



STAFF NURSE
Permanent/Temporary, Full time

JOB DESCRIPTION

Particulars of Office

1. The appointment is permanent, wholetime and pensionable.
2. **Salary**
Remuneration is in accordance with the salary scale approved by the Department of Health and Children 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 incumbent 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 39 hours per week discharged through a 24 hour period Monday to Sunday. Your shift hours will be noted to you by the Director of Nursing. Flexibility in working throughout the 7 days will be required including a rotation to night duty shifts.
6. **Probation**
The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be;
 - a. Certified as satisfactory and confirmed in writing;
 - b. In certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.

7. 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.

8. Annual leave

Annual leave and public holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997. Your annual leave entitlement will be advised to you by the Director of Nursing Office and is based on the number of years iservice.

9. 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.

10. Termination of office

The employment may be terminated at any time by one 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.

11. 11. 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.

12. 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.

13. 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.

14. 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.

15. 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, if any. 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.



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1. Qualifications

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

- Registration on the General Division of the Nursing and Midwifery Board of Ireland (NMBI).
- Proven clinical and professional ability, communication and organization skills.
- Display evidence of continuing professional development.

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.



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JOB DESCRIPTION

Title: Staff Nurse

Purpose of the Position: To promote and maintain the highest standards of quality in the nursing service provided, which should respect the dignity all patients.

Accountable to: Director of Nursing

Liaison/Communication: With Patients; Families and Carers
All members of the multidisciplinary Team
Director of Nursing and her Deputies
Heads of Departments, or their Deputies
Relevant external agencies



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JOB DESCRIPTION

Overview of the Role:

The post holder will be responsible for:

- Maintaining a high standard of patient care
- Encouraging a learning environment in order to develop self and each member of the nursing team
- Fostering teamwork
- Acting as an advocate for patients with a disability
- Acting up for Clinical Nurse Manager II Day and Night Duty as required. It will be necessary for the post holder to carry a bleep while undertaking these duties.
- Rotates on all shifts of duty as required including night duty rotation
- Rotates to all clinical areas, if required by the Director of Nursing or his/her Deputy

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- 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 Registration certificate to nursing Administration before 1st February each year.
- 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.

Specific Accountability

She/he is accountable for the providing of a high standard of patient care and for ensuring that this standard of care is maintained by the nursing support staff she/he is supervising, in their provision of care.

Outline of Duties and Responsibilities

Clinical Nursing Practice:

- Practices within the code set for the profession by Nursing and Midwifery Board.
- Uses a framework and model of nursing to assess individual patient needs.
- Prevents the spread of infection by using standard precautions and adhering to all N R H infection control policies.
- Provides appropriate nursing care which is planned for individual patients, based on need assessment and is evidence based.
- Reviews patient care plans for appropriate patient goals, problems, approaches and revisions based on nursing needs.
- Ensures that verbal and written nursing reporting systems are accurate and adequate.
- Ensures that accurate nursing reports accompany patients who are being transferred to other hospitals.
- Ensures clinical competence, when performing clinical activities.
- Directs, supervises, and works with Health Care Assistants, Post Graduate and Undergraduate Nurses, FETAC and Transition Year student .
- Mentors new staff when requested to by CNM 2.
- Assist in the induction programme for new staff.
- Ensures that patients and relatives are appropriately informed and counseled regarding their condition, short and long term treatment/care plans and that they are adequately educated and trained.
- Attends and participates in multidisciplinary ward rounds and conferences.

- Ensures that MDA/Controlled Drug records are accurately kept and any discrepancy is reported immediately to the CNM 2 and the Director of Nursing Office.
- Directs and supervises cleaning of all areas of the ward/unit in line with Hospital Protocols and Procedures.
- Attends all National Rehabilitation Hospital mandatory training and receives certification where applicable.
- Familiarizes him/herself with and adheres to all National Rehabilitation Hospital Policies and Procedures.
- Promotes nurtures and maintains a high level of staff morale hence promoting team spirit and job satisfaction amongst all colleagues.
- Ensures that all incidents and accidents involving patients, visitors and/or staff are reported both verbally to the Director of Nursing or his/her Deputy.
- Completes appropriate report forms for all incidents/ accidents / near misses and drug errors and forwards same to the Clinical Risk Manager.

Management of Challenging Behaviour

- Displays the ability to identify signs of impending aggression or violence in a particular patient. E.g. noisy abusive or impulsive behaviour.
- Ensures that he/she is familiar with patients care plans and is consistent in his/her response to aggressive violent behaviour.
- Undertakes mandatory behaviour management training.
- Ensures that he/she is aware of reporting and monitoring arrangements in respect of incidents.
- Ensures that he/she is aware that immediate support and counselling are available to those who have been involved in a violent incident.
- Implements safety policies in the ward.

Self-Development:

The post holder is expected to:

- Maintain and update knowledge and keep abreast of relevant professional development and all current trends in rehabilitation nursing.

- Discuss present performance and future needs with the Clinical Nurse Manager II.

Research:

- Develop an awareness of evidence based practice.
- Applies research findings.

Budgeting:

In liaison with the clinical Nurse Manager II:

- Ensure that appropriate levels of physical resources (drugs, dressings, appliances, food levels and other material) are kept on the ward.
- Orders ward stocks economically.
- Utilises resources judiciously by developing economical habits and adhering to the limits so as to ensure economical use of resources.

Patient Safety & Quality

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

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: _____ *Director of Nursing: Ms. Frances Campbell*

Employee Signature: _____ *Manager's Signature:* _____

Date: _____ *Date:* _____
