



## JOB DESCRIPTION

**Job:** Staff Nurse  
**Location:** Children's Respite, Silverpine House in Bray, Co. Wicklow.  
**Contract Type:** Relief Post.  
**Reporting to:** Respite Manager, or delegated manager.

### Overall Purpose of the Post:

To work as part of a dedicated and innovative team in a 5 bed community based house providing respite and holiday breaks for children with physical disabilities, mild to moderate ID and or ASD, within a quality framework. The post holder will be responsible for providing excellent professional, skilled and effective person centred, evidence-based nursing care.

### Key Working Relationships:

Enable Ireland delivers services using the Social Model of Disability and as such has a wide range of stakeholders with whom strong professional relationships need to be forged and fostered on an ongoing basis. These stakeholders will be clearly identified.

### Key Duties and Responsibilities:

- A high standard of nursing care to an assigned group of Service Users within a best practice/evidence based framework.
- Actively participate as part of the Respite Services Team.
- Assist Service Users with any assessed needs, including activities of daily living and intimate care.
- Day to day management of the designated case load, including the development of prescription sheets in line with Enable Ireland policy & HIQA guidelines.
- Ability to assess/care for children with epilepsy, respiratory difficulties such as asthma, tracheostomy care and life limiting illness.
- In collaboration with the wider team, to assess, plan, implement and evaluate individual person centred care programs in accordance with best practice.
- Assess, plan and respond to nursing emergencies i.e. prolonged seizure activity.
- To comply with legal requirements for the safe storage and administration of medicines and other clinical products.
- To audit and transcribe prescription sheets, individual treatment plans and other medical systems, in line with Enable Ireland policy and HIQA guidelines.
- To work in partnership with parents/carers of the children in the service.
- To promote and deliver services within the ethos and philosophy of Enable Ireland.
- To work as part of the interdisciplinary team providing services to children.
- To promote the health, welfare and social wellbeing of Service Users in the service.
- Be aware of, and comply with, the principles of clinical governance including quality, risk, and health and safety.
- To establish and maintain good working relationships with colleagues, families and other key stakeholders.
- To establish and maintain appropriate working relationships with other organisations,

- voluntary agencies etc.
- Participation in joint respite assessments where appropriate with colleagues.
- Participation in regular team meetings and attendance at other meetings as appropriate.
- Undertake the key worker role as appropriate.
- Maintain awareness of professional literature, current developments in nursing through self-education, training and professional development.
- Maintaining appropriate, accurate and up to date written records and reports regarding patient care, in accordance with professional guidelines and Enable Ireland information management policy.
- To maintain a high standard of professional behaviour and be accountable for your practice.
- To work within the scope of practice and take measures to develop and maintain the competence necessary for professional practice.
- To collaborate with the PIC, to maintain statistical records reports and other relevant reports as required.
- Delivering training programs for colleagues, particularly training in Responsible and Safe Medication Management (formerly known as SAMS) and other medical training as designated.
- To carry out vaccination of both service owners and staff as required.
- Perform any other duties appropriate to the position from time to time, including light house work to maintain a homely environment.

To minimise exposure to breaches of GDPR, strict compliance is required in the course of carrying out the duties of this job and working with others. This will include, but is not limited to compliance with Enable Ireland's suite of GDPR Policies & Procedures, attending all GDPR training sessions and ensuring personal responsibility for implementing safeguards and measures as directed.

### **Terms & Conditions:**

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| <b>Responsible to:</b>                        | Respite Manager, or delegated manager.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Probation:</b>                             | A probationary period of 6 months applies, wherein three probationary meetings will take place to review your performance and suitability for appointment. The probationary period may be extended or terminated for any reason at Enable Ireland's discretion.                                                                                                                                                                                                                                                                                                      |
| <b>Salary:</b>                                | The current salary scale for this post is €34,492 - €50,362 pro-rata per annum.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Annual leave:</b>                          | Annual leave entitlement is 33 days pro rata per annum and proportionately less for less than 12 months service. This may increase in line with experience, as per INMO guidelines on annual leave.                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Pension Scheme:</b>                        | Enable Ireland operates a contributory pension scheme which all employees may join on earlier of 1 <sup>st</sup> July or 1 <sup>st</sup> January following start date.                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Medical:</b>                               | The successful candidate will be required to undergo a medical assessment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Garda Clearance/<br/>Police Clearance:</b> | These will be required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Sick Pay:<br/>(If applicable)</b>          | <p>All periods of sickness exceeding two days must be medically certified. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 6 months continuous service with the Company sick pay will be as follows:</p> <p>Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period</p> |

**Redeployment**

In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.