

**Job Specification and Terms and Conditions**

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| **Job Title and Grade** | Staff Nurse  Grade code: 2135 |
| **Campaign Reference** | SNUR16\_153 |
| **Proposed Interview Date (s)** | Interviews will be held on a rolling basis every 2 weeks to form panels. Skype interviews are available for those that are currently working outside of Ireland |
| **Closing Date** | 4.00pm on 31st October 2017 |
| **Taking up Appointment** | Immediate vacancies and panels to be formed |
| **Organisational Area** | Saolta University Health Care Group |
| **Location of Post** | Saolta University Health Care Group:   * Letterkenny University Hospital * Sligo University Hospital * Mayo University Hospital * Roscommon University Hospital * Portiuncula University Hospital * Galway University Hospital Galway |
| **Details of Service** | Saolta University Health Care Group is one of seven new hospital groups announced by the then Minister for Health, Dr. James Reilly TD in May, 2013, as part of a re-organisation of public hospitals into more efficient and accountable hospital groups that will deliver improved outcomes for patient. The Saolta University Health Care Group comprises of 7 hospitals:   * Letterkenny University Hospital * Sligo University Hospital * Mayo University Hospital * Roscommon University Hospital * Portiuncula University Hospital * Merlin Park University Hospital Galway * University Hospital Galway   The Group has one overall Group Management Team, turnover of €820 million and operates with 1,781 beds and staffing of 8,454 WTE (9,737 headcount) in June 2016.  The objectives of the groups are to:   * Achieve the highest standard of quality and uniformity in care across the group * Deliver cost effective hospital care in a timely and sustainable manner * Encourage and support clinical and managerial leaders * Ensure high standards of governance, both clinical and corporate and recruit and retain high quality nurses, NCHDs, consultants, allied health professionals and administrators in all our hospitals.   There is an evolving Group governance structure with 4 Clinical Directorates which manage the clinical specialities across each site:   * Medicine * Perioperative * Diagnostics * Women and Children’s   Each Directorate has a set of key performance indicators to improve quality, drive performance, and ensure efficiency.    The Group provides a range of high quality services for the catchment areas it serves and GUH is a designated supra-regional cancer service provider meeting the needs of all the counties along Western seaboard and towards the midlands from Donegal to North Tipperary.    Saolta University Health Care Group aims to meet its service plan targets. Its priority is to implement the national clinical care programmes across the Group and establish a performance management culture with the development of Key Performance Indicators.  **Vision**  The formation of the hospitals groups, which will transition to independent hospital trusts, will change how hospitals relate to each other and integrate with the academic sector. Over time, the Group will deliver:   * Higher quality service * More consistent standards of care * More consistent access to care * Stronger leadership   Greater integration between the healthcare agenda and the teaching, training, research and innovation agenda  Our Academic Partner is the National University of Ireland, Galway and we are developing further international partnerships in the UK and the USA” |
| **Mission Statement** | Patients are at the heart of everything we do. Our mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.  **OUR VISION STATEMENT**  Our Vision is to build on excellent foundations already laid, further developing and integrating our Group, fulfilling our role as an exemplar, and becoming the first Trust in Ireland.  **OUR GUIDING VALUES**  **Respect** - We aim to be an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more.  **Compassion** - we will treat patients and family members with dignity, sensitivity and empathy.  **Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity.  **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research.  **Learning** - we will nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential.  **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions.  **Teamworking** – we will engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we aim to communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | Director of Nursing via Assistant Director of Nursing via Clinical Nurse Managers 1, 2 and 3. |
| **Purpose of the Post** | The delivery of effective, quality-assured and patient–centred care. |
| **Principal Duties and Responsibilities** | * The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree * Maintain throughout the Group’s awareness of the primacy of the patient in relation to all hospital activities. * Performance management systems are part of role and you will be required to participate in the Group’s performance management programme * Be accountable for the provision of a nursing service in a manner that is efficient, effective and of the highest standard * Develop clinical expertise, leadership ability and teaching skills through nursing practice. * Participate in teaching and education programmes for nursing and support staff * Maintain a high standard of professional and ethical responsibility   Have a working Knowledge of the 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 as appropriate to the role.  To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.  **KEY RESPONSIBILITIES**  **1.** Professional Responsibilities  **2.** Clinical Responsibilities  **3.** Educational Responsibilities  **4.** Management Responsibilities  **1. PROFESSIONAL RESPONSIBILITIES**  Under the direction of the Clinical Nurse Manager 1 and 2/ Charge Nurse the post holder will   1. Practice Nursing according to 2. the professional code as laid down by the Irish Nursing & Midwifery Board of   Ireland  (b) the policies and procedures as laid down by the Saolta University Health Care Group   1. Support the philosophy, objectives and goals of the Nursing /Midwifery Department. 2. Follow appropriate lines of authority within the Nurse Management structure. 3. Participate as a team member in all aspects of patient care. 4. Demonstrate a high degree of motivation and assume responsibility for professional self development 5. Recognise the importance of good interpersonal relationship with patients, visitors and staff. 6. Demonstrate flexibility by assisting in other areas of the hospital as required 7. Participate in internal rotations as required and to facilitate service needs and to enhance professional development. 8. Through performance evaluation with Clinical Nurse Manager 1 and 2/ Charge Nurse recognise self - limitations and plan for appropriate measures to overcome them.   **2. CLINICAL RESPONSIBILITIES**  Under the direction of the Clinical Nurse Manager 1 and 2/ Charge Nurse, the post holder will : -   1. Assess, plan, implement and evaluate individualised patient care programmes within the agreed framework for practice 2. Adapt a collaborative approach to patient care through the co-ordination of care and interventions provided by other members of the multi - disciplinary team 3. Act as an advocate for the patient and their family to ensure that they are appropriately informed and counselled regarding their short / long term care needs. 4. Collaborate with the patient, their family and the multi disciplinary team to facilitate appropriate discharge planning and continuity of care. 5. Maintain appropriate and accurate written records regarding patient care. 6. Promote innovation and change in the approach to patient care delivery, particularly in relation to new research findings and advances in treatment. 