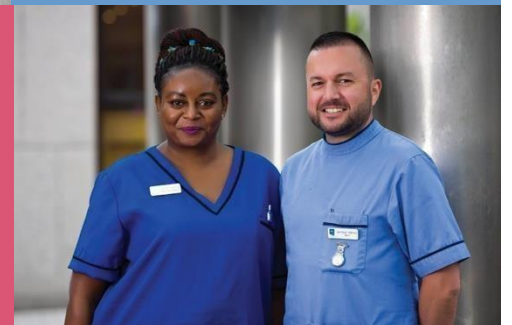
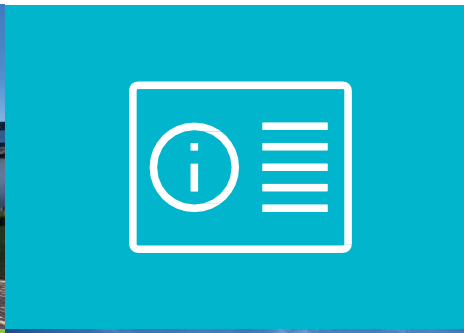




Respite Harold's Cross
Rehabilitation Blackrock
Reassurance Wicklow

Job Description & Person Specification

Staff Nurse



- Full-time & part-time positions (Panel may be formed to fill future Staff Nurse vacancies)
- Indefinite duration and temporary contracts
- H.S.E. funded or Board of Directors funded contracts
- Based in Blackrock & Wicklow in Palliative care

Thank you

for your interest in joining the Our Lady's Hospice & Care Services team.

This is a fantastic opportunity to join an ambitious organisation with a vital mission to provide specialist health and social care services within our three Hospices and surrounding communities.

We passionately believe that everyone living in our community should be able to access high quality person-centred care when they need it. We also believe that our services should be delivered in the most appropriate and effective way to meet growing demand and the increasingly complex needs of an ageing population.

To achieve that vision, our services must continually adapt and our Strategic Plan outlines plans to enhance our care by building capacity, reconfiguring and integrating our services and workforce based on best practice, evidence-based models of care and anticipated future needs.

To achieve these important goals, we need a strong, diverse and dynamic team committed to working together to meet the needs of our patients, residents and their families.

To achieve the above, we are looking for exceptional people to join our team. In this document, we present information about Our Lady's Hospice & Care Services as well as information about this important role. If this is of interest to you – please get in touch.

Mary Flanagan, Interim C.E.O.

Mission Statement

Our Lady's Hospice & Care Services, founded by the Sisters of Charity in 1879, continues its mission by providing, with loving care, high quality, person-centred health and social care services in the Hospice and community.



Who we are

Established by the Religious Sisters of Charity in 1879, the Hospice in Harold's Cross was opened in response to the healthcare needs of the community. Today, Our Lady's Hospice & Care Services (OLH&CS) provides specialist care for a catchment of over one million people with a wide range of needs, from residential rehabilitation to end-of-life care, from our bases in Harold's Cross, Blackrock (est. 2003) and Wicklow (est. 2020).

As the profile and needs of patients has changed over the years, the Hospice formed three core services, which are supported by education and research, as the bedrock of quality healthcare:

- Specialist palliative care is delivered in each of our three locations, making us the largest provider in Ireland.
- Our campus in Harold's Cross houses the Rheumatic & Musculoskeletal Disease Unit, a unique service that enables those with a chronic condition to maintain or improve their quality of living.
- Our Harold's Cross campus also houses our Care of the Older Person service comprising our Community Rehabilitation Unit (CRU) and a residential unit. CRU provides in-patient care for frail over-65s and our residential unit, Anna Gaynor House, is a safe comfortable home for older people with high dependencies.

Over 700 medical and general staff and 400 incredible volunteers provide world class person-centred care to help patients and residents achieve their best quality of life and support their families.

OLH&CS is funded by the HSE to provide a defined level of service on its behalf and is a section 38 provider with a voluntary Board of Directors.

OLH&CS also relies on fundraising to enhance patient services and to continue developing its three sites and must raise a minimum of €5.5 million every single year.

Our Core Values

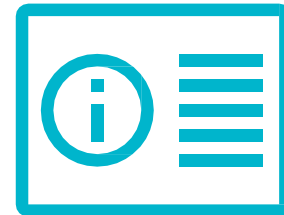
Human Dignity: To respect the unique worth of every individual.

