

Highly Specialist Nurse- Vascular Access JOB DESCRIPTION

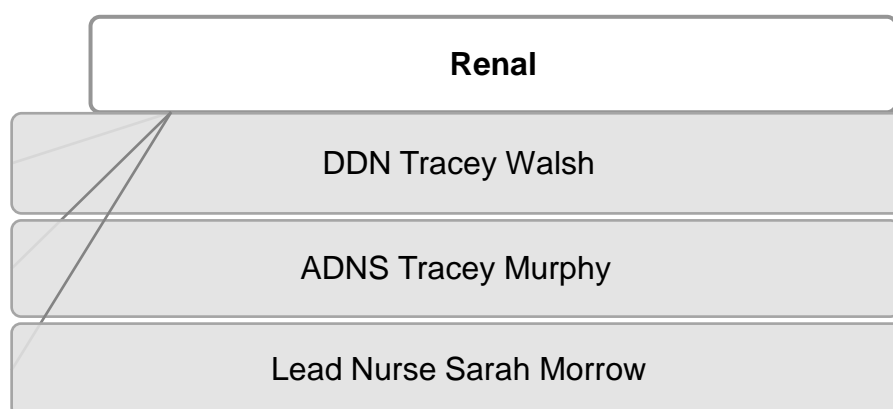
Job Title:	Unit Manager
AfC Band:	Band 7
Directorate/Service:	Renal Service
Accountable To:	Tracey Murphy
Responsible To:	Lead Nurse
Base Location:	Wigan Kidney Care Centre
On-Call Requirement:	Yes
AfC Job Code:	Band 7

Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

Structure Chart



Job Summary

The practitioner should be an expert in the assessment, planning, and implementation of all areas of nursing care from patient's admission to discharge, which facilitates clinical practice development. They will manage ward/unit staff including appraisal, rota's, recruitment and selection and the supervision of learners. Support and lead a team of nurses in the delivery of evidence based patient centred care, which is of a high standard. They are responsible for ensuring all care is delivered according to Trust policies and procedures maintaining associated records. Utilising clinical audit, research, supervision of practice and teaching, they will monitor and improve standards of care by efficient and effective use of resources.

Key Role and Responsibilities

1. Establish and maintain effective communication with individuals and groups about difficult or complex matters overcoming any problems in communication.
2. Develop knowledge and practice in an area of work
3. Promote best practice in health, safety and security
4. Contribute to the development of services
5. Improve quality
6. Promote people's equality, diversity and rights
7. Assess people's health and wellbeing needs when those needs are complex and change across the caseload
8. Plan, deliver and evaluate programmes to address patient's complex and changing health and wellbeing needs
9. Lead work teams in the development of knowledge, ideas and work practice
10. Allocate, coordinate, monitor and assess the work of teams and individuals
11. Maintain and support the efficient use of physical and /or financial resources.

Communications and Relationships

1. To contribute to the development of a learning environment
2. To communicate effectively with a wide range of people to explore complex issues and to make complex decisions
3. To effectively communicate complex and sensitive condition related information to patients and relatives which requires empathy and reassurance
4. To agree the arrangements for communication with the patient/family/carer, and to document these in accordance with Trust policy and the patients right to confidentiality
5. To influence and prioritise the development of knowledge, ideas and work practice in self and others

6. To encourage others to seek advice and solutions to problems
7. To competently receive sensitive information concerning patients' medical condition and provide information using persuasive, reassuring skills as required. E.g. Breaking bad news/special needs/ dealing with anxious relatives.
8. To identify and manage challenging behaviours
9. To ensure that essential information on the patients' condition and progress is recorded by self and team members appropriately according to NMC guidelines

Analytical and Judgmental Skills

- To identify, interpret and analyse complex situations and utilise judgemental skills across a range of options
- To be able to assess and interpret specialist acute and other patient conditions to advise on the appropriate course of action
- To utilise the appropriate judgemental skills when assessing and advising patients and relatives in crisis situations
- To undertake data collection effectively using the agreed systems. Planning and Organisational Skills
- To monitor progress of work recognising changing priorities and implement corrective action where necessary.
- To plan staff off duty rota where appropriate.

Physical Skills

1. Physically able to assist patients with activities of daily living and moving and handling
2. Able to carry out complex observations, monitor and use relevant equipment safely, ensuring accuracy and dexterity
3. To utilise highly developed physical skills where accuracy is important e.g. in preparing and giving IV injections, assembling surgical equipment, maintaining infusions
4. Up to date and UK compliant driving qualifications are required for community pos

Responsibilities for Financial and Physical Resources

- To ensure efficient and effective use of material resources/supplies within the team.
- To monitor, control and store resources/supplies according to the requirements and specifications of the clinical environment.
- To identify any problems with resource use/availability and make recommendations for corrective action which are consistent with team objectives and organisational policies.

- To ensure patients valuables and belongings are documented and managed according to trust policy.
- To order specialist supplies and maintain accurate records of resource use.
- To attend monthly budget meeting.

Personal and people development

- To assess, identify and evaluate own specialist knowledge and practice needs in relation to knowledge and skills required to meet the demands of the job.
- To understand their own role and scope, identify own development needs and take responsibility for their continuing professional development and performance whilst maintaining a personal development plan.
- To make effective use of appropriate learning opportunities for themselves and others and apply learning to practice and any future developments.
- To undertake annual mandatory training updates and other relevant courses in line with Trust and local policies.
- To act as a role model providing mentorship and/or clinical supervision to other staff/learners supporting them in applying theory to practice.
- Contribute to the development of a learning organisation alerting managers to resource issues which may affect this.
- To provide in specialist education and training programmes.

