Liaison / Coordinator Nurse for Spinal Injury Pathway,  
Spinal Cord System of Care Programme at NRH.  
Permanent, Full time

Particulars of Office (Generic)

1. The appointment permanent, whole time and pensionable.

2. Salary  
Remuneration is in accordance with the salary scale approved by the Department of Health current scale.

3. Superannuation  
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children’s Scheme will apply to the position and superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the scheme.

4. Duties  
The Liaison / Coordinator Nurse for Spinal Injury Pathway will perform such duties as are outlined in the attached Job Description.

5. Hours of Work  
The normal hours of work associated with the post are hours per week, usually discharged between the hours of 8 am and 8pm on a Monday to Saturday basis. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.

6. Retirement  
No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the 1st day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

7. Annual Leave  
Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act. 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole time equivalency.

8. Sick Leave  
Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.
9. **Termination of office**  
   The employment may be terminated at any time by two months notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management’s right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

10. **Garda Vetting Checks**  
   Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to revett employees at any future point, as deemed appropriate by Hospital Management.

11. **Confidentiality**  
   In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

12. **Hygiene**  
   During the course of employment staff are required to ensure that the hospital’s hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital’s Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital’s quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

13. **Policies / Legislation**  
   All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital’s ethical codes of practice. Employees are required to abide by the hospital’s code of behaviour and the code of practice as defined by their relevant professional body.

14. **Disability Census**  
   As part of the NRH’s commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one’s employment and will be stored in compliance with Data Protection Legislation.
Liaison / Coordinator Nurse for Spinal Injury Pathway, Spinal Cord System of Care Programme at NRH.
Permanent, Full time

1. Qualifications

The candidate must, on the latest date for receiving completed application forms for the office, possess:

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<tr>
<th>Criteria for Application</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Qualifications</td>
<td>Candidates should be from a nursing background and registered on the General Division of Midwifery Board of Ireland (NMBI) or eligible to be so registered.</td>
<td>Clinical nurse specialist level</td>
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<td>Experience</td>
<td>Minimum 5 years post qualification experience with at least 2 years in the area of spinal cord injury (SCI). Post graduate qualification/experience in spinal cord Injury and/or neuro-rehabilitation.</td>
<td>Ventilator / Tracheostomy care</td>
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<td>Education / training</td>
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<td>Tissue viability</td>
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<td>Family and patient communication/ liaison</td>
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<td>Knowledge</td>
<td>Extensive SCI and rehabilitation knowledge</td>
<td>Working knowledge of clinical governance and of research</td>
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<td>Evidence of experience of using rehabilitation outcome measurement and scoring e.g. SCIM, RCS etc. Knowledge of organisation of community services within the HSE Awareness of new developments in SCI/ rehabilitation specific. Evidence of on-going CPD</td>
<td>Working knowledge and experience in design, implementation and control of various quality control and accreditation standards</td>
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<td>Skills</td>
<td>Effective inter-personal and leadership skills</td>
<td>Ability to compile activity data and assist with reporting according to programmatic structure and requirements</td>
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<td>Ability to communicate effectively with patients, family members and health professional colleagues Excellent organisational ability Ability to teach, both formally and informally Fully licensed driver with access to a car</td>
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<td>Good IT computer skills- word, excel, powerpoint and outlook</td>
<td>Initiative of new developments</td>
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<td><strong>Personal Characteristics</strong></td>
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<td>Team worker, approachable and flexible in working practice. Well-organised</td>
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<td>Sensitive to needs of patients, families and colleagues</td>
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<td>Able to deal with multiple issues at one time but to prioritise appropriately</td>
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<td><strong>Ambition and desire to further education and training</strong></td>
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2. **Health**

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well-being in line with the Hospital objectives.

3. **Character**

Candidates for and any person holding the office must be of good character.
Liaison / Coordinator Nurse for Spinal Injury Pathway, Spinal Cord System of Care Programme at NRH.
Permanent, Full time

Title: Liaison/Coordinator Nurse, Spinal Injury Pathway, Spinal Cord System of Care Programme at NRH.

Purpose of the position:

