

SOUTH INFIRMARY-VICTORIA UNIVERSITY HOSPITAL
Old Blackrock Road, Cork



Job Description for the post of:
Permanent Staff Nurse Theatre
(Full-time & Part-time posts)

This document sets out the manner in which applications are accepted for the above post in addition to setting out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information.

Application Process:

Please apply with an up-to-date Curriculum Vitae for the attention of the Human Resources Manager on the following website:

<https://www.rezoo.com/company/south-infirmary-victoria-university-hospital/>

The latest date for receipt of applications is:

1.00pm, Friday 11th September 2026

Please note successful candidates will be required to submit documentary evidence of all qualifications referred to on application when requested to do so post interview.
A panel may be formed.

The South Infirmary -Victoria University Hospital is an equal opportunities employer_

The South Infirmary-Victoria University Hospital

We at the South Infirmary-Victoria Hospital are committed to providing the highest quality service to all our patients in a friendly, safe and caring environment. We endeavour to provide an effective, efficient service in a timely manner with equal access for all our patients. We aim to provide individual patient centred care to each patient and their families and promote patient participation in their care. We encourage good interpersonal relationships. We promote staff and service development through education, motivation and encouragement. We are committed to providing an effective learning environment for future health service staff.

We are a 181 bed Voluntary Teaching Hospital affiliated to University College Cork and catering for approximately 44,345 discharges and 116,996 outpatients in 2026.

The Hospital is the Regional Centre for E.N.T., Dermatology & Ophthalmology Services. The Hospital also plays a very prominent role in Plastic Surgery, Maxillo Facial Surgery, Endocrinology and Rheumatology services in the region. Services are continually developing and expanding at the Hospital.

The following medical disciplines are specialties in the Hospital:

- Anaesthesiology
- Combined Clinic in E.N.T. and Radiotherapy held at regular intervals
- Dermatology
- E.N.T. including an extensive Head & Neck service
- Endocrinology
- General Surgery
- Gynaecology
- Medical Oncology
- Ophthalmology – includes Ballincollig Primary Care Service/Ophthalmology Service
- Oral & Maxillofacial Surgery
- Orthopaedic Surgery
- Paediatrics - Consultation Service
- Pain Medicine
- Plastic Surgery
- Radiology
- Rheumatology

The SIVUH is primarily an elective hospital with a particular concentration on day surgery, short length of stay and day of surgery admission. There are 11 theatres in total in the complex; 4 General Theatres, 2 Orthopaedic Theatres, 1 Day Surgery, 1 Theatre in the Victoria Wing, 2 Ophthalmology Theatres and Theatre 5 (mixed). In addition there is an Endoscopy Suite, 2 Pain Management Procedure Rooms and 2 Minor Procedure Rooms.

The SIVUH has an extensive Day Surgery service including a Peri-operative Assessment Clinic which is supported by SIVUH Consultant Anaesthetist staff. In addition there is a Pre-admission Assessment Unit.

Commitment to Service Improvement

South Infirmary-Victoria University Hospital is seeking to appoint staff to all posts and grades who will continually demonstrate commitment, initiative and a willingness to actively contribute to addressing challenges as they arise. The successful candidate will take ownership of issues within their area of responsibility, work collaboratively with Line Managers and colleagues and proactively identify opportunities to improve services and outcomes for our patients

Informal enquires

Can be directed to the relevant Head of Department / Line Manager

Our website is accessible on www.sivuh.ie

Details of the Post

Title / Grade:

The title and grade of the post is Staff Nurse Theatre

Grade Code:

2135

Responsible to:

The post holder will be responsible to the Director of Nursing

Report to:

The post holder will report operationally to the CNM2 and/or ADON Theatre

Working Relationships:

Liaise with all Medical, Nursing, Health & Social Care professionals, Heads of Departments, Clerical/Administrative staff, other hospitals and services as required.