Compassion: To empathise with those who are in discomfort or suffering and to strive to understand their experience.

Justice: To consistently act with integrity, honesty, commitment and accountability.

Quality: To strive for excellence in all aspects of our work.

Advocacy: To represent the needs of those who are unable to speak for themselves.



About the Role

TITLE:	Staff Nurse
REPORTING TO:	Clinical Nurse Manager 1&2 / Clinical Site Manager / Assistant Director of Nursing
ACCOUNTABLE TO:	Director of Nursing
SALARY SCALE:	Department of Health & Children consolidated pay scales (01/03/2025) apply per annum pro rata: Staff Nurse (202X) €36,647- €53,340 (LSI €54,928). These positions are funded by the H.S.E. and the Board of Director's. The successful candidate's salary will be calculated strictly on the number of years of relevant/comparable experience, i.e. each year of relevant/comparable experience will decide the point at which your salary will be between the 1st and last point of the pay scale above. For any salary queries please contact the HR department on: 01-491 25 94.
PENSION SCHEME	For HSE funded contracts, there is mandatory enrolment in the appropriate Public Sector pension scheme.
PENSION SCHEME	For Board of Director's funded contracts, the successful candidate will become a member of the Our Lady's Hospice & Care Services (OLH&CS) defined contribution pension scheme administered by Irish Life through Pension Consultants AON Hewitt. As this post is not H.S.E. funded, please note this is not a public sector pension scheme. If you are a member of an Irish Public Sector Pension Scheme, which is not the Single Public Service Pension Scheme (SPSPS), please ensure that you contact your current pension scheme administrators to ensure you are fully aware of the implications of leaving a public sector pension scheme for a period of 26 weeks or greater.
HOLIDAYS:	24 - 27 days per annum pro rata
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: 37.5 hours per week. Part time: 18.75 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	These positions are based in Blackrock and Wicklow however, Our Lady's Hospice & Care Services (OLH&CS) currently operates across three sites; Harold's Cross, Blackrock and Wicklow. 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 a compassionate and supportive environment on the ward, contributing to the highest possible standards of palliative nursing care. The post holder will understand and uphold the Core Values of OLH&CS, and the philosophy of person-centred, holistic care, addressing the physical, emotional and spiritual needs of patients and supporting their families throughout the palliative care journey.

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 holistic assessment of patients' palliative care needs and contribute to the development, implementation, and evaluation of individualised care plans in partnership with patients, families and the multidisciplinary team.
- Liaise with members of the Multidisciplinary Team in order to meet the psychosocial, spiritual and psychological needs of the patients.
- Promote innovation and change in the approach to patient care delivery, particularly in relation to new research findings and advances in treatment.
- Provide support for patients and their relatives.
- Liaise with catering staff with regard to patients' 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.
- Ensure the safe custody of controlled drugs and other medications and be aware of the current statutory legislation regarding storage.
- Participate in addressing the health education needs of the patient and their relatives.
- Attend and actively contribute to multidisciplinary meetings presenting and advocating for patients' palliative care needs. 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 their relatives at time of death and/or discharge.
- Liaise with Community Palliative Care teams (CPCT), family and multidisciplinary team to facilitate appropriate discharge planning and continuity of care of patients returning home.
- Respond to out of hours phone calls regarding patients known to CPCT, following successful completion of probation and training.

Management

- Deputise for the Clinical Nurse Manager in their 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 and co-operate in the rostering and annual leave arrangements to ensure adequate patient care is provided at all times.
- Ensure that actual and potential problems are referred appropriately.
- Manage incidents and be aware of procedures (e.g. fire, safeguarding).
- Participate to committees and working groups, as requested.
- Be able to determine nursing priorities, ensuring the highest standard of care at all times.
- Communicate information on patient care and report to Clinical Nurse manager/ Clinical Nurse manager.

Teaching

- Participate in maintaining and supporting a positive and effective 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.
- Participate in teaching and education programmes for nursing and support staff as required, with a focus on palliative care principles and practice.

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.
- Engage in performance review processes including personal development planning as appropriate.
- Maintain professional competence by completing all mandatory and role specific training and engaging in continuous education to ensure safe, evidence based palliative care.
- Maintain awareness of clinical and professional developments in palliative care nursing.
- Engage in IT developments as they apply to patient and service administration.

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. Ensure completion of incident/near miss forms.
- 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.

