



Senior / Staff Nurse
Job Specification & Terms and Conditions

Job Title, Grade Code	Senior / Staff Nurse (Grade Code: NSSN 2173 / MMM 213T) To be completed by Recruiter.
Remuneration	The salary scale for the post is: Insert the relevant salary scale for this position. MMM 213T: €38,166; €40,158; €41,175; €42,519; €44,213; €45,907; €47,591; €49,049; €50,509; €51,973; €53,466; €54,956; €56,592 LSI NSSN 2173 SSN (17 years + experience) €59,278 pa (01/06/26) Salary Scales are updated periodically and the most up to date versions can be found here: Pay scales
Campaign Reference	104755
Proposed Interview Date (s)	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	Rathdrum, County Wicklow There is currently one part time vacancy available in Valleyview. 50hrs per month. A panel may be formed as a result of this campaign from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
Informal Enquiries	Lorraine Collins 086 065 4828
Details of Service	Valleyview is a residential location based in the picturesque village of Rathdrum, County Wicklow, with a large team supporting 8 residents ranging in age from 55 to 85 years. These lovely residents have fantastic social lives, Key worker pods shared to each resident, and a beautiful garden surrounding the house with spectacular views. Rathdrum, Arklow and Carnew are local towns where the residents integrate and are involved with their communities. Valleyview has 2 vehicles to support residents with their outings, appointments, and many activities. New employees must drive, as public transport in Rathdrum is not accessible from Valleyview and is infrequent There are a variety of shifts available with rosters issued one month in advance. At Valleyview you will be working in a supportive culture and joining a team with a strong blend of experience, creativity, and commitment to continuous improvement

Reporting Relationship	Person in Charge
Key Working Relationships	Person in Charge, Deputy Clients GPs families
Purpose of the Post	The primary function of the holder of this post is to assist with implementing the policies, aims and objectives of the location in collaboration with and under supervision of senior staff in the location. The organisation is committed to the provision of services designed to cater for the individual preferences of clients. Staff therefore must carry out their duties in line with the philosophies as postulated by the Council on Quality and Leadership which is the Quality Standard adopted by SHS and the national standards set out by Health Information and Quality Authority. The concepts as set out in the Outcomes Process of Identity, Autonomy, Affiliation, Attainment, Safeguards, Rights and Health and Wellness, must always be kept in focus by staff in their delivery of services to all our clients. The provision of a quality of life and a supportive atmosphere for individuals which always acknowledges and respects the rights and equality and personal dignity of the individual and promotes their independence.
Principal Duties and Responsibilities	<u>Professional Responsibilities</u> The Staff Nurse will: - Practice Nursing according to the Code of Professional Conduct as laid down by the Nursing Board (An Bórd Altranaís) and Professional Clinical Guidelines - Adhere to national, regional and local Health Service Executive (HSE) guidelines, policies, protocols and legislation - 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 - Be aware of ethical policies and procedures which pertain to their area of practice - Respect and maintain the privacy, dignity and confidentiality of the patient - Follow appropriate lines of authority within the Nurse Management structure <u>Clinical Practice</u> The Staff Nurse will: - Deliver the nursing care of an assigned group of service users within a best practice / evidence based framework - Manage a designated caseload - Promote the health, welfare and social wellbeing of service users within our services