Please note

Service needs require that Staff Nurses are rostered for:

- Unsocial hours/Shift work
- Night Duty
- On Call

Service needs will require a level of movement of nursing staff between the Theatre Complex

Qualifications & Experience:

A candidate must, on the latest date for receiving completed applications for the post:

- (i) Be appropriately registered in the General Division of the active register of nurses maintained by the Nursing and Midwifery Board of Ireland (NMBI) (Bord Altranais agus Cnaimhseachais na hEireann).
- (ii) Have at least 2 years post registration experience of which 1 year (within the last five years) is in the speciality area of Theatres
- (iii) Candidates must possess the requisite knowledge and ability, (including a high standard of clinical and administrative capacity), for the proper discharge of the duties of the office. And Candidates must demonstrate evidence of Continuing Professional Development
- (iv) Demonstrate knowledge and experience of evidence based practice
- (v) Excellent communication skills
- (vi) Demonstrate person centred care
- (vii) Possess excellent written and verbal skills
- (viii) Have experience / awareness of Quality & Risk Management
- (ix) Have knowledge of Infection control guidelines including waste and environmental management
- (x) Possess ability to work with and motivate team
- (xi) Possess the ability to work on own initiative & be flexible to respond to service needs and demands
- (xii) Acute service experience

Desirable Criteria:

- (i) Evidence of involvement in quality initiatives/audit
- (ii) Involvement in preparing and presenting written work / projects.
- (iii) Excellent IT skills
- (iv) Demonstrate leadership skills
- (v) Experience of managing change

Note:

If being processed for appointment, **original documentation** will be sought for:

- (ii) All qualification requirements for the post.
- (iii) Any additional qualification(s) that you may be awarded marks for at interview.

In the event that a number of years experience is required for a post, you will be requested to:

- (i) Provide documentary evidence that you possess same.

Character

A candidate for and any person holding the post must be of good character.

Health

A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirements as to health, the successful candidate, before being appointed, shall undergo such medical examinations (which may include x-ray and / or other special tests) as the Chief Executive considers necessary.

Work Permit

All suitable candidates will require existing permission to work in Ireland, with one of the following authorisations:

- Irish/EU Passport
- Stamp 4 Work Visa
- Critical Skills Work permit with the following points
 - Must be currently employed in a HSE Hospital for the last 9 months
 - You must have at least 3 months left on your current Work Permit, at the time of Job Offer.
 - You can only transfer your Work Permit 3 times. If you have changed jobs 3 times on this Work Permit, we will not be able to transfer your work permit and you will have to apply for a new one yourself.
- You will be required to submit proof of your permission to work prior to your commencement.

Purpose of post

The staff nurse will assess, plan, implement, and evaluate care to the highest practice, professional (standards) and ethical standards within the approach and model of nursing care practiced in the relevant care setting. The staff nurse will provide holistic, person centred care, promoting optimum independence and enhancing the quality of life for service users.

Main Duties & Responsibilities

Professional /Skills/Competencies/Educational

- Practice Nursing according to the Code of Professional Conduct & Ethics as laid down by the Nursing and Midwifery Board of Ireland and Professional Clinical Guidelines.
- Consistent with hospital policy, use a framework and model of nursing to assess individual patient needs.
- Work within their scope of practice and take measures to develop and maintain the competence necessary for professional practice.
- Maintain a high standard of professional behaviour and be accountable for their practice.
- Ensure that appropriate nursing care is identified and planned for individual patients based on need assessment and that each individual patient receives prescribed treatment and nursing care, encompassing medical instructions and in conformance with established procedure and standard of care.
- Provide a holistic approach to care involving families and groups and the integration of knowledge. Be courteous, polite and considerate of service users, families, visitors and other staff.
- Assist individuals achieve optimum health, independence, recovery or a peaceful death in a professional caring manner.

- Provide and manage direct practical nursing whether health promotional, preventative, curative, rehabilitative or supportive to individuals families or groups.
- Have competence in clinical practice skills essential for safe practice, which are grounded in recent evidence based nursing research, where available.
- Demonstrate a commitment to providing a quality service.
- Demonstrate excellent communication skills, including sufficient command of the English language so as to effectively carry out the duties and responsibilities of the role.
- Act as an effective member of the health team and participate in the multidisciplinary team approach to the care of patients in all aspects of service delivery including case conferences, clinical meetings, team meetings.
- Provide patients and their families with information in conjunction with the Clinical Nurse Manager.
- Act as a patient advocate.
- Report and consult with senior nursing management on clinical issues as appropriate.
- Ensure that verbal and written reporting systems are accurate and adequate
- Ensure clinical competence of junior nursing staff in performing clinical activities.
- Assist in maintaining an effective learning environment for trained nursing staff and nursing students.
- Act as a preceptor and facilitator for nursing students or junior staff nurses.
- Participate in the performance review of junior staff nurses and support staff. Carry out and participate in assessment of nursing students in relation to their clinical placements.
- Contribute to the development of training programmes where appropriate.
- Identify teaching/learning opportunities within the department.
- Participate in the induction of new staff within the department.
- Maintain awareness of agreed hospital and clinical policies and procedures and implement same.
- Participate in clinical audit and review
- Maintain records and submit data / furnish appropriate reports to the Director of Nursing or designated officer.
- Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements.
- Ensure the code of confidentiality is always upheld.
- Maintain, update and develop knowledge on relevant professional development and on all speciality current trends.
- Develop and maintain personal, professional and ethical practice.
- Ensure mandatory training is up to date.
- Ensure annual registration with the Nursing and Midwifery Board of Ireland (NMBI) (Bord Altranais agus Cnaimhseachais na hEireann and SIVUH Patient Safety Assurance Certificate for Nurses Statement are completed and submitted annually to the Nursing administration Department.

Operational and Staff Management

- To deputise for the Clinical Nurse Manager II or Clinical Nurse Manager I in his/her absence as required.
- To assist in the preparation of weekly rosters as required.
- Promote, nurture and maintain a high level of staff morale, hence promoting team spirit and job satisfaction.
- Organisation and management of care
- Support and supervise nursing students and junior nursing and allied staff in carrying out their allocated duties to the required standard.
- Rotate / assist in other units as required to meet nursing resource needs.
- Assist the Clinical Nurse Manager in the economical ordering and use of stock.
- Exercise control of equipment and consult the appropriate people regarding the proper care and maintenance of such equipment. There is a responsibility on all staff to facilitate and participate in internal and external audit and review as appropriate

Safety, Health, Welfare and Quality Care

- Monitor and evaluate the outcome of nursing care for individual patients.
- Take all steps possible to safeguard the welfare and safety of patients, staff and any other persons.
- Assist in ensuring a safe working environment.
- Maintain own awareness of and comply with policies and procedures relating to Safety, Health and Welfare.
- There is a responsibility on all staff to adhere to all hospital guidelines, policies & procedures and best practise. This includes infection control guidelines, waste management, and environmental management etc.
- Have a working knowledge of HIQA Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.
- To work in a manner with due care and attention to safety of self, patients, staff and other persons in the workplace with reference to the Health, Safety & Welfare at Work Act 2005.
- To report immediately to Line Managers/nominated persons, any accidents or incidents involving patients, staff and/or members of the public in line with hospital policy.
- To comply and be familiar with all hospital policies and procedures and in particular those relating to Safety, Health and Welfare, Infection Control, Hygiene, Risk Management and Decontamination
- Any other duties which may be assigned from time to time by the designated line manager, Director of Nursing, Chief Executive or deputy on his behalf.

Note:

The rate and pace of change in the health service is such that the post holder will be required to update their knowledge and skills to fit the changing requirements of the service. Therefore this job description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs as required.

The post holder will be required to be flexible in this position and must be prepared to undertake any other duties as may be assigned by the Head of Department/Line Manager dependent on service needs. Such duties can be outside the area of one's normal work and may be for other associated Departments as the Hospital may require.

Particulars of the Post

1. **Remuneration**

Salary Scale: €38,166 - €56,592 per annum

Salary payment frequency will be monthly. Incremental credit may be granted in respect of recognised experience. Recognisable experience refers to “previous service in a similar grade in the Civil Service, Local Authority Service, Health Service and other public service bodies or agencies, in Ireland or abroad”. New employees wishing to claim incremental credit for previous employment/s must submit a Salary Confirmation form within the first year of their employment to the Wages & Salaries Department, SI-VUH, otherwise the Hospital will not be liable for retrospective payments. New employees experiencing difficulty with a previous employer in obtaining any documentation in this regard should notify the Wages & Salaries Department as soon as possible within the first year of employment.

