JOB DESCRIPTION & PERSON SPECIFICATION

STAFF NURSE

Department of Paediatrics and Newborn Medicine

WTE-1

PERSON SPECIFICATION

Job Title: **STAFF NURSE- Department of Paediatrics and Newborn Medicine**

Department: **Midwifery & Nursing**

Report to: **Reports to the Clinical Midwife/Nurse Manager 2.**

Accountable to: **Accountable to the Director of Midwifery & Nursing.**

FACTOR	ESSENTIAL	DESIRABLE
Qualifications	▪ Registered Nurse/Midwife/Children's Nurse with NMBI at time of application for post. Appointee must remain so registered during their period of employment. Evidence of same must be produced on request.	
Experience (Duration & Type)	▪ Essential: Neonatal/Paediatric Nursing Experience ▪ Post Graduate Diploma in Neonatal Intensive Care or a commitment to undertake same.	▪ Six months post registration experience.
Skills/Abilities	▪ Demonstrate an understanding of the following: ▪ HSE structures and Health Reforms ▪ BFHI, Traveller's Strategy, Risk Management, Clinical Governance, National Neonatal Transport Team, Accreditation, Service Planning, ▪ Demonstrate problem solving skills, motivational and team building skills ▪ Demonstrate a baby and family centered ethos in approach to work ensuring diplomacy, sensitivity, dignity, respect and privacy with service users and colleagues alike. ▪ Be cognisant of needs of women with special needs e.g. non English speaking, Traveller's and women with literacy difficulties, disability etc. ▪ Demonstrate assertiveness in the workplace ensuring that one seeks to understand why/how/when something is taking place and is proactive in seeking improvements in the quality of care provided to women and babies. ▪ Demonstrate evidence of effective planning and organisational skills including awareness of resource management and importance of value for money ▪ Demonstrate effective communication skills including the ability to present information in a clear and concise manner; the ability to give constructive feedback and to encourage learning.	

	▪ Demonstrate leadership and team management skills including the ability to work effectively with multi-disciplinary team members ▪ Demonstrate a working knowledge of neonatal information IT systems.	
Knowledge & Understanding	▪ Paediatrics and Newborn Medicine	
Core Competencies	▪ Practitioner Competence & Professional Credibility ▪ Promotion of Evidence Based Decision Making ▪ Communication & Influencing Skills: ▪ Resilience & Composure.	
Other requirements specific to the post	▪ The work will involve rostering over the 7-day week; will include night duty.	
Department Allocation	Department allocation is to the Neonatal Centre. Internal rotation is a feature of the post to a) meet service needs and b) assist in professional development having due regard for scope of practice issues.	
Additional Information	**Shortlisting may be carried out on the basis of information supplied in your application form. The criteria for short listing are based on the requirements of the post as outlined in the "eligibility criteria".** **Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.**	

JOB DESCRIPTION

JOB TITLE: **STAFF NURSE- DEPARTMENT OF PAEDIATRICS AND NEWBORN MEDICINE**

DEPARTMENT: **Midwifery & Nursing**

REPORT TO: **REPORTS TO THE CLINICAL MIDWIFE/NURSE MANAGER 2.**

ACCOUNTABLE TO: **ACCOUNTABLE TO THE DIRECTOR OF MIDWIFERY & NURSING.**

The Coombe Hospital is one of the largest providers of women and newborn healthcare in the Republic of Ireland. We have been advancing healthcare for women and newborns since 1826. We care for up to 8,000 pregnant women every year. In addition, over 1,000 newborns are admitted to our Neonatal Unit and over 7,000 gynaecology surgical procedures are performed.

The hospital provides comprehensive care for women and newborns at local, regional and national levels. The hospital promotes and supports normality in pregnancy and birth; and also provides a comprehensive range of highly specialised services in high risk maternal and fetal medicine, newborn medicine, anaesthesia and gynaecology.

Over 1000 medical, midwifery, nursing, research scientists, administration staff and professions allied to medicine are committed every day to delivering the best possible medical care in response to the needs of women and newborn.

OUR PURPOSE

We provide specialist care for women and new-borns putting their needs at the heart of everything we do.