- Work in partnership with Intensivist, and teams in NRH and MMUH to support the Integrated Care Pathway for Spinal Cord Injury.
- Work in partnership with Intensivist, NRH and NSIU to develop an implementation plan for the Integrated Care Pathway for Spinal Cord Injury in line with evidence based practice.
- Contribute to development of supporting education programme and resources.
- This post will directly support the care planning and management of patients with spinal cord injury, including ventilator dependent patients in the National Spinal Injury Unit at the Mater Misericordiae University Hospital (MMUH) and/or other acute hospitals as appropriate. This support will travel with the patient and family across the continuum of care from MMUH to NRH and to community services, playing a key role in ensuring safe transition between services.
- Engagement with colleagues in UK & Europe re; service developments in the area of management of spinal Cord injury, in particular, ventilated patients.
- To assist people with spinal cord injury (SCI) to live as independently as possible in the aftermath of their injury through management of the medical, physical, emotional and social consequences of SCI.
- Responsible for ensuring the completion of the rehabilitation needs assessment.
- Coordinating early referral to Consultant in Rehabilitation Medicine as appropriate.
- Assist with discharge planning at the earliest possible point, ideally during reconstruction and ongoing care phase of the continuum.
- Assist with the development of comprehensive discharge plans that address management of emergent issues, ongoing health & wellbeing issues and future planning of care needs.
- Record data with respect to patient pathways and outcomes and contribute to developing database to support reporting on this data.
- Support the case management approach to the patients of the service as a central point of contact for patient and family across continuum of care including follow-up/reviews.
- Identify key people from hospital & community to manage the discharge process and develop linkages with services/programmes with demonstrated competencies in spinal cord dysfunction.
- Ensure that an effective pathway of communication is developed across all stakeholders to ensure a proactive prompt service is in place to support hospital discharge within a realistic timeframe.
- The post holder will gather information relevant to patients with SCI and ventilator dependency regarding unplanned transfers to acute medical facilities, discharges to long term care and expiration. This information will be reported on annually in relation to emergent trends, actions for improvement and results of performance improvement plans.
- Ensure robust systems are in place to notify local hospitals and community services of all patients being discharged directly from the specialist hospital.
- Ensure that any reason for delayed discharge is identified and actioned as soon as possible, explained to parents/guardians and documented appropriately.
- Reporting on key performance indicators in the areas of activity, progress and outcomes measures as agreed by the Integrated SCI pathway working group.

Accountable to:

Spinal Cord Programme Manager / Consultant in Rehabilitation Medicine at the National Rehabilitation Hospital. Standard operating procedures will need to be established to describe clinical governance and accountability between host organisation (NRH) and other acute hospitals within which the post holder will engage with patients.

Liaison/Communication;

- With all nursing, nursing support, medical and allied health staff within the NRH, NSIU and other acute hospitals as required.
- With the existing NRH liaison nursing service to specifically ensure a continuity of any new service development including the management of ventilator dependent patients
- With Intensivists and other staff as appropriate at MMUH and/or other acute hospitals as required.
- With patients with Spinal Injury and their family members/ carers
- With HSE community healthcare professionals including General Practitioners and Public Health Nurses in relation to the patient’s progress
- With relevant external agencies in relation to patients treated in the NRH Spinal Cord System of Care Programme including the management of patients, including those patients who are ventilator dependent in a domiciliary/community setting.
- With the SCI pathway steering group/national working group, the ICP Patient Flow and National Clinical Programme for Rehabilitation Medicine as required
Overview of the Role

Main Duties and responsibilities:

- Engage fully with the development and implementation of the Integrated Care Pathway for patients with spinal cord injury.
- Play a key role in the development of educational supports required for implementation of the pathway.
- Act as a key point of contact between patients/families and health service providers while awaiting transfer to NRH and for onward discharge planning.
- Work in collaboration with MDT’s (both at NRH, NSIU & other hospitals) to manage and coordinate the care of the patient through the reconstruction pathway through to life-long care in the community
- Ensure completion of the rehabilitation needs assessment and referral for rehabilitation prescription for those with complex specialist rehabilitation needs.
- Responsible for coordinating cross-site MDT meetings to discuss and review patients currently in the NSIU awaiting transfer to NRH for post-acute specialist rehabilitation services
- To liaise with other hospitals/community services to facilitate early and timely discharge planning.
- Set relevant service objectives with respect to patient flow in line with the integrated care pathway for patients with spinal cord injury.
- Develop relationships with professional colleagues locally, regionally and nationally if required to assist with supporting implementation of the integrated care pathway.
- Acting as a key point of contact for those living in the community who are ventilator dependent and establishing and maintaining effective liaison with community services.
- Engage fully in structured activities of the spinal programme which promote participation and engagement in social activity including travelling and accompanying patients to the UK Annual Inter Unit Spinal Games
- Providing expert nursing advice to patients, families, carers and healthcare professionals.
- Providing training and education to carers and nursing colleagues in the community and other hospitals in all aspects of care related to SCI e.g. bowel care, skin care.
- Provide leadership across the pathway to critically appraise current practice
ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- Ensure that a safe environment is maintained for staff and visitors in compliance with Health and Safety requirements and best practice.
- Being responsible for the day to day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- Keeping up to date with all relevant mandatory training for the department.
- The post holder has accountability both professionally and legally for decisions she/he makes which impacts on patient and staff health, safety and welfare. She/he must submit her/his Nursing and Midwifery Board of Ireland (NMBI) Registration certificate to nursing administration before 1st February each year.