2. The post is **permanent, full-time / part-time** and **pensionable**.

3. **Annual Leave**

Annual leave and public holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997 and in conjunction with Hospital policy and in compliance with national circulars governing leave. Public holidays are dealt with in accordance with the provisions of the Organisation of Working Time Act, 1997 as reflected in the Annual Leave and Public Holiday policy. The annual leave entitlement is 24 days per annum pro-rata.

Note: 0-5 years service: 24 days per annum

5-10 years service: 25 days per annum

more than 10 years service: 27 days per annum (pro-rata)

4. **Working Hours**

Full-time hours are 37.5 hours per week. Flexibility in consideration of service needs is required. You will be required to work the agreed roster/ on call arrangements advised to you by your line manager. Work patterns may include day or night duty and shift work.

Your contracted hours of work between the hours of 8 am to 8 pm may be liable to change over seven days to meet the requirements for extended day services as may be introduced by the hospital.

5. **Superannuation**

There are various Superannuation Schemes in operation. You will be a member of the scheme relevant to you based on your entry date to the public service and previous service if any. You will be issued with the relevant superannuation information directly from the Superannuation Section, Wages & Salaries Department in due course.

6. **Probation**

The appointment shall be made subject to the conditions that: The person appointed shall hold the appointment for a probationary period of 9 months which the South Infirmary-Victoria University Hospital may, in exceptional circumstances, extend by a maximum of 6 weeks. The specific reasons for the extension shall be made known in writing to the person appointed. Performance and conduct of the person appointed will be monitored on an on-going basis within the probationary period, with written reviews every 3 months, to determine suitability for continued employment. Termination of the appointment within or at the end of the probationary period will be at the sole discretion of the South Infirmary-Victoria University Hospital. At the end of a satisfactory probationary period, the South Infirmary-Victoria University Hospital shall certify that the Service has been satisfactory and confirm the appointment on a permanent basis.

7. **Notice**
When resigning, the post holder is required to give four week's notice in writing prior to resigning the post, or in default, to forfeit one month's amount of salary, to be deducted as liquidated damages from any remuneration due at the time of such resignation.
8. **Healthcare Insurance**
VHI / LAYA Healthcare Insurance details are available on the Intranet Human Resources page / HR General. Salary deduction for healthcare insurance can be facilitated for long term temporary (12 months or longer) or permanent employees only.
9. **Confidentiality**
In the course of their employment, the person appointed may have access to, or hear information concerning the medical or personal affairs of patients and/or staff, or other health service 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 persons can obtain access to them and must be kept in safe custody / destroyed in accordance with policy, when no longer required.
10. **Safety, Health & Welfare at Work**
The South Infirmary-Victoria University Hospital is committed to ensuring the safety, health and welfare of all employees. In line with the Safety, Health and Welfare at Work Act, 2005, a Safety Statement is provided by the Hospital and all staff must comply with Hospital safety regulations. The post holder has personal responsibility for Health and Safety in the workplace.
11. **Hospital Policies & Procedures (PPPGs)**
Details of the Hospital's policies and procedures, including the Grievance and Disciplinary Procedure will be issued to the post holder upon commencement of employment. All hospital policies and procedures are available on the intranet (hard copy can be accessed via the hospital library) and employees are obliged to read and familiarise themselves and adhere to same at all times.
12. **Personal and Hospital Property**
Management does not accept responsibility for property lost, stolen or damaged on hospital premises, whether by fire, theft or otherwise. The right to search your person and/or property (including your motor vehicle) while on or departing from the premises is reserved by Management. Where you are found to be in unauthorised possession of articles which are the property of the hospital, the property of an employee, a patient, a visitor, a contractor or a client of the hospital, you may be liable to sanction up to and including dismissal and may also be prosecuted. A witness, i.e. union representative/colleague (whoever is available) may be present during any such search. Please note CCTV is in operation throughout the Hospital.
13. **Garda Vetting**
Garda Vetting is sought for all South Infirmary-Victoria University Hospital employees, who may have significant interaction with children and/or vulnerable adults in the course of their duties, either while in the Hospital or in the community. This is done for the protection of these vulnerable groups. Garda Vetting will be sought for the successful candidate(s). Candidates must comply fully with this process. Failure to comply with this process or to provide false or misleading information will result in exclusion from the recruitment process.

This document sets out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information and is subject to review and amendment as required.

Job Description – Permanent Staff Nurse Theatre August 2026