



Job Description Staff Nurse

Job Title: Staff Nurse
Reports to: Manager or delegated Person in Charge

Role Summary

The Staff Nurse is responsible for supporting individual/s to experience a self-directed, connected, inclusive, meaningful and fulfilling life. The staff nurse takes a leadership role within the staff team.

The Staff Nurse must act, at all times, in the best interests of the individual and afford each person respect and dignity. Staff members are required to work in accordance with the Ethos of the Muiríosa Foundation as expressed in the Vision, Mission and Core Values.

Valuing Life; helping people build meaningful lifestyles.

Areas of Responsibility

Leadership:

- Provide effective leadership, promote good communication and maintain good relationships with service users, staff, families and other relevant personnel working with the service users.
- Partake in and lead the development and review of individual care plans and person-centred support plans, and risk assessment and management development plans, in conjunction with service users, family members, colleagues and relevant members of the team, and provide guidance to staff on implementation of plans. Ensure that all plans, are reviewed and updated promptly to support individuals' changing needs.
- Lead daily organisation and planning of tasks, activities, and care plans, delegating tasks as required.
- Mentor Support Workers to fulfil the duties of their role and provide advice and guidance to them and other staff members as relevant.
- Key communicator and advocate for people supported, ensuring the team provide support to the highest standard.
- Complete documentation to a high standard as required in accordance with agreed policies and procedures, to include daily activities as required on the Care Plan (written / system based). Utilise IT skills to update systems and reports as required.
- Supervision of student Nurses during placements providing support and preceptorship. Provision of support to new recruits.

Policies, Procedures & Processes:

- Comply with all professional organisational policies and procedures and be well-informed with latest developments and research in the field of intellectual disability and nursing.
- Comply with the Code of Professional Conduct and Ethics of the Nursing and Midwifery Board of Ireland.
- Lead, participate in and undertake audits, as per organisational policy and HIQA regulations and to implement actions as identified from audits.

- Participate in/develop and manage service improvement initiatives to include compliance with National Standards, service monitoring, evaluations and audit, ensuring compliance with HIQA and HSE policies and regulations.
- Have a robust knowledge of the **Statement of Purpose and Function** and operating procedures within your area of work.
- Ensure compliance with policies and procedures on the administration and storage and audit of all medicines in use.
- Promote and facilitate an environment that meets the needs of the individual, ensuring compliance with Trust in Care, Safeguarding Vulnerable Adults, Child Protection and Welfare, Regulation 4, Schedule 5 of the Health Act, Muiriosa Foundation's Safety Statement, Fire Regulations, Manual Handling Care Plans, Transport Policy, Staff Code of Conduct, Communication Code, Dignity at Work, and Safety Statement.

Budget Management:

- Responsible for the household budget and must record all expenditures and in the event of any discrepancies, report them to the Local / line manager immediately.
- Ensure each individual who requires help with their own financial matters is assisted, creating financial support plans as required, and report discrepancies if they occur in line with organisational guidelines.

Supporting Service Users

- Listen to each individual, and support them to voice their will and preference. Provide advocacy support to service users to achieve their goals and wishes, centred on their will and preference, assisting with decision making.
- Actively build community networks to enhance community participation and integration. Participate in social and recreational events with the individual as required.
- Support service users to achieve their individual potential through developing positive relationships, real choices, increased participation, personal development, competence, genuine inclusion, and socially valued roles to enhance their quality of life.
- Promote service user independence and integration into the local community and research community-based activities appropriate for the service users. Support and champion the Service User to experience a meaningful life, while ensuring compliance with HIQA and HSE policies and regulations.
- Oversee health, welfare and social needs of people supported. Inform Local Manager/ Person in Charge of any illnesses, behaviour problems or any other area of concern noted for any individual supported.
- Liaise and consult with members of the multi-disciplinary team, attend case reviews and meetings as required, ensuring effective communication regarding referrals and follow up. Support with the management of behaviours of concern and implement Positive Behaviour Support plans.
- Seek to help fulfil expectations expressed by individual Service Users, where appropriate and with appropriate risk assessment and guidance. In addition, refer to the expectations as expressed by service users in the Staff Code of Conduct, **'My House My Home'** **'My Plan My Life'** section. These expectations are explained in more detail in the policy and include: Attend on time; Introduce yourself; Don't be on your mobile phone; Be nice and be pleasant; Be nice, be kind, be helpful; Engage with us; Don't stay away from the residents; Participate with Residents; Ensure you know my support plan; Respect my privacy; Listen to me; Do not shout; I have a right to use the facilities in my home; Give me appropriate assistance with my finances; Be confidential about me.
- Ensure that individuals' health and welfare and changing health needs are recorded and reported to the appropriate professional for follow up, and also reported to local manager/ person in charge.
- Attend and manage appointments as needed, recording clinical notes following appointments, following up with pharmacy regarding medication, following PRN protocols, and communicating changes to staff.
- Management and administration of medication in accordance with the organisation Medication Management Policy. Support team members in the area of medication administration.

- Support service users to carry out the full range of personal care to meet their needs, which may include assisting with preparation of meals and at meal times; assisting with personal care including hair, nails etc. and intimate care needs. Strive to support the individual's independence in their personal care needs.
- Use own initiative to suggest positive enhancement to services provided and take positive calculated risks for the benefit of individuals supported.