- Actively participate as a multi-disciplinary / inter-disciplinary team member in all aspects of service delivery including case conferences, clinical meetings, team meetings
- Assess, plan, implement and evaluate individual person centred care programmes within an agreed framework and in accordance with best practice
- Develop and promote good interpersonal relationships with service users, their family /advocates social network supports and the interdisciplinary care team in the promotion of person centred care
- Ensure that care is carried out in an empathetic and ethical manner and that the dignity and spiritual needs of the service user are respected
- Promote and recognise the service users' social and cultural dimensions of care and the need for links with their local community
- Collaborate and work closely with the service user, their family/advocate, the multi-disciplinary / inter-disciplinary team, external agencies and services to facilitate planning, continuity of care and specific care requirements
- Provide appropriate and timely education and information to the service user, their family and be an advocate for the individual service user and for their family
- Report and consult with senior management on clinical issues as appropriate
- Maintain appropriate and accurate written nursing records/ CID electronic records and reports regarding service user care in accordance with local / national / professional guidelines
- Participate in innovation and change in the approach to service user care delivery particularly in relation to new research findings, evidence based practice and advances in treatment
- Participate in all audit, inspections and reviews related to the service users and location
- Participate in community needs assessment and ongoing community delivery of care as appropriate
- Undertake Key Worker role as appropriate
- Promote a positive health concept with service users and colleagues and contribute to health promotion and disease prevention initiatives of the organisation
- Delegate to and supervise the work of other grades of staff within the remit of their role, as appropriate
- Demonstrate flexibility by rotating / assisting in other SHS locations / settings as required to meet nursing resource needs
- Refer clients to other services as required

Clinical Governance

The Staff Nurse will:

- Participate in clinical governance structures within the local / regional / national clinical governance framework
- Have a working knowledge of HIQA Standards as they apply to the role / location, for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.
- Contribute to ongoing monitoring, audit, inspection and evaluation of the service as appropriate

- Accurately record and report all complaints to appropriate personnel according to local service policy
- Participate in the development of policies / procedures and guidelines to support compliance with current legal requirements, where existing, for the safe storage and administration of medicines and other clinical products
- Participate in the development of policies / procedures and guidelines with health, safety, fire, risk and management personnel and participate in their development in conjunction with relevant staff and in compliance with statutory obligations
- Observe, report and take appropriate action on any matter which may be detrimental to service user care or well being
- Be aware of, and comply with, the principles of clinical governance including quality, risk and health and safety and be individually responsible for clinical governance, risk management / health and safety issues in their area of work
- Participate in the development, promotion and implementation of infection prevention and control guidelines
- Adhere to organisational code of conduct and behaviour
- Assume responsibility for and coordinate the management of the location in the absence of the Client Services Nurse Manager

Education, Training & Development

The Staff Nurse will:

- Take responsibility for own competency and learning and development needs and actively contribute to the learning and development of the interdisciplinary team
- Complete all mandatory training as deemed necessary by the the organisation and ABA
- Participate in performance evaluation / review with their line manager, identifying areas for improvement and appropriate plans / measures to achieve them
- Develop and use reflective practice techniques to inform and guide practice as part of the daily work
- Identify and contribute to the continual enhancement of learning opportunities within a population health framework
- Participate in the clinical / workplace induction of all new nursing and support staff
- Contribute to the identification of training needs pertinent to the clinical area
- Develop teaching skills and participate in the planning and implementation of orientation, training and teaching programmes for nursing students and other health-care staff as appropriate
- Having undergone appropriate training, act as a mentor / preceptor or clinical assessor for students
- Participate in innovation and change in the approach to service user care delivery, and contribute to the service planning process, based on best practice and under the direction of Client Services Nurse Management, particularly in relation to new research findings and advances in treatment

Administration

The Staff Nurse will:

- Ensure that records are safeguarded and managed as per organisation / local policy and in accordance with relevant legislation

	• Work closely with colleagues across organisational services in order to provide a seamless service delivery to the client within the service • Maintain accurate electronic and written records and submit activity data / furnish appropriate reports to Management and other departments as required • Contribute to policy development and formulation, performance monitoring, business planning and budgetary control • Maintain professional standards including service user and data confidentiality • Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements • Contribute to ongoing monitoring, audit and evaluation of the service as appropriate • Ensure that the location is maintained in good order using appropriate models, that supplies are adequate and that all equipment is in good working order and ready for immediate use • Ensure that equipment is safe to use and report any malfunctions in a timely manner • Assist with ordering of supplies as required and ensure the appropriate and efficient use of supplies is made and exercise economy in the use of consumables • Undertake other duties as required by Management or his / her designate The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.
Risk Management, Quality, Health & Safety”	All employees have general statutory obligations under Section 13 and 14 of the Safety Health and Welfare at Work Act 2005 as follows: • Have a working knowledge of the Health Information and Quality Authority (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. and comply with associated SHS protocols for implementing and maintaining these standards as appropriate to the role. Comply with relevant statutory provisions and take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions at work. • Co-operate with Sunbeam House Services and any other person to enable relevant statutory provisions to be complied with. • Not engage in improper conduct or other behavior that is likely to endanger their own safety, health and welfare at work or that of any other person. • Attend training as required particularly training in relation to safety, health and welfare at work or relating to the job carried out. • Make correct use of the safety equipment, clothing or training provided, or other items provided for their safety, health and welfare while at work. • Not to intentionally, recklessly, or without reasonable cause, interfere with, misuse or damage any appliance or safety equipment provided to secure the safety health or welfare of persons arising at work. • Not to intentionally or recklessly place at risk the safety, health or welfare of other staff, clients, contractors or visitors or any person in connection with work activities. • Report to the Operations Manager/Senior Operations Manager/Person in Charge without delay any defects in equipment, article or substance, place of work, or systems of work which might be a danger to safety, health and welfare of which they are aware. • Report to the Operations Manager/Senior Operations Manager/Person in Charge

	without delay any work being carried on or likely to be carried on in a manner that might be a danger to safety, health and welfare of which they are aware, and any contravention of the relevant statutory provisions that may be a danger to safety, health and welfare of which they are aware. • Report all accidents immediately no matter how trivial to the Operations Manager/Senior Operations Manager/Person in Charge and Safety Officer using the organisation's Accident Report Form. • Ensure they are not under the influence of an intoxicant to the extent that they are a danger to their own safety health or welfare at work or that of any other person, and submit to any appropriate, reasonable and proportionate tests by a competent person if reasonably required by Sunbeam House Services. In addition, staff are reminded that: • They are not allowed to attend the premises or carry out duties whilst under the influence of drink or illicit drugs. Any person found breaking this rule will be liable to instant dismissal. • Any person who becomes aware that they are suffering from any disease or physical or mental impairment which would be likely to cause them to expose themselves to a risk of danger they must immediately inform their Operations Manager/Senior Operations Manager, Person in Charge or Supervisor. • Any person who is under medical supervision or on prescribed medication and who has been certified fit for work should notify their Operations Manager/Senior Operations Manager, Person in Charge or Shift Lead of any known side effects or temporary disabilities which could hinder their work performance, and which may be a danger to themselves, their fellow workers or clients. • Staff may be required to undergo a medical assessment of their fitness to perform work activities that give rise to critical risks to the safety, health and welfare of other staff, clients or others. Whilst on duty, staff are not permitted to wear any item of clothing, footwear or jewellery which may cause a risk of injury to themselves, clients or staff colleagues. Staff who work with clients must ensure they are appropriately dressed for the nature of work carried out and are aware of potential dangers to clients and themselves regarding, for example, large fingernails, shoes, belts, buckles, jewellery, ties, hair and so on. Flip-flops, mules, slippers or high heels are not suitable footwear for staff working with clients. Wearing quantities of rings or bracelets or neck chains is not appropriate. The wearing of earrings other than a simple stud is specifically prohibited. The wearing of any other type of ring in pierced areas of the body is prohibited. The direction of the Person in Charge (or in their absence the person in charge of the work shift) and Operations Manager/Senior Operations Manager must be adhered to.
Eligibility criteria Qualifications and/ or experience	We seek a dynamic person who is innovative, progressive and self-motivated. Applicants must have experience working with people who have difficulties expressing their needs due to complex communication issues and have the ability to put appropriate support plans in place. <u>Essential</u> Requirements for this role include: ▪ Registration with An Bord Altranais. ▪ RPN, RGN, RNID qualification.

