JOB DESCRIPTION

TITLE:                  Staff Nurse

REPORTING TO:          Ward Manager / Clinical Site Manager

ACCOUNTABLE TO:        Director of Nursing, Clinical and Quality

SALARY SCALE:          Department of Health & Children salary scales will apply per annum pro rata

HOLIDAYS:              24 - 27 days per annum pro rata (based on experience)

HEALTH:                A candidate for and any person holding the office must be free from any defect or disease which would render him/her unsuitable to hold the office and be in a state of health as would indicate a reasonable prospect of ability to attend regular and efficient service.

CHARACTER:             A candidate for and any person holding the office must be of good character.

HOURS OF WORK:         The basic working week, which is that as may be approved from time to time by the Hospice Management, is at present one of 39 hours (full time). Details of starting and finishing times, which may vary in accordance with Hospice needs, will be notified to you by the Clinical Site Manager or Ward Manager.

WORKING WEEK:          Monday to Sunday, Days and nights, working unplanned and short term leaves in the nursing department. Relief Panel employees are required to operate on an on-call system.

LOCATION:              Our Lady’s Hospice & Care Services (OLH&CS) currently operates across two sites; Harold’s Cross and Blackrock. 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 Our Lady’s Hospice & Care Services 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 Hospice 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.

JOB PURPOSE:           The successful candidate will help to ensure that a caring, creative environment is achieved within the ward, paying attention to the highest possible quality of nursing care. S/he will understand the Core Values of Our Lady’s Hospice & Care Services, and the philosophy of care on the ward.

Job Description & Person Specification – Staff Nurse – January 2017
Duties and Responsibilities:

Clinical Practice

- To deliver a patient centred approach to care
- To participate in the assessment of care needs and the development, implementation and evaluation of programmes of care for an assigned patient group
- To provide support for patients and their significant others
- To liaise with other members of the Multidisciplinary Team in order that the psychosocial, spiritual and psychological needs of the patients are met
- To liaise with household staff with regard to patients meals and dietary requirements to ensure all meals are attractively served
- To keep accurate and legible records and to be aware of the legal implications of these documents
- To implement appropriate practices in line with the policies of Our Lady's Hospice & Care Services e.g. Drug Administration Policy
- To participate in addressing the health education needs of the patient and his/her significant others
- To attend and contribute to multidisciplinary meetings
- To respect the dignity and confidentiality of each patient at all times serving as an advocate if necessary
- To participate in the management and care of the patient and his/her significant others at time of death and/or discharge

Management

- To deputise for the Clinical Nurse Manager in her/his absence if requested
- To consolidate management skills
- To participate fully as a member of the ward team and to support colleagues on the ward in their work
- To be cost effective in the use of equipment and material sources
- To direct and supervise care attendants in the delivery of care
- To participate in the off duty and annual leave arrangements to ensure adequate patient care is provided at all times
- To ensure that actual and potential problems are referred appropriately
- To participate on committees and working groups as requested

Teaching

- To participate in maintaining and supporting a satisfactory learning environment
- To liaise with appropriate personnel to promote and participate in ward based education
- To act as a mentor to staff new to the Ward
- To provide a supportive and learning environment for students from external agencies to enable them to achieve their objectives
Professional Development

- To be familiar with An Bord Altranais professional code of conduct and act accordingly
- To be responsible for personal professional development
- To participate in audit/research activities as appropriate
- To attend and participate in in-service education programmes and courses
- To participate in individual performance review using a self-assessment model

Health and Safety

- Be familiar with Hospice policies, practices and procedures
- To adhere to the policies and procedures laid down in the Safety, Health and Welfare at Work Act, 2005
- To 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
- To work in a safe manner with due care and attention to safety of self and other authorised persons in the workplace
- To report immediately to the Supervisor / Deputy any accidents or incidents involving patients, staff members or members of the public
- To practice high standards of personal hygiene including the wearing of proper attire, grooming etc.

General

- To adhere to Departmental and Hospice policies at all times
- To perform such other duties appropriate to the post as may be assigned from time to time by the Manager or a nominee
- To ensure confidentiality in all matters of information obtained during the course of employment

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.

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. It is not intended to be exhaustive but should be regarded as providing guidelines within which individuals work.

The duties and responsibilities detailed above are a reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the service.
### Person Specification

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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Qualifications</td>
<td>• Registered General Nurse with NMBI</td>
<td>• Qualification in Gerontology, Palliative Care or Rheumatology</td>
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<td>Experience</td>
<td>• At least 1 years’ experience as an Registered General Nurse</td>
<td>• Experience of palliative care approach, e.g. the care of the dying patient and their family</td>
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<td>• Consideration will be given to newly qualified nurses with experience in Gerontology, Palliative Care or Rheumatology</td>
<td>• Experience in Chronic Illness</td>
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### Core Competencies

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<th>Desirable</th>
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<tr>
<td>Professional Knowledge &amp; Skills</td>
<td>• Demonstrate sufficient knowledge to carry out the duties and responsibilities of the role</td>
<td>• Knowledge of principles and practices of palliative care</td>
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<td>• Knowledge of An Bord Altranais directives e.g. Code of Conduct, Medical Management, Scope of Practice Framework, Recording Clinical Practice</td>
<td>• Evidence of interest in management</td>
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<td>• Demonstrate an ability to apply knowledge to best practice</td>
<td>• IT skills</td>
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<td>• Knowledge of our three specialties</td>
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<td>• Evident clinical knowledge</td>
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<td>• Knowledge of health and safety / risk management issues</td>
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<td>• Demonstrate a commitment to continuing professional development</td>
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- Demonstrate a commitment to assuring high standards and strive for a patient/resident centred service.

**Interpersonal and Communication Skills**

- Excellent interpersonal and communication skills written and verbal
- Draws on a variety of communication methods to fit situation/circumstances
- Listens openly, using questions to check for understanding/avoid misinterpretation

**Quality Service**

- Is patient/resident centred at all times
- Is flexible/adaptable to meet unexpected demands
- Ability to act as an advocate for nursing/residents/patients

**Team Work / Initiative**

- Demonstrate team skills including the ability to work with multi-disciplinary team members
- Ability to work as part of a team and alone, with minimum supervision

**Planning & Organising/ Flexibility**

- Good organisational skills
- Demonstrate flexibility and openness to change
- Manages competing and changing priorities & requests
- Ability to work under pressure

**Ethos & Core Values**

- Demonstrate a knowledge of the ethos and core values of Our Lady’s Hospice & Care Services
- Display awareness of patient/resident advocacy issues