General

- Have a working knowledge of and adhere to OLH&CS policies at all times.
- Ensure confidentiality in all matters of information obtained during the course of employment.
- To present and act in a professional manner at all times and ensure colleagues do likewise.
- Keep up to date with developments of professional practices and all other relevant matters to ensure maintenance of knowledge and skill base.
- Assume responsibility for their own professional development.
- Maintain a safe work environment in co-operation with the Hospice Management Team and with reference to the Safety, Health and Welfare at Work Act, 2005: in that respect report any accidents / near misses and document according to policy.

- Provide cross cover for other areas when required and such duties as required.
- To effectively and efficiently use information technology for the role in a manner which integrates well with systems throughout the Hospice.

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 the post holder 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. This job description is not intended to be exhaustive but should be regarded as providing guidelines within which individuals work.

Core Competencies

Level 1 on the Competency Based Framework

Professional Knowledge and Skills

- Demonstrate a level of clinical knowledge, clinical reasoning skills and evidence-based practice appropriate to carrying out the duties and responsibilities of the role in line with relevant legislation and standards.
- Demonstrate an appropriate level of understanding of the role of **Staff Nurse** and nursing delivery, the underpinning theory and its application to the role.
- Demonstrate evidence of having applied / used appropriate assessment tools and treatments and a knowledge of the implications of outcomes to service users.
- Demonstrate the knowledge, abilities and technical skills required to provide safe, efficient and effective service in the area(s) of responsibility. Has a sound knowledge of clinical risk management.
- Demonstrate knowledge of legislative requirements relating to the healthcare services and the workplace.
- Demonstrate a commitment to continuous professional development and knowledge sharing.
- Demonstrate a willingness to engage with and develop IT skills relevant to the role.

Quality Service

Level 1

- 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

Level 1

- 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

Professional Service

Our Lady's Hospice & Care Services is committed to providing a professional, efficient and flexible service through ensuring our staff have the required knowledge and effective planning and organising skills in order to maximise the quality of the service whilst managing competing demands.

Organisational Knowledge
Level 1
• 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
Level 1
• 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 accuracy and adherence to policies and procedures

Professionalism
Level 1
• 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

People

Our Lady's Hospice & Care Services strives to ensure an open, transparent and objective environment through the utilisation of effective communication and teamwork. We aim to optimise organisational output and achievements through effective people management skills to maximise performance. Effective communication ensures a high quality and accessible service.

Communication
Level 1
• 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
Level 1
• 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
Level 1
• Demonstrates patience and respect when imparting information to others • Shows respect on a consistent basis to staff • Acknowledges contributions of all

Change Management

Change management is the process, tools and techniques to manage change to achieve the required organisational outcome. Our Lady's Hospice & Care Services utilises leadership and innovation to aid the organisation to make successful transitions resulting in the adoption and realisation of change in an ever-changing environment.

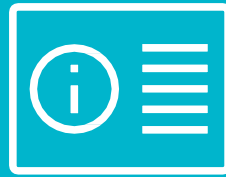
Leadership
Level 1
• Leads by example • Energetic and enthusiastic approach to work • Motivates and supports work colleagues • Demonstrates an ability to be flexible and change position if required • Builds credibility and portrays the profession in a positive light by being professional and well informed

Innovation
Level 1
• Thinks creatively and implements solutions for everyday problems • Identifies a variety of approaches to problem solving

Problem Solving and Decision Making
Level 1
• 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

Person Specifications

Criteria	Essential	Desirable
Qualifications	Registered General Nurse with NMBI	Qualification in Palliative Care
Experience	Have the clinical and administrative capacity to properly discharge the functions of the role including proficient IT skills	1+ year post qualification experience - consideration will be given to newly qualified nurses - Experience of palliative care approach - Experience of using an Electronic Patient Record (EPR)



Our Lady's Hospice & Care Services has three locations:



Respite
Rehabilitation
Reassurance

Harold's Cross
Blackrock
Wicklow

Harold's Cross Hospice

Harold's Cross
Dublin
D6W RY72

T: +353 (0)1 406 8700
E: info@olh.ie

Blackrock Hospice

Sweetman's Avenue
Blackrock
Dublin
A94 F8D9

T: +353 (0)1 206 4000
E: blackrockhospice@olh.ie

Wicklow Hospice

Magheramore
Co Wicklow
A67 A446

T: +353 (0)1 406 8888
E: wicklowhospice@olh.ie

Visit: www.olh.ie

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RCN 20001827
Company number 352404