VALUES

- Empathy for all
- Teamwork
- Dignity & Respect
- People at the heart of everything we do
- Always striving to be at our best

Delivering expectations

Overall job role:

The Post holder has a pivotal role in

TCH delivers care via teams or divisions. The Neonatal Centre (NNC) is led and managed by a consultant Neonatologist in the role of Director of Newborn and Paediatrics Medicine. This post-holder is supported by an Assistant Director of Midwifery & Nursing (ADoN&M) as Divisional ADOM&N who also carries “whole hospital site” responsibility. Midwives and Nurses in the NNC work within a multidisciplinary team and are managed by a Clinical Midwife Manager 3. The team is managed on an operational basis by a CMM2 who operate as shift leaders 24/7. The team is supported by both CMM1’s and Clinical Skills facilitators. The team is fortunate to have an Advanced Nurse Practitioner on staff who is also a Registered Nurse Prescriber. Internal rotation within the neonatal aspects of the service is a feature within the workplace in order to enhance professional development and to take account of ones scope of practice appropriate

to their registration with NMBI and for the human resources working within the community. This includes the determination of work to be done; the rostering and allocation of work; the coaching and supervision of staff and the teaching and training of midwives and support staff.

The post holder is required to participate in teaching & preceptorship of staff either working in or observing neonatal services and to participate as required in research as agreed by The Coombe Hospital.

Responsibilities & Accountabilities:

To work within a multidisciplinary team at a major teaching hospital in the provision of a safe, effective, high quality nursing service to women, babies and their families. The post-holder is required to participate in teaching, mentorship, and preceptorship of students either working or observing neonatal services and to participate as required in research as agreed by The Coombe Hospital.

Responsibilities include:

Professional

- Provide high quality Infant and family centred care.
- Plan, implement and evaluate individualised care.
- Ensure effective communication with all disciplines, mothers and relatives.
- Undertake preceptorship training and participate in preceptorship and supervision of students.
- Participate in the orientation of all new staff to the Neonatal Centre.
- Comply with NMBI Guidelines, Code of Conduct and Scope of Practice.
- Comply with hospital guidelines/policies
- Comply with the requirements of the Health, Safety & Welfare at Work Act
- Comply with Children First Guidelines
- Responsible for ensuring safe manual handling techniques.
- Comply with principles of aseptic techniques and infection control.
- Demonstrate awareness of evidence/ research based practice.
- Maintain own professional portfolio.

Management

- Manage time and resources in a professional and effective manner
- Report all accidents or incidents to the Clinical Midwife/Nurse Manager in charge of the department using the hospital-approved mechanisms for reporting.

- Act up for the Clinical Midwife/Nurse Manager in his/ her absence as requested or in an emergency.
- Ensure all documentation is relevant, complete, accurate and legible.
- Support/assist the Clinical Midwife/Nurse Managers 1/ 2 in the establishment of a good working atmosphere.
- Assist in the maintenance of necessary equipment and ordering of supplies as required to ensure a safe environment.

Staff Development and Continuing Education

- Responsible for personal professional development.
- Actively participate in development programme and relevant staff meetings.
- Participate in the teaching of students as appropriate.
- Participate in the orientation of all new staff members as required.
- Attend mandatory training including the following: Basic Life Support, Manual Handling Technique, Fire Drills, N.R.P and other training as deemed necessary by line manager..
- FINE level1.

The principal duties and responsibilities as outlined above indicate the main functions and responsibilities of the post and are subject to review and amendment in light of changing circumstances and may include other duties and responsibilities as may be determined from time to time by the Director of Midwifery & Nursing.

The job profile is subject to review by the hospital authority from time to time.

Age Restrictions In Relation To Applications

Age restriction shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed applications for the office occurs.

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 as would indicate a reasonable prospect of ability to render regular and efficient service.”

Be of good character

A person selected for this role must be of good character.

Garda Vetting

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. Given the specialised nature of the services provided by The Coombe Hospital, your appointment is subject to satisfactory Garda Vetting and revetting in circumstances where the Hospital deems it appropriate. You are obliged to disclose previous and any criminal convictions acquired during the course of your employment. Should the Hospital obtain information from the Garda Vetting Unit to indicate that your Garda clearance report is not satisfactory and / or if you have supplied the Hospital with false or misleading information in relation to your Garda clearance status, the Hospital may terminate your contract with immediate effect.

Particulars of Office

The appointment is permanent, full time and pensionable.

Duties

The responsibilities of this post will evolve and may include other relevant duties, not currently documented in this job description, which the post holder would be required to undertake in line with service requirements, following consultation. The responsibilities and reporting structures for this position, as outlined, may be subject to change in the future, within the context of the reconfiguration of management structures in the hospital and the managed clinical network.

Hours of work

37.5 hours per week rostered and approved by the Clinical Midwife/Nurse Manager 2/3 or the Divisional Midwife/Nurse Manager. This will involve as per Hospital policy allocation to delivery suite, community clinics and ETH service on a weekly basis.

Framework for Implementation of Clause 30.4 of towards 2016" applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements including rotation as advised by their line manager. Contracted hours of work are liable to change between the hours of 7.30am until 8.30pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.

The work will generally involve rostering over 7 days a week, including short days, long days and night shifts but flexibility will be required as agreed with the Director of Midwifery & Nursing or her deputy.

This post requires a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required, i.e. evenings/weekends.

Remuneration

Remuneration is in accordance with the salary scale approved by the Department of Health effective from 1st June, 2026. Current remuneration as follows:

€ 38,166 to € 56,592 per annum

Probation

The successful candidate will be appointed initially for a probationary period of **six months**. During the probationary period progress or otherwise will be monitored and at the end of the probationary period the service will (a) be certified as satisfactory and confirmed in writing or (b) if not satisfactory, the probationary period may be extended by 3 months.

Annual Leave

Annual leave entitlement is outlined below **pro rata per annum**, plus 10 Bank Holidays per annum as they occur. The annual leave year runs from 1st of January to 31st December each year.

Years of Service	Annual Leave entitlement
0-5	24 days
5-10	25 days
10+	27 days

Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

Termination of Office

The employment may be terminated at any time by one months' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/2001. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

Pension arrangements and retirement age

There are three superannuation schemes currently in operation for staff in The Coombe Hospital:

(a) Voluntary Hospital Superannuation Scheme (Non-New Entrant)

(b) Voluntary Hospital Superannuation Scheme (New Entrant)

(c) Single Public Service Pension Scheme

Please read carefully the summary of the criteria for the three superannuation schemes below. This will assist you in identifying which scheme membership is applicable to your employment circumstances.

(a) If you have been continually employed in the public service prior to the 1st April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (Non-New Entrant) with a Minimum Retirement Age of 60 and a Maximum Retirement Age of 65.

(b) If you have been continually employed in the public service post the 1st April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (New Entrant) with a Minimum Retirement Age of 65. There is no Maximum Retirement Age.

The compulsory retirement age of 65 has been removed enabling staff to remain longer in work should they wish, subject to suitability and health requirements.

(c) If you have commenced employment in the public service as a new entrant or you are a former public servant, returning to the public service after a break of more than 26 weeks, you will be included in the Single Public Service Pension Scheme effective from the 1st January 2013 with a minimum retirement age of 66 (rising to 67 and 68 in line with state pension changes). The maximum retirement age under this scheme will be age 70.

The person appointed will be required to join the relevant Superannuation Scheme and will be required to contribute to the employing authority at the appropriate rate of gross annual superannuable remuneration as determined by the Minister responsible for the Scheme.

Pension benefits made to part-time staff will be on a pro-rata basis.

Pension Arrangements and Retirement Age:

For existing Public Servants (i.e. those who have entered the public service on or before the 31st March 2004) retirement is compulsory on reaching the age of 65 years.

However, candidates should note that changes have been made in the superannuation provisions and retirement ages for public servants who take up duty with effect from 1st April 2004.

In this context, new entrants, within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act 2004, to the public service should note:

The minimum pension age has been increased to 65 years for most new entrants to the public service. The compulsory retirement age of 65 has been removed

Pension benefits for new entrants will accrue on a standard basis (i.e., one year's credit for one year's service up to a maximum of 40 years' service) while normal abatement of pension provision will apply to all public sector posts.

