



Job Description

Job: Staff Nurse (RGN/RMHN/RNID/RCN)
Location: Ard na Mara, Ladysbridge, Cork (respite services)
Contract Hrs: Full time 37.5hrs per week
Contract Type: Permanent
Reporting to: Person In Charge/Clinical Nurse Manager

Overall Purpose of the Post:

To provide a safe, homely environment to adults who are visiting Enable Ireland community homes. To work with the Service Owners to meet their identified needs during their stay. As a member of the team and through a person centred approach work with Services Owners accessing respite service including the delivery of intimate and personal care, housekeeping and social support.

Duties:

ADMINISTRATION:

- Become familiar with all Enable Ireland Guidelines, Policies and Procedures, and under the direction of the Service Manager, ensure their implementation.
- To maintain training and clinical records in line with best practice and Enable Ireland Policies and procedures
- Compile reports as required and maintain statistical records in line with best practice and Enable Ireland policies and procedures
- General administration as appropriate to the post
- Report and record any incident however minor that may happen to, or is caused by a Service Owner
- Account for all petty cash monies on routine receipts
- Assist in the administration of medication where applicable
- Assist in implementing agreed programmes of care for each person, ensuring that each individuals varying needs are met in ways which promote dignity and respect for the person.
- Work with the Service Manager/ to ensure that each person is enabled to participate in day-to-day activities in the home, and in leisure activities both in the home and in the local community which reflect their choice and interest.
- Work with the Service Manager to help ensure that each person is enabled to carry out therapy, education, etc., in the service.
- Work with the Service Manager to ensure that special equipment is used appropriately and maintained.
- Identify and understand the health and medical needs of each individual as required and ensure their needs are met appropriately.
- Help ensure that a healthy diet is provided, taking into account any special dietary requirements and requests.
- Staff will be expected to display appropriate sensitivity while working closely with families and service users.
- Provide professional skilled nursing if required and appropriate.

- The nurse will work with individual users in a range of settings community settings. At all times the staff will take the lead in ensuring the safety of users.
- Provide support and or mentorship to named students and support staff.
- Deliver Training to non-nursing staff including but not exclusive to administration of medication and clinical skills.
- Provide clinical input and oversight to the day service and respite services.
- Provide relief nursing to the day service as required.
- To carry out vaccination of both Service Owners and staff as required.
- Providing assistance to adults in areas of personal care including intimate personal care.
- Accompanying adults on outings / leisure activities within the neighbourhood or within their wider community.
- Facilitating adult's involvement in their local community by sourcing and arranging appropriate community- based activities.
- Administering SC injections and attending to the complex health needs of service users as required
- Administering Controlled Medication
- Carrying out Nursing assessments & risk assessments using a person centred approach
- To take part in all training that will enhance clinical support to Service Owners
- To carry out vaccination of both Service Owners and staff as required.

Specific Duties:

Include:

- Providing assistance to adults in areas of personal care including intimate personal care.
- Accompanying adults on outings / leisure activities within the neighbourhood or within their wider community.
- Facilitating adult's involvement in their local community by sourcing and arranging appropriate community- based activities.
- Administering SC injections and attending to the complex health needs of service users as required
- Administering Controlled Medication and record in compliance with the Misuse of Drugs Act.
- Comply with all regulatory compliance i.e. HIQA, HSE and HSA.
- Carrying out Nursing assessments & risk assessments using a person-centred approach and lead out on the creation of Care Plans to reflect the clinical needs of service owners.
- Carry out Audits as required.
- Deliver training as designated by PIC.

STAFF:

- Ensure that high professional standards are maintained at all times and in all aspects of work.
- Be supportive of other staff, so as to work effectively as a team.
- Add value to the service
- Support the development and supervision of other members of the team as appropriate and required.

HOUSE:

- Take responsibility for house security while on duty.
- Participate in domestic tasks as required.
- Liaise with Enable Ireland maintenance staff, as necessary, and as requested to ensure high standards of house maintenance.

HEALTH & SAFETY:

- Participate in safety training / evacuation drills as required by Enable Ireland
- Be alert to any possible danger, either from defects in premises or equipment, and bring these to the attention of the Service Manager.

TRAINING:

- Participate as required by Enable Ireland in-service training, study days, conferences etc.
- Keep abreast of service trends and research in respite care.
- Participate in ongoing professional supervision including Individual Performance Review (IPR) and professional development including the commitment to develop in partnership with supervisor a personal development plan (PDP).

This description is not restrictive and the post holder may be required to carry out other duties as requested by the Director of Services, Person In Charge and Adult Services Manager. The post holder may be redeployed to other Enable Ireland adult service units within the Cork area when required.

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

Responsible to: Person In Charge/Clinical Nurse Manager

Probation: 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.

Salary: The current salary scale for this post is €37,060 to €54,111 pro rata per annum.

Annual leave: Annual leave entitlement is 33/34/36 days (depending on experience) pro rata per annum and proportionately less for less than 12 months service.

Pension scheme: Enable Ireland operates a contributory pension scheme which all staff may join on commencement.

Medical: The successful candidate will be required to undergo a medical assessment.

Garda Clearance/ Police Clearance: These will be required for all prospective staff who undertake relevant work or activities relating to children or vulnerable persons.

Sick Pay: (If applicable) 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: 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

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