be highly visible within ward/department and communicate regularly with patients, relatives and/or carers and within a multidisciplinary team environment be a credible leader promoting equality and diversity through person centred approaches to care.

  Identifies opportunities to develop care and services by ensuring that there are effective systems in place to ascertain patient and carer experience/feedback and complaints are managed in line with organisational policy including the dissemination of learning points.

3. EFFECTIVE CONTRIBUTION TO ORGANISATIONS OBJECTIVES

- **Networking**
  Through successful networking with peers promote the exchange of knowledge, skills and resources.

- **Service Development**
  Working in partnership with a range of clinicians and managers, to ensure the sustainable development of renal services.

- **Political and Strategic Awareness**
  Develop and maintain a working knowledge of local, national and professional strategy and policy, demonstrating the ability to contribute to policy and strategy development at a departmental and organisational level and, where appropriate national level.

  The organisational goals will be reflected in the post holders’ personal objectives. The post holder will ensure the organisational objectives are reflected within the ward/department development plans.

4. MANAGE AND DEVELOP THE PERFORMANCE OF THE TEAM

- **Role Model**
  As a role model, create a supportive ethos to empower staff to contribute to the delivery of high quality patient centred care.
- **Learning and Development**
  Create a learning environment that ensures effective learning opportunities for all staff facilitating a range of clinical support strategies e.g. coaching, clinical supervision and action learning.

  Support the career pathway of individual team members by ensuring all staff have Individual Performance Review and Personal Development Plans and they maintain an up to date knowledge of current clinical and professional issues and legalities.

  Identify and plan training and development requirements of nurses, ensuring the provision of appropriate orientation and induction programmes, on going mandatory training and education opportunities.

- **Manage the Practice Setting**
  Ensure effective workforce planning by monitoring workload and, through efficient rostering, maintain appropriate staffing levels taking account of role and competence of staff when delegating work.

  Manage the nursing team by ensuring compliance by self and others with professional standards, legislation, national and organisational policies, leading recruitment and selection, attendance management, ensuring grievance and disciplinary matters within own department are identified, actioned and reported to appropriate manager.

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**7a. EQUIPMENT AND MACHINERY**

The post holder is expected to have a knowledge of all equipment used in the area however may not have daily clinical involvement

The post holder will be required to manage the use of the following equipment for the reasons stated:

- Haemodialysis machines, reverse osmosis equipment and other dialysis sundries
- IT equipment to read, analyse, record and transmit information.

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**7b. SYSTEMS**

The post holder will work with or contribute to:

- Maintenance of patient nursing records in accordance to NMC guidelines and NHS Shetland standards
- Check and authorise payment of time sheets for payment of staff salaries.
- Complete all documentation related to staff changes and recruitment and forward to payroll, personnel and line manger as appropriate.
- Maintain records re staff attendance at all training events, including mandatory training, as well as monitoring leave and absences
- Completion of PDP’s and appraisals
- Develop, monitor and revise office and ward systems.
- Formatting and populating data bases i.e. census reporting as required

### 8. ASSIGNMENT AND REVIEW OF WORK

Workload is determined by the needs of the service. The post holder will be responsible to the Assistant Director of Nursing (Hospitals) for professional management, work review and formal appraisal of performance and to the Consultant nephrologists in Aberdeen for clinical guidance.

Accountability for budgetary responsibilities will be directly to the Director of Nursing.

### 9. DECISIONS AND JUDGEMENTS

The post holder will be constantly required to make judgements involving a range of facts or situations, which require the analysis of data from various sources and comparison of a range of options, and to review the judgement of others. The post holder will be clinically and professionally expected to make autonomous decisions on a daily basis, including staffing issues, provision of advice on a range of issues to nursing staff and supporting multi-disciplinary team (including medical staff) in clinical decision making.

In addition the post holder will:
- Make autonomous decisions in planning and prioritising patient care and delegating to team members
- Recognise own limitations in the provision of clinical care and urgency of patient needs referring to other health care professionals accordingly
- Has the authority to alter hours of employment on a temporary basis with ward budget
- Uses expert knowledge to know when it is appropriate that patient care should deviate from protocol
- Agrees team members training needs via PDP and reviews
- Identify need for/respond to suggestions from staff re operational management of ward/department.

### 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Managing the demands of direct patient care within existing resources
- Management of change, service and practice
- Management of people, confronting unsatisfactory performance and behaviour
- Managing unrealistic expectations of staff and patients
- Managing complex patients in the chronic dialysis setting without immediate support.
- Coordinating patient care when machine failures prevent treatments being given

### 11. COMMUNICATIONS AND RELATIONSHIPS

Establishes and maintains robust communication networks Communication will be both informal and formal and consist of written and verbal reports and presentations to a range of audiences.
Internal
The post holder will be expected to communicate and liaise with:
- Patient, their relatives and the multidisciplinary team in the provision of care.
- Junior nursing staff – patient care, allocation of work, workload issues
- Other departments e.g. Estates, Supplies, Human Resources, Fire Officer, Infection Control, Staff Organisations

External
- Social services regarding changes to patients care needs
- Other relevant agencies regarding patient care

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical skill
- Manual dexterity for cannulation of fistulas, venepuncture and manipulation of central venous catheters
- Keyboard, word processing skills

Physical effort needed for the post:
- Moving equipment
- Working in restricted position

Mental effort
- Concentration required when commencing and terminating a dialysis session
- Concentration required when troubleshooting machine or patient problems
- Frequent Interruptions to normal working day

Emotional demands
- Communicating with distressed/anxious/ worried patients/ relatives.
- Challenges of dealing with chronically sick patients
- Caring for patients following receipt of bad news
- Supporting staff in the work environment

Environmental and working conditions
- Working with blood
- Working in small area that can become uncomfortably hot due to heat generated by machines.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- First level nursing qualification with evidence of continuing professional development minimum 5 years at least 1 year at Band 6
- Educated to degree level or evidence of equivalent through professional development and experience.
- Non Medical Prescriber or willing to undertake
- High level of clinical expertise within relevant speciality developed through post registration qualification or though professional development and experience
- Evidence of leadership and management development
- Ability to maintain professional and personal credibility across staff groups
- Personal motivation and enthusiasm for the development of nursing, patient care and the enhancement of the patients experience of care
- Computer literate with ability to word process documents operate national data bases as required
- Excellent communication skills with ability to negotiate with a range of personnel
- Proven ability to manage change
- Time management skills
- Full driving licence (postholder may be required to support home dialysis patients)

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder’s Signature: 

Head of Department Signature: 

Date: 

Date:
HAEMODIALYSIS

The Haemodialysis service commenced in August 1999. This is primarily a chronic haemodialysis facility and has recently been moved to being a satellite unit of Aberdeen.

The service is run by a small team, Senior Charge Nurse (this post), 1 band 6 and 1 band 5 staff nurse. In addition we have a band 5 staff nurse trained to help on the unit when required. Dr Iain Macleod, based in Aberdeen, is the consultant responsible for the unit and he holds monthly clinics here at the Gilbert Bain Hospital.

Technical support is provided by the Renal Technicians in Aberdeen.

We have a four stationed unit and carry out regular treatments each Monday, Wednesday and Friday.

We also actively support home dialysis patients and their carers, and follow up transplant patients in the initial post transplant period.

PERITONEAL DIALYSIS

Dialysis access is carried out in Aberdeen. Two weeks following insertion of PD catheter the patient returns to Aberdeen for training.

Local renal unit staff then have a role in supporting the patient at home and developing effective communication links with Aberdeen.

PRE DIALYSIS EDUCATION

Patients are referred to the renal nursing team by Dr Macleod.

Home visits are offered in order to discuss treatment options in a non threatening environment. Patients are encouraged to visit the unit before commencing dialysis.

Generic pre dialysis information is provided as well as tailoring written information to each patients condition and geographical location.

This is a highly individualised service.

Renal Unit, Gilbert Bain Hospital, Lerwick, Shetland. ZE1 0TB
Direct line: 01595 743357
A remote and rural service provides an excellent opportunity for an experienced renal nurse to work with greater autonomy.

When working with a small renal population circumstances can change quickly which means a flexible and adaptive approach is essential. There are 15 inhabited islands in Shetland with the inherent challenge of providing the best possible service whilst retaining that individuals special lifestyle.

You will play a pivotal role in shaping renal services for the future and in particular in developing a nursing role in the treatment and prevention of hypertension.

You will also develop technical skills in dealing with machine problems, as well as having an important role in the monitoring of water quality.

There is time and opportunity to conduct your own audit projects.

You will provide renal education to non-renal staff in line with changing clinical needs.

You will be involved in developing the Unit’s hospital intranet site as a resource for all staff within NHS Shetland.

NHS Shetland is running the RCN Clinical Leadership Programme and opportunity will exist to apply for a place.

There is opportunity to attend national conferences and to work on a mainland unit in order to maintain clinical skills.

NHS Shetland has excellent IT training programmes if you need to get your computer skills up to date. We have internet access on the unit which facilitates professional development. You will have a laptop computer.

NHS Shetland actively promotes video conferencing and this is available for all staff to use.

Networking with colleagues on other units is actively encouraged as a means of diversifying knowledge and reducing isolation.

INFORMAL ENQUIRIES ARE WELCOMED BY

ANDREA RIDALGH

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Dialysis Unit
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Shetland

01595 743357

email: andrea.ridealgh@shb.shetland.scot.nhs.uk