

Our Lady's Hospice & Care Services

*Respite
Rehabilitation
Reassurance*

**Harold's Cross
Blackrock
Wicklow**

JOB DESCRIPTION & PERSON SPECIFICATION

Staff Nurses

- Full-time and part-time positions
- Permanent and temporary contracts
- H.S.E. funded or Board of Director's funded contracts
- Based in Harold's Cross



**Human Dignity
Compassion
Justice
Quality
Advocacy**

TITLE	Staff Nurse
REPORTING TO	Ward Manager / Clinical Site Manager
ACCOUNTABLE TO	Director of Nursing, Clinical and Quality
SALARY SCALE	Department of Health & Children Consolidated Pay Scales will apply to this post: €30,609 to €47,431 per annum pro rata. Any positions arising from this competition will be funded by the H.S.E. or Board of Director's funded (non HSE funded).
HOLIDAYS	24 to 27 days per annum pro rata depending on experience
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 a pre-employment medical.
CHARACTER	A candidate for and any person holding the office must be of good character.
HOURS OF WORK	Full time: 39 hours per week. Part time: 19.5 hours per week. Relief panel: 8-39 hours per week. Details of starting and finishing times, which may vary in accordance with Hospice needs, will be notified to you by your Head of Department/Deputy. There will be times when you will be required to work outside of the normal office hours.
WORKING WEEK	Will be determined by the needs of the department.
LOCATION	Any positions arising from this competition will be based in Harold's Cross however, as Our Lady's Hospice & Care Services (OLH&CS) currently operates across the three sites, Harold's Cross, Blackrock and Wicklow and in the interest of patient care and changing needs, candidates are required to be completely flexible and are obliged to carry out duties in any department or location of the Hospice or associated locations when required to do so by the Chief Executive Officer.
ETHICAL CODE	The post holder is requested to respect the special charism, ethos and tradition of OLH&CS and to observe and comply with its general policies, procedures and regulations.
CONFIDENTIALITY	You will have access to various types of records/information in the course of your work. Such records and information are strictly confidential and unless acting on the instruction of an authorised person, on no account must information concerning staff, patients or other Hospital business be divulged or discussed except in the performance of normal duty. In addition, records may never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.
GARDA VETTING	Legislation has been introduced for the provision of Garda Vetting in respect of candidates for employment in areas of the Health Services, where it is envisaged that potential employees would have substantial access to children or vulnerable adults. The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to an appointment being made.

JOB PURPOSE

The successful candidate will help to ensure that a caring environment is achieved within the ward, contributing to the highest possible quality of nursing care. S/he will understand the Core Values of OLH&CS, and the philosophy of care on the ward.

MAIN DUTIES AND RESPONSIBILITIES

Clinical Practice

- Deliver a high standard of holistic patient centred nursing care. Aspects of patient care can be physically demanding; the post holder must have the competence and capability to conduct such physically demanding tasks.
- Participate in the assessment of care needs and the development, implementation and evaluation of programmes of care for an assigned patient group.
- Provide support for patients and their relatives.
- Liaise with members of the Multidisciplinary Team in order to meet the psychosocial, spiritual and psychological needs of the patients.
- Liaise with household staff with regard to patient's meals and dietary requirements.
- Maintain clear, accurate and up-to-date medical records and be aware of the legal implications of these documents.
- Implement appropriate practices in line with internal policies.
- Be responsible for the safe administration of medications.
- Participate in addressing the health education needs of the patient and his/her relatives.
- Attend and contribute to multidisciplinary meetings.
- Respect the dignity and confidentiality of each patient at all times serving as an advocate when necessary.
- Participate in the management and care of the patient and his/her relatives at time of death and/or discharge.

Management

- Deputise for the Clinical Nurse Manager in her/his absence if required.
- Develop and consolidate management skills.
- Participate fully as a member of the ward team and support colleagues on the ward.
- Be cost effective in the use of equipment and material sources.
- Direct and supervise care assistants in the delivery of care.
- Participate in the off duty and annual leave arrangements to ensure adequate patient care is provided at all times.
- Ensure that actual and potential problems are referred appropriately.
- Participate to committees and working groups, as requested.

Teaching

- Participate in maintaining and supporting a satisfactory learning environment.
- Liaise with appropriate personnel to promote and contribute to ward based education.
- Act as a mentor to new staff on the ward.
- Provide a supportive and learning environment for students from external agencies to enable them to achieve their objectives.

Professional Development

- Be familiar with Bord Board Altranais agus Cnáimhseachais na hÉireann, / Nursing and Midwifery Board of Ireland professional code of conduct and act accordingly.
- Be responsible for personal professional development.
- Participate in audit/research activities as appropriate.
- Attend and participate in in-service education programmes and courses.
- Participate in individual performance review using a self-assessment model.

