Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Ireland East HOSPITAL GROUP

Staff Nurse General Job Specification, Terms & Conditions

Job Title and Grade	**Staff Nurse General** *(Grade Code 2135)*
Campaign Reference	RHM 120/22
Closing Date	**Rolling Campaign**
Proposed Interview Date (s)	**TBC**
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	Regional Hospital Mullingar
Informal Enquiries	Ms Katherine Kenny Director of Nursing Tel: 044-9394550 katherine.kenny@hse.ie
Details of Service	The Regional Hospital Mullingar is a Model 3 Statutory Hospital and is part of the Ireland East Hospital Group (IEHG). The Hospital provides a wide range of health services for people in Westmeath and Longford and specialised service for a broader Midlands population of 291,000 including Laois, Offaly, North Meath, Kildare and Roscommon. The Hospital has 216 beds (184 inpatient, 16 day beds, 10 short term stay beds and a 6 bedded Medical Assessment Unit) and provides a range of services, on a 24-hour basis. The Hospital has a combined Critical Care Unit comprising of six beds (ICU/CCU). The hospital provides the following acute services: • Accident & Emergency • General Medicine (Including Regional Stroke Thrombolysis) • General Surgery • Obstetrics and Gynaecology • Paediatrics / Special Care Baby Unit • Critical Care • 24 hour CT scanning service • Out-Patient Services incl. Ophthalmology St. Mary's Campus accommodates the Rehabilitation Unit which is under the governance of the Regional Hospital Mullingar, currently has 10 beds plan to increase to 16 in Q.1 2021. The unit provides post-acute care to older persons over 65years who require rehabilitation. There is also plans to open step down care beds at St. Mary's to facilitate the care needs of older persons who are recovering from an acute episode of care who require further reablement support prior to discharge.
Reporting Relationship	The reporting relationship will be to the Assistant Director of Nursing, Clinical Nurse Manager 3, Clinical Nurse Manager 2, Clinical Nurse Manager 1
Purpose of the Post	The Staff Nurse will assess, plan, implement and evaluate care to the highest professional and ethical standards within the 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.

Principal Duties and Responsibilities	**Professional Responsibilities** *The Staff Nurse will:* • Practice Nursing according to the Code of Professional Conduct as laid down by An Bórd Altranais and Professional Clinical Guidelines • Comply with 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 **Clinical Practice** *The Staff Nurse will:* • Fulfil their statutory obligations within the legislation and HSE policies as appropriate to the role • Deliver nursing care to patients according to best practice / evidence based framework Manage a caseload as required • Promote the health, welfare and social wellbeing of all patients • 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 policies procedures and guidelines and established best practice • Develop and promote good interpersonal relationships with patients, their family / social network supports and the multi-disciplinary care team in the promotion of patient centred care • Endeavour to ensure that care is carried out in an empathetic and ethical manner and that the dignity and spiritual needs of the patient are respected • Promote and recognise the patients' social and cultural dimensions of care • Collaborate and work closely with the patient, their family, the multi-disciplinary team, external agencies and services to facilitate discharge planning, continuity of care and specific care requirements • Provide education and information to the patient, their family as required and be an advocate for the individual patient and for their family • Report and consult with senior nursing management on clinical issues as appropriate • Maintain appropriate and accurate written nursing records and reports regarding patient care in accordance with local / national / professional and confidentiality guidelines • Participate in innovation and change management in the approach to patient care delivery particularly in relation to new research findings, evidence based practice and advances in treatments • Participate in clinical audit and review • Participate in community needs assessment and ongoing community involvement • Undertake the role of key worker as co-ordinator as part of the primary care team as required • Promote a positive health concept with patients and colleagues and contribute to health promotion and disease prevention initiatives as outlined by the Health Service Executive • Delegate and supervise the work of other grades of nursing and nursing support staff within the remit of their role, as appropriate • Refer patients to other services as required

- Initiate and undertake approved clinical nursing research Participate in the national code for discharge planning

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, for example, the decontamination process, Health Care Acquired Infection, Integrated Discharge Planning and others as they are developed
- Contribute to ongoing monitoring, audit 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, 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 patient care or well being
- Be aware of 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
- Comply with HSE policies to minimise risk with particular reference to infection control, domiciliary visits and lone working
- Participate in the development, promotion and implementation of infection control guidelines
- Assist with the decontamination process
- Adhere to organisational dress code

Education, Training & Development

The Staff Nurse will:

- Attend mandatory training courses
- Keep abreast of the latest developments in nursing practice as far as possible
- Develop and use reflective practice techniques to inform and guide practice
- Participate in the clinical / workplace induction of 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 the nursing element of education for other health-care staff as appropriate
- Identify and contribute to the continual enhancement of learning opportunities within a population health framework
- Provide support, guidance and advice to junior colleagues when required within the scope of practice
- Participate in regular performance / clinical reviews with their line manager
- Participate in the development of performance indicators in conjunction with the Clinical Nurse Manager 2
- 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 Nurse Management / Nurse Practice Development, 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 HSE / local policy and in accordance with relevant legislation • Work closely with colleagues across the integrated services programme in order to provide a seamless service delivery to the client within the integrated services programme • Maintain records and submit activity data / furnish appropriate reports to the Director of Nursing as required • Contribute to policy development and formulation, performance monitoring, business planning and budgetary control • Maintain professional standards including patient and data confidentiality • Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements Ensure that the ward/department is maintained in good order using appropriate models e.g. LEAN Process, that supplies are adequate and that all equipment is in good working order and ready for immediate use • Assist in the maintenance of necessary equipment and ordering of supplies as required to ensure a safe environment for patients, staff and visitors • Ensure that the appropriate and efficient use of supplies is made and exercise economy in the use of consumables • Coordinate the management of the unit in the absence of the Clinical Nurse Manager • Work in other areas of the care setting / undertake other duties as required by the Director of Nursing 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 him / her from time to time and to contribute to the development of the post while in office.**
Eligibility Criteria **Qualifications and/ or experience**	**Candidates must have at the latest date for receipt of applications for the post:-** **1. Professional Qualifications, Experience etc.** • Registered, or be eligible for registration, in the General Nurse Division of the Register of Nurses kept by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann). **And** • 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 *Note: Post holders must maintain annual registration with Bord Altranais* **2. Annual registration** • On appointment, practitioners must maintain live annual registration on the General N Division of the Register of Nurses & Midwives maintained by Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann). **And**

	• Practitioners must confirm annual registration with the NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). **3.Age** Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation 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 application forms for the office occurs **4. 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. **5. Character** Each candidate for and any person holding the office must be of good character
Post Specific Requirements	Demonstrate professional knowledge and/or experience across the General Staff Nurse scope of nursing practice in a number of settings including but not limited to: • Nursing Procedures & Techniques • Clinical Interventions • Patient Observations • Ward Management • Medicines • Clinical Governance, Risk, Health & Safety • Administration
Other requirements specific to the post	Where relevant, post specific requirements will be outlined at expression of interest stage
Skills, competencies and/or knowledge	**Candidates must demonstrate:** **<u>Professional Knowledge</u>** • Sufficient clinical knowledge, clinical reasoning skills and evidence based practice to carry out the duties and responsibilities of the role. • That he/she practices nursing care safely and effectively, fulfilling her / his professional responsibility within her / his scope of practice. • That he/she practices in accordance with legislation affecting nursing practice • A commitment to providing a quality service • An awareness of developments within the HSE • Knowledge of the HSE Transformation Programme • A willingness to engage and develop Information Technology skills relevant to the role **<u>Planning & Organisation</u>** • The ability to plan and organise effectively **<u>Commitment to Providing a Quality Service</u>** • A commitment to continuing professional development

	Building & Maintaining Relationships • The ability to build and maintain relationships including the ability to work effectively as part of a multi-disciplinary team. • Evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect **Communication & Interpersonal Skills** • Excellent communication skills, including sufficient command of the English language so as to effectively carry out the duties and responsibilities of the role
Campaign Specific Selection Process **Ranking/Shortlisting / Interview**	A ranking and or short listing 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 requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.
Code of Practice	The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, information for candidates". Codes of practice are published by the CPSA and are available on www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled "Code of Practice, information for candidates" or on www.cpsa.ie.
The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed. This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.	

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Tenure	The current vacancies available are permanent and wholetime. The posts are pensionable. A panel may be formed from this recruitment campaign from which future permanent or specified purpose vacancies of full time or part time hours will 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 Appointment) Act 2004
Remuneration	The salary scale for the post is (as at 01/10/2021): **€31,109, €32,949, €33,888, €35,130, €36,696, €38,260, €39,817, €41,163, €42,513, €43,856, €45,201, €46,521, €47,931 LSI**
Working Week	The standard working week applying to the posts will be confirmed at Job Offer Stage. HSE Circular 003-2009 "Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); 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 as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).
Annual Leave	The annual leave associated with the posts will be confirmed at Job Offer Stage.
Age	Age restriction shall only apply to a candidate where s/he 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 application forms for the office occurs.
Superannuation	This is a pensionable position with the HSE. 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. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004.
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
Protection of Persons Reporting Child Abuse Act 1998	As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer 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.

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 HSE protocols for implementing and maintaining these standards.
Health & Safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include: • Developing a SSSS for the ward/department/service A template SSSS and guidelines are available on the National Health and Safety Function/H&S webpages, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant ward/department/service are appropriately managed and investigated in accordance with HSE procedures See link on health and safety web-pages to latest Incident Management Policy. • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS