



Liaison / Coordinator CNM II for Paediatric Programme at NRH. Permanent, Full time

Particulars of Office (Generic)

- 1.** The appointment is 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 Paediatric Program 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 re-verify 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.



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Qualifications

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

- ✓ Be registered in the general division of the Register of Nurses maintained by Nursing Midwifery Board Ireland (NMBI)
- ✓ Have at least five years post-registration nursing experience (full-time or equivalent hours part-time) in an acute/rehabilitation hospital in the clinical practice setting
- ✓ Demonstrate experience of developing nursing practice as relevant to the post
- ✓ Excellent interpersonal skills required
- ✓ BSc or Post Graduate Programme in Nursing Management or Education is desirable or a commitment to undertake same within two years.
- ✓ Evidence of commitment to professional development, training and research / audit
- ✓ Possess well-developed leadership, interpersonal and organisational skills
- ✓ Computer skills essential
- ✓ Relevant post registration qualification essential



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.

Character

Candidates for and any person holding the office must be of good character.



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Title: Liaison/Co-ordinator CNM 11, Paediatric Programme at NRH.

Accountable to:

Director of Nursing

Liaison / Communication:

Paediatric Interdisciplinary Team,

Heads of Departments, or their deputies

Relevant Clinical Nurse Managers

Relevant external agencies



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JOB DESCRIPTION

Overview of the Role

Main Duties and Responsibilities.

- Providing expert nursing advice to paediatric patients, families, carers and healthcare professionals.
- Establishing and maintaining effective relationships with staff in CHI @ Crumlin, CHI @ Temple Street etc., and other referring hospitals/agencies.
- Meeting with patients/carers/guardians in referring hospitals pre-admission advising them on NRH Paediatric Programme and system of care.
- Waiting list management – regular review and update of the waiting list.
- Arranging pre-admission meeting with NRH Paediatric Team.
- Providing training and education to carers and nursing colleagues in the community and other hospitals.
- To further develop the paediatric liaison nursing service.
- Carrying out audit and participate in relevant research.
- Act as an advocate for children with disability.
- 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, other hospitals) to manage and coordinate the care of the patient through the reconstruction pathway through to life-long care in the community
- To liaise with other hospitals/community services to facilitate early and timely discharge planning.
- Providing training and education to carers and nursing colleagues in the community and other hospitals in all aspects of care related to SCI, Brain Injury or limb absence e.g., bowel care, skin care, fatigue.
- Provide leadership across the pathway to critically appraise current practice.
- Assist in the development of local policies, procedures and guidelines as relevant to the area.



Accountable to:

Director of Nursing, Paediatric Programme Manager and Consultant Paediatrician at the National Rehabilitation Hospital

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 paediatric patients.
- Act as an informed resource to the patient, parent and his/her carers in the community.
- Liaise with referring hospital/ consultant / treating team to ensure that referral information is complete and provides rehabilitation needs information.
- Performing pre-admission assessments of patients with spinal cord, brain injury and limb absence in hospital or in the home.
- 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, parent 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 associated with spinal cord injury, brain injury and limb absence.
- Keeping accurate and confidential records on patients at all times.
- 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 six weeks 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 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 relevant services such as Spinal Injuries Ireland outreach service and ABI Ireland to optimise outcomes for patients.

Liaison/Communication.

- With all nursing, nursing support, medical and allied health staff within the NRH, and other acute hospitals as required.
- With the existing NRH liaison nursing service to specifically ensure a continuity of any new service development.
- With patients of the paediatric programme and their parents and family members/ carers.
- With HSE community healthcare professionals including General Practitioners and Public Health Nurses, schools, or community services in relation to the patient's progress.
- With relevant external agencies in relation to patients treated in the Paediatric Programme.



Training

- The post holder is 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 attendance at relevant conferences/education meetings.
- Specific education of all Rehabilitation programmes 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. This can range on a wide number of topics, some of which may include - management of neurogenic bowel and bladder, autonomic dysreflexia or fatigue and behaviour management.
- 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 Specialist Paediatric Rehabilitation 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.

Management

- Participate in monitoring, evaluating and developing all aspects of the Paediatric Programme.
- Attend the Paediatric 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: _____