With effect from 1st January 2013, it is a condition of the appointment of new entrants to the public service* that you be a member of the Single Public Service Pension Scheme. Please see information booklet attached.

*A former public servant returning to the public service after a break of more than 26 weeks is considered a new entrant.

Health & Safety

- All employees must comply with the Safety, Health and Welfare at Work Act, 2005.
- Comply and enact Health and Safety responsibilities as outlined in Hospital policies, protocols and procedures relevant to your area.
- Take reasonable care to protect your own safety, health and welfare and that of any other person who may be affected by your acts or omissions at work.
- Ensure that personal protective equipment is worn while on duty
- Correct use of equipment

Information Technology

Ensure that you make the most effective and efficient use of developments in technology for both patient care and IT support in a manner, which integrates well with systems throughout the organisation, actively assisting in the integration of new technology and systems.

Hygiene/Infection Control

All employees have responsibility for Hygiene awareness. Hygiene is defined as "The practice that serves to keep people and environments clean and prevent infection." All employees also have a responsibility under their terms of employment to prevent transmission of infection and to follow the hospital infection control policies and guidelines as outlined in the Infection Control Manual. All employees must be aware that they work in an area where there is potential for transmission of infection. All employees have a responsibility to follow hand hygiene guidelines as this is the single most important intervention to prevent the transmission of infection.

Confidentiality

In the course of the post holder's employment he/she may have access to or have information concerning the personal affairs of staff or other confidential information. Such information is strictly confidential and unless acting on the instruction of an authorized officer, on no account must information concerning staff or other service business be divulged or discussed, except as

appropriate in the performance of normal duty. In addition, information, records, files must never be left in such a manner that unauthorized persons can obtain access to them. No records, documents or property of the Hospital may be removed from the premises of the Hospital without prior authorization. You must return to the Hospital upon request and, in any event, upon the termination of your employment, all documents or other property of the Hospital which are in your possession or under your control.

Data Management

Ensure compliance with the obligations required by GDPR and Data Protection Act 2018.

Trust in Care Policy

The Coombe Hospital is committed to the principles of the Trust in Care Policy and all employees have a duty to report concerns for the safety and welfare of patients with in the procedures detailed in this policy.

Children First: National Guidance for the Protection and Welfare of Children Act 2015

As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a mandated person in accordance with section 2 of the act. You will remain mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. The Hospital is committed to the principles of the Children First Act 2015 all employees must fully comply with Procedures and Practices including relevant legislation and Codes of Practice. See Children First, National Guidance for the Protection and Welfare of Children Act 2015. Contact Rosemary Grant, Principal Medical Social Worker.

DEVELOPMENT OF HOSPITAL GROUPS

The Hospital Structure is currently under review and, therefore, reporting relationships may change. The development of Hospital Groups may require the post-holder to adopt a different reporting relationship and additional accountabilities. Full consultation will take place in advance of any such change

Note: This job description is an outline of current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. As the role develops in

the hospital this job description may be reviewed in light of possible new structures and/or changing needs of the hospital.

The extent and speed of change in the delivery of health care is such that adaptability is essential at this level of appointment. The incumbent will be required to maintain, enhance and develop their knowledge, skills and aptitudes necessary to respond to a changing situation. The Job Description must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

Short-listing

Applicants will be subject to short listing based on information provided in their application, whereby only those who meet set criteria shall be called to interview.

A panel will be created from successful candidates for future vacancies.

Application Details

Intending applicants should submit a completed Application Form, a Cover Letter along with an updated Curriculum Vitae to www.rezoomo.com **before the closing date of 5pm 19th November 2026.**

Please note: we ONLY take applications via Rezoomo.

Informal enquiries for this post can be made to Ms. Sarah Bux, PA to Director of Midwifery and Nursing **at +353 (0) 1 408 5729 or E-mail sbux@coombe.ie**

You must complete the official application form in full. If you do not complete the application form in full your application may not be submitted to the selection board for consideration and subsequent interview.

***Applications must be submitted as a Microsoft Word or PDF document format only. ***

All candidates should note that, in order to maintain a timely process, the closing date and time for receipt of applications will be strictly adhered to.