

Grúpa Ospidéal
Oirthear na hÉireann



Job Description and Person Specification

Permanent Staff Nurse Competition Ireland East Hospital Group

Reference: SCH/026/2018

Closing Date: 5pm on Friday 17th August, 2018

Mary Day, Chief Executive / Tom Lynch, Chairman
Ireland East Hospital Group
Level 3
Mater Misericordiae University Hospital
Eccles Street
Dublin 7

Tel: 01 9602402 / 01 9602403

**Permanent Staff Nurse,
St. Columcille's Hospital, Ireland East Hospital Group.**

Job Title and Grade	Staff Nurse General including Theatre and Endoscopy trained Staff Nurses, St. Columcille's Hospital, Loughlinstown, Co. Dublin. (Grade Code 2135)
Campaign Reference	SCH/026/2018
Closing Date / Proposed Interview date.	Closing Date: Friday 17 th August, 2018 at 5pm
Taking up Appointment	A start date will be indicated at job offer stage
Location of Post	St Columcille's Hospital, Loughlinstown, Co Dublin.
Organisational Area	Ireland East Hospital Group.
Details of Service	<p>St. Columcille's Hospital (SCH) Loughlinstown, is a model 2 hospital with 109 Inpatient Beds, 3 Medical Observation Beds, 8 Day Beds, 9 Beds in MAU (Medical Assessment Unit) and 6 in the IU (Injuries Unit).</p> <p>Located on the border of Wicklow it has a national speciality in obesity management. In addition to general medicine and care of the elderly services it also has orthopaedic rehab and stroke rehab services.</p> <p>At present the theatre department runs day case surgery lists in general surgery, vascular surgery, pain management, gynaecology and dentals.</p>
Informal Enquires	Ms. Kay Hand, Interim Director of Nursing, St. Columcille's Hospital. Kay.Hand@hse.ie Tel: 01 2115221
How to apply	Application forms to be returned to Ms. Suzanne Kirk, Human Resource Department, St. Columcille's Hospital, Loughlinstown, Co. Dublin. Suzanne.Kirk@hse.ie Tel: 01 2115064
Reporting Relationship	Clinical Nurse Manager 2 or designated Officer. Responsible to Director of Nursing or designated Officer.
Purpose of the Post	The Staff Nurse will assess, plan, implement and evaluate care to the highest professional and ethical standards within the model of nursing care practiced in the relevant care setting. The staff nurse will provide holistic, person centred care, promoting optimum independence and enhancing the quality of life for service users.
Principal Duties and Responsibilities	<p><u>Professional Responsibilities</u></p> <p><i>The Staff Nurse will:</i></p> <ul style="list-style-type: none"> Practice Nursing according to the Code of Professional Conduct as laid down by the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and Professional Clinical Guidelines Adhere to national, regional and local Health Service Executive (HSE) guidelines, policies, protocols and legislation Work within their scope of practice and take measures to develop and maintain the competence necessary for professional practice Maintain a high standard of professional behaviour and be accountable for their practice Be aware of ethical policies and procedures which pertain to their area of practice Respect and maintain the privacy, dignity and confidentiality of the patient Follow appropriate lines of authority within the Nurse Management structure

Clinical Practice

The Staff Nurse will:

- Deliver the nursing care of an assigned group of patients within a best practice / evidence based framework
- Manage a designated caseload
- Promote the health, welfare and social wellbeing of patients within our services
- Actively participate as a multi-disciplinary / inter-disciplinary team member in all aspects of service delivery including case conferences, clinical meetings, team meetings
- Assess, plan, implement and evaluate individual person centred care programmes within an agreed framework and in accordance with best practice
- Develop and promote good interpersonal relationships with patients, their family / social network supports and the interdisciplinary care team in the promotion of person centred care
- Ensure that care is carried out in an empathetic and ethical manner and that the dignity and spiritual needs of the patient are respected
- Promote and recognise the patients' social and cultural dimensions of care and the need for links with their local community
- Collaborate and work closely with the patient, their family, the multi-disciplinary / inter-disciplinary team, external agencies and services to facilitate discharge planning, continuity of care and specific care requirements
- Provide appropriate and timely education and information to the patient, their family and be an advocate for the individual patient and for their family
- Report and consult with senior nursing management on clinical issues as appropriate
- Maintain appropriate and accurate written nursing records and reports regarding patient care in accordance with local / national / professional guidelines
- Participate in innovation and change in the approach to patient care delivery particularly in relation to new research findings, evidence based practice and advances in treatment
- Participate in clinical audit and review
- Undertake Key Worker role as appropriate
- Promote a positive health concept with patients and colleagues and contribute to health promotion and disease prevention initiatives of the Health Service Executive
- Delegate to and supervise the work of other grades of staff within the remit of their role, as appropriate
- Demonstrate flexibility by rotating / assisting in other units / care settings as required to meet nursing resource needs and the requirements of the integrated services programme (ISP)
- Refer clients to other services as required

Clinical Governance

The Staff Nurse will:

- Participate in clinical governance structures within the local / regional / national clinical governance framework
- Have a working knowledge of HIQA Standards as they apply to the role / care setting, for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.
- Contribute to ongoing monitoring, audit and evaluation of the service as appropriate
- Accurately record and report all complaints to appropriate personnel according to local service policy
- Participate in the development of policies / procedures and guidelines to support compliance with current legal requirements, where existing, for the safe storage and administration of medicines and other clinical products
- Participate in the development of policies / procedures and guidelines with health, safety, fire, risk and management personnel and participate in their development in conjunction with relevant staff and in compliance with statutory obligations
- Observe, report and take appropriate action on any matter which may be detrimental to patient care or well being
- Be aware of, and comply with, the principles of clinical governance including