	▪ Knowledge and previous experience of using crisis prevention techniques. ▪ 1 year post graduate experience in the Intellectual Disability sector. ▪ A car owner and hold a full clean current licence. ▪ Excellent communication and interpersonal skills. ▪ Excellent IT, administration and organisational skills. ▪ Self-motivated and flexible. ▪ A proven ability to work effectively and manage a team. ▪ Ability to deal with confidential information in a discreet and responsible manner. <u>The successful candidate will be responsible for:</u> ▪ Promoting good health for the people we support. ▪ Delivering high quality person centred care. ▪ Being compliant with HIQA standards and outcomes which empower those we support. ▪ Providing safe, comprehensive nursing care within the guidelines specified by An Bord Altranais. Note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by: [NMBI] * View the list of other statutory health agencies 1. Health A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. 2. Character Each candidate for and any person holding the office must be of good character.
Education & Training	• Engage in the SHS performance appraisal process in conjunction with your PIC as appropriate.
Post Specific Requirements	• Demonstrate practitioner competence and professionalism in order to carry out the duties and responsibilities of the role • Display evidence-based clinical knowledge in making decisions regarding client care • Demonstrate a commitment to continuing professional development • Demonstrate evidence of effective planning and organising skills • Demonstrate the ability to build and maintain relationships including the ability to work effectively as part of a multi disciplinary team • Demonstrate evidence of ability to empathise with and treat service users, relatives and colleagues with dignity and respect • Demonstrate a commitment to providing a quality service • Demonstrate effective analytical, problem solving and decision making skills • Demonstrates excellent communication skills, including sufficient command of the English language so as to effectively carry out the duties and responsibilities of the role • Demonstrates an awareness of legislation and standards relevant to the role

	• Demonstrate an awareness of developments within the organisation • Demonstrate knowledge of the HIQA regulations and standards • Demonstrate a willingness to engage and develop IT skills relevant to the role
Other requirements specific to the post	
Campaign Specific Selection Process Ranking/Shortlisting / Interview	A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the A of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. <u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u>
Diversity, Equality and Inclusion	The Organisation is committed to creating an environment that promotes equality and dignity at work. We are committed to treating all employees, clients and organisation contacts equally, regardless of gender, civil status, family status, sexual orientation, religious belief, age, disability, race or membership of the traveller community. The Organisation believes that embracing equality and diversity in the workplace benefits not just the Organisation but also individual employees, departments and our clients. All our employees bring their own background, work style, distinct capabilities, experience and characteristics to their work. We want to utilise the widest range of skills, knowledge and experience in our Organisation while complying with legislation. As well as treating people with dignity and respect, the Organisation strives to create a supportive environment in which all employees can flourish and reach their full potential, regardless of differences, experience or education. Harnessing the wide range of perspectives this diversity brings promotes innovation and helps make us more creative and productive
Code of Practice	Sunbeam House Services will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process. The CPSA Code of Practice can be accessed via https://www.cpsa.ie/.

Senior / Staff Nurse

Terms and Conditions of Employment

Tenure	The current vacancy available is permanent/temporary and whole time/part-time. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part-time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Remuneration	The Salary scale for the post is: Pro Rata - part-time MMM 213T: €38,166; €40,158; €41,175; €42,519; €44,213; €45,907; €47,591; €49,049; €50,509; €51,973; €53,466; €54,956; €56,592 LSI NSSN 2173 SSN (17 years + experience) €59,278 pa (01/06/26) New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.
Working Week	The standard working week applying to the post is to be confirmed at Job Offer stage.
Annual Leave	The annual leave associated with the post will be confirmed at Contracting stage.
Pension Scheme	This is a pensionable position with SHS. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment.
Age	If an employee wishes to work past their 65 th birthday they must notify HR and their manager with their retirement a minimum of 3 months before the date they wish to retire.
Probation	Every appointment of a person who is not already a permanent employee of SHS shall be subject to a probationary period of 6 months.
Protection of Children Guidance and Legislation	The welfare and protection of children is the responsibility of all SHS staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.

	For further information, guidance and resources please visit: HSE Children First webpage .
Infection Control	Have a working knowledge of Health Information and Quality Authority (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. and comply with associated SHS protocols for implementing and maintaining these standards as appropriate to the role.