

POSITION DESCRIPTION

August 2024

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

Health New Zealand - Waitaha is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

POSITION TITLE:

Living Kidney Donor Advisor

REPORTS TO (Title):

Service Manager - Nephrology

REPORTS ON A DAILY BASIS TO:

Clinical Director - Nephrology

PRINCIPAL OBJECTIVES

- To provide education about the risks and benefits of living kidney donation to potential living kidney donors.
- To provide education about the process of assessment for kidney donation to potential living kidney donors, including the risks inherent in the assessment process, and if appropriate to gain consent from them to initiate this process.
- To assess the ability of potential living kidney donors to understand and assimilate the information provided to them during the education process.
- To assess the motivations of potential living kidney donors to ensure they are proceeding with assessment based on a freely made, well informed decision without undue external influence, including from a potential recipient.
- To liaise with other members of the transplant assessment team, and the potential living kidney donors' GP or other health provider (s).
- To attend the South Island Transplant Group Committee Meetings to provide input into the process of assessing potential living kidney donors.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

1	Nephrologists, Transplant Surgeons
2	Transplant Coordinators
3	Administration Staff
4	Social Workers
5	Clinical Psychologists
6	Clinical Nurse Specialists
7	Dialysis Charge Nurse Manager
8	Other staff as required

EXTERNALLY:

1	Potential Living Kidney Donors
2	Family/Carers/Whanau
3	General Practitioners & other Health Providers

KEY PERFORMANCE OBJECTIVES:

Task	Interview potential living kidney donors after they have made contact with the transplant coordinator and been provided with written information about kidney donation, considered it, and made a further approach to the transplant coordinator asking to start the assessment process
Expected Result	The Living Kidney Donor Advisor will: <ul style="list-style-type: none">• Assess the understanding of the written information provided• Address any initial questions about the process• Reiterate general information about the process including timeframe, need for attendance at standard appointments and for standard tests• Obtain history of the presence of relevant potential medical contraindications to donation• At the end of the consultation establish whether the potential donor wishes to consider the matter further, to proceed or to not proceed further with the assessment process
Task	Assess the donors motivations to exclude the possibility that the potential donor is being coerced to donate their kidney
Expected Result	The Living Kidney Donor Advisor will: <ul style="list-style-type: none">• Establish the nature of the relationship between the potential donor and recipient (for directed donations)• Explore and document potential donor's motivations for putting themselves forward for assessment• Discuss any concerns raised with the remainder of the assessment team
Task	Document results of potential donor interviews in the medical record
Expected Result	The Living Kidney Donor Advisor will: <ul style="list-style-type: none">• Complete standard documentation of the consultation including writing in the medical notes and dictating a letter to the potential donor's General Practitioner
Task	Contribute to multidisciplinary assessment team
Expected Result	The Living Kidney Donor Advisor will: <ul style="list-style-type: none">• Attend and contribute to the discussions of the South Island Transplant Group Kidney Transplantation Committee Meetings around potential donor suitability for assessment and donation, based on assessment undertaken and any further information received from other health care workers.
Task	Maintain their own levels of skill and effectiveness.
Expected Result	The Living Kidney Donor Advisor will: <ul style="list-style-type: none">• Continue with ongoing learning pertaining to their role and attend relevant training courses as approved by the Clinical Director or Service Manager.• Undertake regular performance appraisal at the direction of the Service Manager/Clinical Director• Objectively evaluate own performance.
Task	Undertake other duties as reasonably directed by the Service Manager or Clinical Director.

Expected Result

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| <ul style="list-style-type: none">• All duties required to be performed in the best interests of Health New Zealand - Waitaha are done so in a competent and efficient manner. |
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HEALTH & SAFETY:

Implement or lead and implement emergency procedures and maintain a safe and secure work environment by following relevant Health New Zealand - Waitaha and Divisional policies, protocols and standards. This includes but is not limited to:

- Practice safe work habits and ensure the health and safety of yourself and others.
- Make unsafe work situations safe or, inform a supervisor or manager.
- Is knowledgeable about hazards in the work area and the procedures in place to identify and control hazards.
- Use Personal Protective Equipment correctly and when required.
- Report hazards, incidents, accidents, and near misses promptly and accurately.
- Seek advice from your manager if unsure of work practices.
- Complete mandatory training as required.
- Is knowledgeable of emergency procedures and evacuation plans.
- Assists in maintenance of equipment as required and reports faulty equipment promptly.
- Actively practice clinical standard precautions.

QUALITY:

Every staff member within Health New Zealand - Waitaha is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

QUALIFICATIONS & EXPERIENCE:

Essential

- Experience and understanding of the nature of end-stage renal failure management including kidney transplantation and dialysis.
- Experience in managing patient/client expectations within complex health systems.
- Experience in contributing to multidisciplinary team settings.

Desirable

- Qualifications/experience in Counselling.

PERSONAL ATTRIBUTES:

Mandatory

- Ability to work within a multi-disciplinary team or alone.
- Ability to teach and present information effectively.
- Ability to liaise and consult with a broad range of health professionals and community organisations.
- Strong patient focus and advocacy skills.
- Ability to sensitively manage complex crisis, cultural and social situations.
- Excellent communication and interpersonal skills.
- Organisational and problem-solving skills.
- Self-motivated confident and collaborative approach to functional relationships.
- Empathy, understanding and commitment to bi-culturalism and partnership.

Desirable

- Awareness of services provided by health care providers.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.