- quality, risk and health and safety and be individually responsible for clinical governance, risk management / health and safety issues in their area of work
- Participate in the development, promotion and implementation of infection prevention and control guidelines
- Adhere to organisational dress code
- Assume responsibility for and coordinate the management of the unit / care setting in the absence of the Clinical Nurse Manager

Education, Training & Development

The Staff Nurse will:

- Take responsibility for own competency and learning and development needs and actively contribute to the learning and development of the interdisciplinary team
- Complete all mandatory training as deemed necessary by the Director of Nursing and Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland)
- Participate in performance evaluation / review with their line manager, identifying areas for improvement and appropriate plans / measures to achieve them
- Provide feedback to the Clinical Nurse Manager or the designated officer with regard to compilation of proficiency assessments for students in the clinical setting
- Develop and use reflective practice techniques to inform and guide practice as part of their daily work
- Identify and contribute to the continual enhancement of learning opportunities within a population health framework
- Participate in the clinical / workplace induction of all new nursing and support staff
- Contribute to the identification of training needs pertinent to the clinical area
- Develop teaching skills and participate in the planning and implementation of orientation, training and teaching programmes for nursing students and other health-care staff as appropriate
- Having undergone appropriate training, act as a mentor / preceptor or clinical assessor for students
- Participate in the development of performance indicators in conjunction with the Clinical Nurse Manager
- Participate in innovation and change in the approach to service user care delivery, and contribute to the service planning process, based on best practice and under the direction of Nurse Management / Nurse Practice Development, particularly in relation to new research findings and advances in treatment

Administration

The Staff Nurse will:

- Ensure that records are safeguarded and managed as per HSE / local policy and in accordance with relevant legislation
- Work closely with colleagues across the integrated services programme in order to provide a seamless service delivery to the client within the integrated services programme
- Maintain records and submit activity data / furnish appropriate reports to the Director of Nursing as required
- Contribute to policy development and formulation, performance monitoring, business planning and budgetary control
- Maintain professional standards including patient and data confidentiality
- Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements
- Contribute to ongoing monitoring, audit and evaluation of the service as appropriate
- Ensure that the care setting is maintained in good order using appropriate models, that supplies are adequate and that all equipment is in good working order and ready for immediate use
- Ensure that equipment is safe to use and report any malfunctions in a timely manner
- Assist with ordering of supplies as required and ensure the appropriate and efficient use of supplies is made and exercise economy in the use of consumables
- Undertake other duties as required by the Director of Nursing or his / her designate

	<p>The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him / her from time to time and to contribute to the development of the post while in office.</p>
<p>Eligibility Criteria</p> <p>Qualifications and / or experience</p>	<p>Candidates must have at the latest date for receipt of applications for the post:-</p> <ul style="list-style-type: none"> Be registered in the General Division of the Register of Nurses & Midwives maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or be entitled to be so registered <p style="text-align: center;">And</p> <ul style="list-style-type: none"> Have the clinical and administrative capacity to properly discharge the functions of the role <p><i>Note: Post holders must maintain annual registration with Bord Altranais agus Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland)</i></p> <p>Health A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>Character Each candidate for and any person holding the office must be of good character</p> <p>Age Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.</p>
<p>Skills, competencies and/or knowledge</p>	<p>Candidates must demonstrate:</p> <ul style="list-style-type: none"> Sufficient clinical knowledge, clinical reasoning skills and evidence based practice to carry out the duties and responsibilities of the role. That he/she practices nursing care safely and effectively, fulfilling her / his professional responsibility within her / his scope of practice. That he/she practices in accordance with legislation affecting nursing practice The ability to plan and organise effectively A commitment to providing a quality service The ability to build and maintain relationships including the ability to work effectively as part of a multi disciplinary team. Effective analytical, problem solving and decision making skills Excellent communication skills, including sufficient command of the English language so as to effectively carry out the duties and responsibilities of the role Evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect A commitment to continuing professional development An awareness of developments within the HSE Knowledge of the HSE Transformation Programme A willingness to engage and develop Information Technology skills relevant to the role
<p>Campaign Specific Selection process</p>	<p>A ranking and / or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and / or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and / or knowledge section of this job specification. Therefore it is very</p>

Shortlisting / Interview	<p>important that you think about your experience in light of those requirements.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.</p>
Code of Practice	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commissioners for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, feedback facilitates for applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, Information For Candidates".</p> <p>Codes of practice are published by the CPSA and are available on www.cpsa.ie in the document posted with each vacancy entitled "Code of Practice, information for candidates or on www.cpsa-online.ie.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.</p> <p>This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p>	



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Staff Nurse General Terms and Conditions of Employment

Tenure	<p>The current vacancies available are permanent – whole-time and part-time contracts available.</p> <p>The post is pensionable. A panel will be created from which permanent and specified purpose vacancies of full or part time duration will be filled. The tenure of these posts will be indicated at “expression of interest” stage.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.</p>
Remuneration	<p>The Salary Scale (as at 01/04/18) for the post is:</p> <p>€28,768, €30,802, €31,852, €33,037, €34,531, €36,023, €37,508, €38,792, €40,080, €41,361, €42,644, €43,904, €45,248 LSI (pro rata)</p>
Working Week	<p>The standard working week applying to the post is 39 hours per week.</p> <p>HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
Annual Leave	<p>The annual leave associated with the post is:</p> <p>0-5 years post qualification nursing experience 24 days per year (pro rata). 5-10 years post qualification nursing experience 25 days per year (pro rata). More than 10 years post qualification nursing experience 27 days per year (pro rata).</p>
Superannuation	<p>This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004</p>
Probation	<p>Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.</p>
Protection of Persons Reporting Child Abuse Act 1998	<p>As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.</p>
Infection Control	<p>Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards</p>