General Duties

- Driving duties are an integral part of the Staff Nurse role, this may involve driving large, accessible vehicles. Note that penalty points or endorsement on a license must be reported to the manager.
- You may be assigned primarily to a particular area; however, the need may arise for flexibility to work in other areas within the Services. You are also required to rotate on shifts as requested to include night duty, sleepovers and weekends.
- Be an active team member, ensuring attendance and participation in team meetings, while working collaboratively with the multidisciplinary team.
- Attend training and education, including mandatory training, and training and education as required to enhance capacity to support individuals and specific to the area of work.
- Ensure that incidents/accidents are reported to the Local Manager/ Person in Charge in line with current policies and procedures.
- Advise the Local Manager/ Person in Charge of the state of repair of the work area, residence or vehicles and to report any potential hazards promptly and ensure appropriate action is implemented.
- Ensure Fire Drills are undertaken and recorded as required in line with organisational policy.
- Ensure a high standard of day-to-day maintenance and housekeeping of community house. Treat the property of service users and the Muiríosa Foundation with respect.
- Participate in, and support residents in household duties.
- Report repairs required for faulty equipment and make requests for servicing of vehicles to the Manager or Person in Charge.
- Perform any other duties of reasonable nature that may be assigned or requested by the manager.

Confidentiality & Privacy

- Confidentiality in the course of employment is critical, employees will be expected to comply with the organisation's Privacy Statement, Data Protection Policy, and Records Management/Record Retention Policy, throughout the course of their work.
- Communication to outside bodies on behalf of the Muiríosa Foundation must be approved in advance by the Chief Executive Officer.

Employee Benefits

Employees of the Muiríosa Foundation can avail of a range of employee benefits, such as:

- **Health & Wellbeing:** We are committed to supporting our employees on their health and wellbeing journey by providing a range of courses aimed at supporting staff during their employment. We also have an Employee Assistance Programme (EAP) which is available 24/7 to our employees.
- **Training & Professional Development:** Extensive education and training courses are provided for all roles. We also have QQI accredited Education and Training available inhouse, and we support further education as relevant to roles.
- **Varied, meaningful work:** Working with the Muiríosa Foundation provides employees with the opportunity to be engaged in meaningful, varied work across different locations, where they can make a positive impact on the lives of others, both directly and indirectly.
- **Competitive Salary:** We offer salaries in line with Department of Health pay scales, including the awarding of annual incremental credit subject to satisfactory performance.

- **Public Sector Pension Scheme:** All new employees are automatically enrolled in the [Single Public Service Pension Scheme](#). Existing Public Sector employees can also transfer to the relevant pension scheme upon commencement.
- **Leave Benefits:** Paid Maternity, Paternity Leave and Parents Leave. Generous paid Annual Leave above statutory leave. Sick Leave Scheme with paid sick leave entitlements.
- **Health Insurance Group Schemes:** We have group schemes with some of the main health insurance providers in Ireland which offers reduced rates for eligible employees, and we facilitate monthly deductions from pay.
- **Cycle to Work Scheme:** Eligible employees can apply for the Government's Cycle to Work Scheme where we facilitate monthly deductions from pay.

Pay Scale

The Staff Nurse will be remunerated on the Staff Nurse Registered Intellectual Disability Nurse pay scale (October 2024) which is currently:

(STAFF NURSE) REGISTERED INTELLECTUAL DISABILITY NURSE	1/10/24	13	35,919	37,871	38,868	40,186	41,847	43,507	45,158	46,587	48,019	49,445	50,876	52,294	53,851	LSI
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Appointments will be made in accordance with public sector pay provisions.

Muiríosa Foundation

The Muiríosa Foundation is a voluntary health organisation, providing services to people for almost 80 years. The Department of Health, through the HSE, publicly fund the operational cost of the service. We operate in locations across the midlands in counties Laois, Offaly, Westmeath, Meath, Longford, Kildare, Tipperary, and Kilkenny.

Since its foundation, the main growth of activities and services has been in the midland region with the provision of an extensive variety of services to people of all ages with an intellectual disability, but catering mainly for people at the moderate, severe/profound level of disability and/or autism. Muiríosa Foundation now employs approximately 1,500 staff, provides residential and day services to over 500 people and an advisory service to a further 300 people and their families. We have in recent years been working intentionally to promote a view of the person with an intellectual disability as a participating citizen in society, participation embedded within a broad range of roles and relationships.

Muiríosa Foundation Vision Statement:

Individuals living out a life which:

- Best reflects the individual's will and preference;
- Connects the individual to a rich network of relationships, with a nucleus of strong, committed, personal relationships at its core;
- Is inclusive and valued;
- Is meaningful and fulfilling.

We are seeking enthusiastic candidates who are eager to engage in meaningful work, with the opportunity to make a positive difference, directly or indirectly, in the lives of others.

More information on our values, mission and vision can be found [here](#).

Equality, Diversity & Inclusion

The Muiríosa Foundation is an Equal Opportunity Employer, and we welcome applications from candidates of all backgrounds. We appreciate the value that diversity brings, and we believe diversity creates a workforce truly reflective of the society we live in. We actively welcome applications from people from diverse backgrounds, in particular, underrepresented groups in our workforce.

If you have a disability and require accommodations to be made during the recruitment process, please let us know in advance and we would be happy to assist.

Data Protection

The Muiríosa Foundation will process any personal data provided by you in connection with an application for this role, in accordance with the General Data Protection Regulation and the Data Protection Acts 2018.

If your application is successful and you accept an offer of employment at the Muiríosa Foundation, your personal data will continue to be processed in accordance with our Data Protection Policy and Privacy Statement.

This Job Description will be subject to review in the light of changing circumstances to include any other duties and responsibilities as determined by Management.