Specific Accountability

- She/he is accountable for ensuring a high standard of patient care, including maintaining the patient’s privacy and dignity at all times.
- She/he is accountable for the provision of patient rehabilitation needs information to the relevant stakeholders. He/She will ensure that this communication is full, accurate and consistent and will be communicated in a timely manner.
- She/he is accountable for maintaining her/his own case load. Where necessary she/he is responsible for linking in with other professionals in order to ensure all the patient’s needs are met.
- She/he will have specific responsibilities in terms of reporting on activity relating to their role and implementation of the care pathway.

Professional responsibilities

- Provide a service which optimises quality and continuity of care for patients with a spinal injury.
- A specific focus on supporting the management and planning of ventilator dependent patients in both MMUH and NRH in readiness for community discharge.
- Act as an informed resource to the patient and his/her carers in the community.
- Liaise with referring hospital/consultant/treating team to ensure that referral information, rehabilitation needs checklist and process is complete and provides rehabilitation needs information.
- Performing pre-admission assessments of patients with spinal cord injury, primarily in hospitals where there is no rehabilitation medicine input.
- Provide a programme of education and training for multidisciplinary team that benefits patient care.
- Ensure patient confidentiality is respected and the dignity of the patient is assured and maintained at all times.
- Provide the patient and his/her family with an understanding of the rehabilitation process and its outcome.
- Providing specialist advice on the prevention and management of specific complications of SCI.
- Keeping accurate and confidential records on patients at all times.
- Liaise with referring hospital, nursing home and/or patient family with a view to identifying and supporting the commencement of discharge planning e.g. medical card/ fair deal applications.
- Liaise with admitting consultant up to and immediately prior to admission regarding patient clinical information as per preadmission checklist from when patient has been assigned a bed under an admitting consultant in either NRH or other hospital providing care for the patient either pre or post rehabilitation services.
- Attending both family and discharge conferences to assist in the onward planning of patient care.
- Acting as the first point of contact, after the general practitioner or public health nurse, for any patient encountering problems following discharge from the NRH.
- Making contact with patients following discharge through a telephone call within one month of discharge followed by a home visit if necessary.
- Providing further visits as clinically indicated where patients are unable to travel to the NRH out-patient department.
- Liaising with nursing and medical staff in other hospitals when SCI patients are admitted with new medical problems, to visit and assist with management where necessary.
- Liaising with all members of the community services (clinical and managerial) as required including attendance at community conferences.
- Reviewing and revising collaborative links with the Spinal Injuries Ireland outreach service to optimise outcomes for patients

Training

- The post holder required to maintain relevant CPD as per professional body
- Ensure own skills and knowledge are regularly updated through utilisation of all opportunities within the NRH and NSIU and attendance at relevant conferences/education meetings.
- Education and training re; implementation of standardised rehabilitation needs assessment
- Specific education on the management of patients who are ventilator dependent will be required
- Specific education on the sequalea of spinal cord injury required
- The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation
- Collaborate with other nurse specialists and nursing education department, to design a formal teaching plan for professionals in the community and other health care facilities and to keep this updated as necessary.
- To provide comprehensive training to other health care professionals including public health nurses, nursing staff in hospitals, residential facilities or voluntary organisations.,
- To contribute to education and training for staff within the NRH.

Research

- Promote evidence based practice and clinical audit to improve standards of patient care.
- Set standards to promote a quality service.
- Act as a nursing research resource in the area of spinal injury for nursing staff throughout the hospital.
- Initiate and participate in research projects following approval by the ethics committee
- Advise on the implementation of appropriate research findings.

Reviewed By SCSC Programme Manager March 2017
Management
- Participate in monitoring, evaluating and developing all aspects of the SCSC Programme service.
- Attend the Spinal Cord Systems of Care (SCSC) programme meetings where possible.
- Record case-load/activity and audit practices in relation to same.

Confidentiality
- The post holder shall adhere to relevant confidentiality policy which states that records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty.
- Healthcare records and patient information must be stored and communicated in compliance with data protection policy and the standards for healthcare record management. Healthcare records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Quality, Patient Safety & Risk Management

The NRH is committed to supporting a culture of continuous quality improvement through effective governance, clinical effectiveness and outcome measurement. Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. This involves developing appropriate standards of practice that can be measured from the clinician and service user perspective and requires that the Manager is:

- Responsible to ensure compliance with Health Information and Quality Authority (HIQA) National Standards, Health Service Executive (HSE), CARF/adopted Accreditation Standards, National and Local policies, procedures, guidelines, best practice standards, relevant government legislation and regulations.
- Participate in various standards, NRH accreditation and quality control groups to support the overall achievement and maintenance of the designated NRH quality and accreditation standards.
- To promote and effect a Continuous Quality Improvement (CQI) environment for services at NRH in line with existing and future regulatory requirements.
- To work closely with the Risk Management Department, clinical programmes and services in order to organise and assure implementation of all hospital and external quality, safety and risk management policies, procedures and requirements pertinent to services at the Hospital.
The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder

Employee Name: _________________    Line Manager Name: _______________

Employee Signature: _______________    Manager’s Signature: _______________

Date: ___________________________    Date: ___________________________