Health and Safety

- Be familiar with Hospice policies, practices and procedures and adhere to Departmental and Hospice policies at all times.
- Maintain a safe work environment in co-operation with the Management Team and adhere to the policies and procedures laid down in the Safety, Health and Welfare at Work Act, 2005.
- Work in a safe manner with due care and attention to safety of self and other authorised persons in the workplace.
- Report immediately to the Supervisor / Deputy any accidents or incidents involving patients, staff members or members of the public.
- Practice high standards of personal hygiene including the wearing of proper attire, grooming etc.
- Ensure confidentiality in all matters of information obtained during the course of employment

The duties and responsibilities detailed above are a reflection of the present service requirements and are 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 him/her from time to time and to contribute to the development of the post while in office

This job description will be subject to review in the light of changing circumstances. The job description is not intended to be exhaustive but should be regarded as providing guidelines within which individuals work.

Person Specification

Criteria	Essential	Desirable
Qualifications	* Registered General Nurse with NMBI	* Qualification in Gerontology, Palliative Care or Rheumatology
Experience	* Have the clinical and administrative capacity to properly discharge the functions of the role * Experience of palliative care approach and / or Experience in Chronic Illness	One year post registration experience - consideration will be given to newly qualified nurses

Core Competencies

Quality Service

- Adopts a patient / resident centred approach at all times
- Demonstrates a commitment to achieving a high standard result
- Is flexible and adaptable to meet unanticipated demands
- Ability to act as an advocate for patients and residents
- Foster a multi-disciplinary approach to ensure the best possible care is provided
- Complies with organisational policies and procedures at all times
- Understands and respects the rights of all patients, residents and families

Continuous Learning and Development

- Displays enthusiasm and motivation to work
- Learns quickly and adapts with new ideas and procedures
- Engages in performance management and participates in training as required
- Awareness of all roles, departments and structures within the organisation
- Takes accountability for maintaining one's own continuous professional development
- Receptive to constructive feedback
- Aware of one's own limitations
- Strives to progress within the organisation
- Achieves performance goals
- Engage in knowledge and experience sharing for the purposes of learning and development

Organisational Knowledge

- Strong knowledge of Our Lady's Hospice & Care Services Core Values, Mission Statement and services provided to patients/residents in both Harold's Cross and Blackrock
- Strong understanding of the healthcare environment
- Awareness of the organisational chart and the department and management structures throughout the organisation
- Understands and adheres to policies, procedures, regulation and standards

- Applies practice that is in accordance with relevant legislation and standards
- Adhere to a professional code of practice relevant to area of practice
- Understands one's own scope of practice

Planning and Organising

- Demonstrates the ability to plan and deliver the duties of the role in an effective and resourceful manner within a model of person-centred care
- Adopts a systematic approach to planning, organising and managing caseload effectively
- Ability to multi-task without losing focus
- Manage competing and changing priorities effectively
- Demonstrates a flexible and adaptable approach in a changing environment
- Deal with issues in a prompt and timely manner
- Utilise established processes and systems for prioritising and delivering on tasks
- Demonstrates a high level of attention to detail to ensure adherence to policies and procedures

Professionalism

- Demonstrates honesty, integrity and holds a strong code of ethics
- Maintains appropriate and professional boundaries
- Ensure confidentiality and discretion is respected in all patient, resident and hospice related matters
- Demonstrates enthusiasm and commitment to one's work
- Demonstrates an ability to apply knowledge to best practice
- Maintains professional appearance and adheres to organisational dress code
- Manages personal problems to minimise impact on work and professional relationships
- Ability to work in an accurate and consistent manner

Communication

- Demonstrates excellent communication skills, both verbal and non-verbal
- Clearly and confidently articulates ideas and opinions and their underlying rationale
- Draws on a variety of communication methods to fit a various situations and circumstances
- Actively listens
- Patiently explains things to others and uses questions to check for understanding and to avoid misinterpretation
- Approachable using open body language
- Respects confidentiality
- Demonstrates the ability to engage in compassionate, individualised and timely communication with individuals with life limiting conditions, families, carers and members of the multidisciplinary team.
- Displays awareness and appreciation of the service users and the ability to empathise with and treat others with dignity and respect.

Team Player

- Demonstrates the ability to work co-operatively as part of a team
- Is a supportive team member
- Fosters a collaborative team working environment
- Utilises teamwork to share best practice ideas and breakdown departmental barriers
- Establishes and maintains external networks for the purposes of increasing efficiency of service delivery and improving quality

People Management

- Demonstrates patience and respect when imparting information to others

- Shows respect on a consistent basis to staff
- Acknowledges contributions of all

Leadership

- Leads by example
- Energetic and enthusiastic approach to work
- Motivates and supports work colleagues
- Demonstrates an ability to be flexible and change position if required
- Builds credibility and portrays the profession in a positive light by being professional and well informed

Innovation

- Thinks creatively and implements solutions for everyday problems
- Identifies a variety of approaches to problem solving

Problem Solving and Decision Making

- Demonstrates the ability to effectively evaluate information and make appropriate decisions
- Demonstrates a reflective approach when dealing with problems
- Carefully evaluates different solutions prior to action
- Supports ideas, views and initiatives with logic and reasoning
- Identifies and uses appropriate sources of information when making decisions