



Staff Nurse Paediatric Inpatient Ward

RHM-04-2024-94

Mullingar Regional Hospital

Job Specification, Terms & Conditions

Job Title and Grade	<i>Staff Nurse Paediatric Inpatient Ward (Grade Code 2136)</i>
Campaign Reference	RHM-04-2024-94
Closing Date	Thursday the 18th of April 2024 at 12 noon.
Proposed Interview Date (s)	Interviews will be held as soon as possible after the closing date. Please note you may be called forward for interview at short notice.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	<p>Regional Hospital Mullingar</p> <p>There is currently one permanent, whole-time Staff Nurse Paediatric vacancy available in Mullingar Regional Hospital.</p> <p>A panel may be formed as a result of this campaign for a Staff Nurse Paediatric from which current and future, permanent and specified purpose vacancies of full-time or part-time duration may be filled.</p>
Informal Enquiries	<p>Name : Ms Loretto Carroll Location :Divisional Nurse Manager, OPD/ED/Paediatrics/AMAU Regional Hospital Mullingar. Email: lorettom.carroll@hse.ie 086 067 8193</p>
HR Enquiries	<p>Name: Jemima Bamboka Tel: 0873355863 Email: Jemima.Bamboka@hse.ie</p>
Details of Service	<p>The Regional Hospital Mullingar is a Model 3 Statutory Hospital and is part of HSE Dublin & Midlands Hospital Group. 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.</p> <p>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).</p> <p>The hospital provides the following acute services:</p> <ul style="list-style-type: none">• Accident & Emergency• General Medicine (Including Regional Stroke Thrombolysis/ Palliative care/ Dementia care)• General Surgery• Obstetrics and Gynaecology• Maternity• Paediatrics / Special Care Baby Unit• Critical Care/ coronary care• Isolation unit• Adult & paediatric Diabetes services• 24 hour CT scanning service• Out-Patient Services incl. Ophthalmology• Age related Rehabilitation unit (10 beds) <p>The Paediatric Inpatient Ward in Regional Hospital Mullingar has 25 beds and provides care to acute Paediatric Medical and General Surgical admissions up the age of 16 years. The Paediatric Emergency Area comprises of 5 assessment spaces for children who attend RHM and it provides a service to Longford, Westmeath, and parts of Meath, Kildare, Offaly, Roscommon and South Leitrim.</p>

Reporting Relationship	<p>The post holder:</p> <ul style="list-style-type: none"> • Is professionally accountable to the Director of Nursing or designated officer • Will report to the Clinical Nurse Manager 1 /CNM 2 and the Divisional Nurse Manager
Purpose of the Post	<p>The Staff Nurse with Paediatric Experience will assess, plan, implement and evaluate care to the highest professional and ethical standards for patients within the model of nursing care practiced in the paediatric clinical setting. The post holder will work as part of the multidisciplinary team in the provision of integrated care for service users.</p>
Principal Duties and Responsibilities	<p>The above Job Description 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.</p> <p><u>Professional Responsibilities</u></p> <p><i>The Staff Nurse with Paediatric Experience will:</i></p> <ul style="list-style-type: none"> • Practice Nursing according to the Code of Professional Conduct as laid down by Nursing and Midwifery Board of Ireland (NMBI) 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 <p><u>Clinical Practice</u></p> <p><i>The Staff Nurse with Paediatric Experience will:</i></p> <ul style="list-style-type: none"> • Fulfil their statutory obligations within the legislation and HSE policies as appropriate to the role • Deliver nursing care to children according to best practice / evidence based framework • Manage a caseload as required • Promote the health, welfare and social wellbeing of all children • 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 children in the promotion of child 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 child's social and cultural dimensions of care • Collaborate and work closely with the child and their family as indicated to facilitate discharge planning, continuity of care and specific care requirements • Provide education and information to the child, their family as required and be an advocate for the individual child 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
- 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 with Paediatric Experience 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 with Paediatric Experience will:

- Attend mandatory training courses
- Keep abreast of the latest developments in Paediatric 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

	<p>scope of practice</p> <ul style="list-style-type: none"> • 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 <p><u>Administration</u></p> <p><i>The Staff Nurse with Paediatric Experience will:</i></p> <ul style="list-style-type: none"> • 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 <p>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.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p><u>1. Statutory Registration, Professional Qualifications, Experience, etc.</u></p> <p>(a) Eligible applicants will be those who on the closing date for the competition: -</p> <p>(i) Be registered in the Children's Nurse Division of the live Register of Nurses kept by An Bord Altranais or be entitled to be so registered.</p> <p>AND</p> <p>(b) Have the clinical and administrative capacity to properly discharge the functions of the role.</p> <p>Note: Post holders must maintain annual registration with An Bord Altranais</p> <p><u>3. Health</u></p>



	<p>Candidates 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.</p> <p><u>4. Character</u> Candidates for, and any person holding the office, must be of good character.</p>
Post Specific Requirements	<p>Demonstrate professional knowledge and experience in Paediatric Staff Nurse's scope of practice in a number of areas including but not limited to:</p> <ul style="list-style-type: none"> • Nursing Procedures & Techniques • Clinical Interventions • Patient Observations • Ward Management • Medication Management • Clinical Governance, Risk, Health & Safety • Administration
Other Requirements specific to the post	N/A
Skills, Competencies and/or Knowledge	<p><u>Candidates must demonstrate:</u></p> <p><u>Professional Knowledge</u></p> <ul style="list-style-type: none"> • Sufficient Paediatric nursing clinical knowledge, clinical reasoning skills and evidence based practice to carry out the duties and responsibilities of the role. • That he/she practices Paediatric 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 Paediatric nursing practice • 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 <p><u>Planning & Organisation</u></p> <ul style="list-style-type: none"> • The ability to plan and organise effectively <p><u>Commitment to Providing a Quality Service</u></p> <ul style="list-style-type: none"> • A commitment to continuing professional development • A commitment to participate in quality improvement initiatives within the Paediatric Service <p><u>Building & Maintaining Relationships</u></p> <ul style="list-style-type: none"> • 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. <p><u>Communication & Interpersonal Skills</u></p> <ul style="list-style-type: none"> • 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	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 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.
Ranking/Shortlisting/	



<p>Interview</p>	<p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>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.</p>
<p>Diversity, Equality and Inclusion</p>	<p>The HSE is an equal opportunities employer.</p> <p>Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.</p> <p>The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.</p> <p>The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.</p> <p>For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at https://www.hse.ie/eng/staff/resources/diversity/</p>
<p>Code of Practice</p>	<p>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".</p> <p>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.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.</p> <p>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.</p>	

**Staff Nurse (Paediatric Department)
Terms and Conditions of Employment**

<p>Tenure</p>	<p>The current vacancies available are Permanent and Whole-time</p> <p>The post is pensionable. A panel may be created from which permanent and specified</p>
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	<p>purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.</p> <p>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.</p>
Remuneration	<p>The salary scale as of 1st October 2023 for the post is: €33,943, €35,876, €36,863, €38,168, €39,813, €41,456, €43,091, €44,506, €45,924, €47,335, €48,748, €50,135, €51,628 LSI</p> <p>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.</p>
Working Week	<p>The standard working week applying to the posts is 37.5 hours per week.</p> <p>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).</p>
Annual Leave	<p>The annual leave associated with the posts will be confirmed at Job Offer Stage.</p>
Age	<p>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.</p>
Superannuation	<p>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.</p>
Probation	<p>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.</p>
Protection of Persons Reporting Child Abuse Act 1998	<p>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.</p>



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	<p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none">• Developing a SSSS for the ward/department/service A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages, 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. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS</p>