Management of people:

- Responsible for management and professional updating/clinical supervision to other staff and/or learners.
- To participate in the appraisal process for themselves and others.
- To identify, report and address poor performance issues.
- To diffuse challenging behaviour, ensuring that the situation is managed in a sensitive way.
- To lead in the recruitment and selection process.
- To lead and support in the identification of future workforce requirements.
- To participate in disciplinary and grievance procedures if required.

Responsibility for Information Resources

- To record data accurately using the agreed systems i.e. Patient Administration System (PAS) and the Electronic Patient Record system (EPR) and paper documentation

Partnership Working

- To adhere to Trust policies, procedures and current legislation which relates to own work place and contribute to service development.
- To evaluate current service provision and identify how this impacts on their specialist role, the clinical environment and nursing services.
- To contribute to future service design from identification to implementation of service development projects.
- To identify outcomes of service evaluation and offer constructive views on how they should change as a result.
- To develop specialist protocols, standards and guidelines within own specialist area.
- To evaluate with others the effectiveness of any change and how these have improved service.
- To propose policy or service changes which impact beyond your own area of activity.
- To participate in local / regional or national groups related to own specialist area.

Equality and Diversity

- To recognise and promote the importance of people's rights and interpret them in a way that is consistent with trust procedures, policies and legislation
- Acts in a way that acknowledges and recognises people's expressed beliefs preferences and choices (e.g. how people like to be addressed and spoken to)
- Respects people's diversity and values them as individuals
- To challenge behaviour that undermines the rights of others
- To identify and take action where necessary to address discrimination

Making Every Contact Count

- Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing
- Staff should use their interactions with the public to give them additional advice on health and wellbeing
- Staff will be given training and support to help them to signpost people to other services which may improve their health and wellbeing.

Health & Safety

- To monitor and maintain health, safety and security of self and others in own work area.
- To regularly assess risks in work activities and utilise the results to identify how to manage these risks appropriately.

- To work within legislation and trust procedures on risk management.
- Lead and/or provide nursing advice into reviews of Serious Untoward Incidents, complaints or legal claims.
- To take immediate and appropriate action in relation to adverse incident reporting utilising the Trust's incident reporting system.
- Comply with health and safety legislation, promoting high standards and acting immediately on hazards or unsafe practices in conjunction with other staff.
- Ensure that all staff comply with all appropriate legal and statutory requirements, including health and safety, accident/incident reporting incorporating responsibilities into objectives as appropriate.
- You will ensure that you and your staff comply with the Trust's policies on infection, prevention and control.
- You will ensure that you and your staff receive the training required to maintain competence to execute the Trusts policies on infection, prevention and control.
- You have a responsibility to bring deficiencies in the deployment of such policies to the attention of your line manager.

All people who manage others

- You are accountable for the effective deployment of activities that ensure that your department/ward/clinical team is reducing hospital acquired infection. You will ensure that you and your staff comply with the Trust's policies on infection, prevention and control. You will ensure that you and your staff receive the training required to maintain competence to execute the Trusts policies on infection, prevention and control. You have a responsibility to bring deficiencies in the deployment of such policies to the attention of your line manager.

Safeguarding

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to fulfill your mandatory safeguarding training at the level applicable to this role. Electronic Patient Record
- Salford Royal uses an Electronic Patient Record (EPR). All Clinicians must use EPR as the primary patient record. It supports delivery of Safe, Clean and Personal patient care. Paper is used only for clinical record components (e.g. fluid charts) that do not at present have an EPR replacement.
- The majority of clinical documentation is entered directly on the EPR including health issues, case histories and continuation notes, condition specific structured records and risk assessments. EPR also provides systems for prescribing, requesting most tests and some services, and for viewing results, a local integrated record and correspondence.

- Access to this comprehensive EPR is via a unique login and password. All Clinicians working at Salford Royal must receive EPR training.

Code of Conduct

- Professional staff that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Staff who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times

PERSON SPECIFICATION

Job Title:	Unit Manager
AfC Band:	Band 7

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Evidence of continuous professional development 	
Essential Qualifications	<ul style="list-style-type: none"> • First Degree in nursing or • an equivalent portfolio of 	

	<ul style="list-style-type: none"> • evidence • 	
Knowledge, Training & Experience	<ul style="list-style-type: none"> • Two years post registration plus 3 years' experience within Renal Nursing at a senior level • • Evidence of professional/clinical knowledge in area supplemented by specialist clinical, managerial training and CPD • • Evidence of proactive involvement in the mentorship and development of nurses and nursing practice • • Effective communicator able to communicate complex and sensitive information • • Evidence of relevant involvement in meeting the Trust clinical governance objectives • • Computer literacy • • UK Driving licence • • Can demonstrate assertiveness, tact and diplomacy appropriately • • Evidence of involvement in policy and practice change. 	
Skills & Abilities	<ul style="list-style-type: none"> • X 	

Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
CARE We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
APPRECIATE We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
INSPIRE We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

Infection Prevention
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
Safeguarding
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.

Health and Safety

Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.

Confidentiality and Data Protection

Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.

Equality and Diversity

All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.

Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:

- eliminating discrimination, harassment and victimisation
- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

Code of Conduct

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Leadership and Development

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your

daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

Flexibility

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.