

## **JOB DESCRIPTION**

**POST: Renal and Pancreatic Transplant Specialist Nurse**

**DEPARTMENT: Renal Transplant Clinic**

**GRADE: Band 7**

**HOURS: 37.5**

**RESPONSIBLE TO: Matron**

**LIAISES WITH: Matron**

**RESPONSIBLE FOR: Clinical Nursing Team**

**WORKBASE: Manchester Royal Infirmary**

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## **JOB PURPOSE**

The post holder will:

- Undertake a key leadership and managerial role at senior level, reporting to the Matron. The post holder will provide specialist skills and knowledge to support the delivery of care and support to patients, carers, nursing staff and other professionals
  - Have a fundamental role in the delivery of high standards within the Renal and Pancreatic Transplant Service and will work collaboratively and cooperatively with other clinical colleagues ensuring effective quality care delivery of the services within the trust
  - Provide specialist education and training on the management of Transplant patients to nursing staff and other healthcare professionals
  - Assess, plan, implement and evaluate programmes of evidence-based nursing care
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## **MAIN DUTIES & RESPONSIBILITIES**

### **1.0 MANAGERIAL / LEADERSHIP**

The post holder will:

- Provide leadership that provides expert specialist clinical knowledge to colleagues, and promotes patient focussed care
- Evaluate service delivery, identify areas for improvement and initiate and manage change
- Maintain the delivery of a cost effective service
- Manage and maintain stock control of clinical items utilised within the service
- Actively contribute to the annual Business Plan and support agreed developments within the directorate
- Ensure that the Improving Quality programme is firmly embedded within the department
- Ensure a positive approach to customer care through effective conflict / complaints management as well as liaison with PALS department by all members of the team

- Provide clinical leadership and line management of staff ensuring the delivery of the highest professional standards through staff development and individual KSF reviews
- Work collaboratively with other outpatient teams within the organisation
- Take a lead in project development
- Provide regular progress reports to enable the trust to monitor progress in meeting targets
- Ensure the effective and efficient use of physical and financial resources
- Work with directorate managers to provide information required to demonstrate key performance indicators are being met
- Lead the selection process ensuring effective recruitment and retention processes are in place
- Support the implementation of human resources policies within the service and develop a positive performance culture that celebrates successes and takes steps to manage poor performance in line with human resources department
- Monitor rotas to ensure the effective use of skill mix and efficient use of staff to meet the needs of the department
- Ensure all nurses comply with NMC regulations and work within their scope of practice
- Ensure monitoring systems in place regarding professional registration

## 2.0 CLINICAL

The post holder will:

- Lead the local team in the delivery of outpatient transplant services
- Be an autonomous practitioner, accepting responsibility for complete episodes of patients management and take responsibility for the delivery of the clinical service on a day-to-day basis, ensuring patients needs are met
- Manage patient caseload and perform comprehensive assessment of patients health care needs, plan, implement and evaluate care delivery according to health care needs for patients.
- Perform enhanced clinical skills in assessment and assisting in the diagnosis and / or treatment in the management of patients
- Advise patients and healthcare professionals using specialist knowledge in the management of patients in accordance with agreed policies
- Collect, collate, evaluate and report information, maintaining accurate patient records on the management of patients
- Work collaboratively with multi-disciplinary teams, other professionals and agencies to ensure patient needs are met, especially in relation to ongoing care needs and discharge arrangements
- Formulate, implement and monitor policies, procedures and guidelines / protocols and patient information leaflets
- Contribute and support clinical effectiveness and innovative practice within the provision of care
- Ensure that safeguarding and vulnerable adult legislation is adhered to by staff

## 3.0 EDUCATION & TRAINING

The post holder will:

- Take responsibility for individual personal development and participate in the Trust PDR reviews with Modern Matron
- Identify and address training and education required to meet the service and patient needs through KSF and personal development plans in conjunction with the Education development Practitioner
- Promote a learning environment in which individuals take ownership for their professional development
- Develop and deliver education programmes to meet identified needs
- Participate in the education of pre and post registered nurses, and curriculum development where appropriate

- Take a lead in the development and evaluation of practitioners
- Perform assessment of health professionals in the clinical setting
- Provide education in support of change and service development, ensuring any change is evidence-based
- Participate in the process of personnel Development Planning
- Ensure all staff are compliant with corporate and clinical mandatory training
- Ensure systems are in place to monitor and remind nurses regarding professional registration
- Ensure effective preceptor / mentorship system is in place and maintained for all students and new members of staff

#### 4.0 RESEARCH & DEVELOPMENT

The post holder will be expected to:

- Contribute to clinical audit within area of responsibility
- Reflect the principle of continuous improvement through audit of care and patient / carer satisfaction

#### 5.0 KEY PROCESSES

The post holder will be expected to:

- Manage pay and non-pay resources to meet the directorates financial duties
- Maximise the use of staff resources to meet the needs of the patients
- Act in a manner to consistently support equality and diversity in all interactions

#### 6.0 PROFESSIONAL

The post holder will be expected to:

- Adhere to Nursing & Midwifery Council (NMC) Code of Conduct and associated guidelines
- Maintain confidentiality in all aspects of care and employment issues
- Be actively involved in clinical supervision of nursing staff
- Act as a role model at all times and provide specialist knowledge within the area of practice
- Maintain relevant professional registration and professional portfolio
- Maintain appropriate records adhering to Trust and NMC guidelines on record keeping
- Act as advocate for patients / carers where necessary

### **INFECTION CONTROL**

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

### **HEALTH AND SAFETY**

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

**All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.**

### **SAFEGUARDING**

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

### **SECURITY**

The post holder has a responsibility to ensure the preservation of NHS property and resources.

### **CONFIDENTIALITY**

The post holder is required to maintain confidentiality at all times in all aspects of their work.

### **TEAM BRIEFING**

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

### **NO SMOKING POLICY**

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

## **THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**

**This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.**

## **ORGANISATIONAL CHART**

Please insert the organisational chart text here or upload the organisational picture below.