7. Participate in the setting of professional standards. Understand and co-operate with the need to measure and audit the effectiveness of care given. 8. Participate in research programmes and understand the need for research based practice. 9. To ensure that correct handling and sympathetic treatment of patients is carried out by all staff, and that the dignity of the patient is given proper consideration.   **3. EDUCATIONAL RESPONSIBILITIES**  Under the direction of the Clinical Nurse Manager 1 and 2/ Charge Nurse the post holder will : -   1. Develop teaching skills and participate in the planning and implementation of orientation and teaching programmes for student nurses and care assistants in the clinical setting. 2. Provide feedback to the Clinical Nurse Manager 1 and 2/ Charge Nurse in the compilation of proficiency assessments for student nurses and care assistants in the clinical setting. 3. Contribute to the identification of training needs pertinent to the clinical area. 4. Identify and contribute to the continual enhancement of learning opportunities in the clinical area. 5. Participate in the clinical induction of all new nursing and support staff. 6. Develop leadership ability in order to act as an effective role model. 7. Assume responsibility for own learning and development needs.   **4. MANAGEMENT RESPONSIBILITIES**  The post holder will practise within the limits of their expertise. Senior nursing staff will be available to you at all times. Having regard for these limitations the post holder will independently or under supervision:   1. Manage the nursing care for a caseload of patients   **and/ or**   1. Take management responsibility for the ward/Unit in the absence of the Clinical Nurse Manager 1 and 2/ Charge Nurse for defined periods of time. 2. Demonstrate the ability to delegate work to team members 3. The discretion in the decision making process regarding patient care 4. Maintain effective interpersonal relationships in a manner that avoids antagonism, reduces conflict and prevents undue anxiety. 5. Provide support and act as an information link to Clinical Nurse Manager 1 and 2/ Charge Nurse. 6. Develop the ability to use the resources provided in an effective and economic manner. 7. Co-operate in the rostering of nursing and support staff ensuring optimum use of nursing resources.  * Liaise with Bed Management in the absence of the Clinical Nurse Manager. * To carry out such other duties appropriate to the office as may be assigned to him/her by the Chief Officer, Director of Nursing, or other authorised officer.   **KPI’s**   * The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets. * The development of Action Plans to address KPI targets. * Driving and promoting a Performance Management culture. * In conjunction with line manager assist in the development of a Performance Management system for your profession. * The management and delivery of KPIs as a routine and core business objective.   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:**   * Employees must attend fire lectures periodically and must observe fire orders. * All accidents within the Department must be reported immediately. * Infection Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Please note**  Service needs require that Staff Nurses are rostered for:   * Unsocial hours/Shift work * Night Duty * On Call   Service needs will require a level of movement of nursing staff between wards/ departments/ relief duties from time to time.  **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. * The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. * The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:   + Continuous Quality Improvement Initiatives   + Document Control Information Management Systems   + Risk Management Strategy and Policies   + Hygiene Related Policies, Procedures and Standards   + Decontamination Code of Practice   + Infection Control Policies   + Safety Statement, Health & Safety Policies and Fire Procedure   + Data Protection and confidentiality Policies * The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group’s Risk Management Incident/Near miss reporting Policies and Procedures. * The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. * The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. * It is the post holders’ specific responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. * The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. * The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. * The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. * It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.   **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.** |
| **Eligibility Criteria**  **Qualifications and experience** | Candidates must on the closing date:   * Be currently registration with The Irish Nursing & Midwifery Board of Ireland   **And**   * Have the clinical and administrative capacity to properly discharge the functions of the role   **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.  **Character**  Each candidate for and any person holding the office must be of good character  **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.  **Restrictions to eligibility**  Persons who availed of the Incentivised Scheme for Early Retirement in the public service or the Voluntary Early Retirement Scheme or Voluntary Redundancy Scheme in the Public Health Sector are not eligible to apply for the position in line with the terms and conditions of these schemes.  Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant divisions of the register maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) |
| **Other requirements specific to the post** | To be detailed at job offer stage. |
| **Skills, competencies and/or knowledge** | ***Demonstrates the following****:*   * Demonstrate practitioner competence and professionalism in order to carry out the duties and responsibilities of the role * Practices nursing care safely and effectively, fulfilling her / his professional responsibility within her / his scope of practice * Display evidence-based clinical knowledge in making decisions regarding client care * Demonstrate a commitment to continuing professional development * Demonstrate evidence of effective planning and organising skills * Demonstrate flexible approach – to internal rotations, rostering e.g. unsocial hours/shift work, night duty, on call, attitude to work * Demonstrate the ability to build and maintain relationships including the ability to work effectively as part of a multi disciplinary team * Demonstrates a commitment to providing a quality service * Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect * Demonstrate a focus on quality * Demonstrate effective analytical, problem solving and decision making skills * Demonstrates excellent communication skills, including sufficient command of the English language so as to effectively carry out the duties and responsibilities of the role * Practices in accordance with legislation affecting nursing practice * Demonstrate an awareness of developments within the HSE * Demonstrate knowledge of the HSE Transformation Programme * Demonstrate a willingness to engage and develop IT skills relevant to 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 short-listing 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 / Public Appointments Service 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](http://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](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  This job description 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. | |



**Staff Nurse – General**

**Saolta University Health Care Group**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are permanent/ specified purpose, whole time/ part-time.  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: 28,483 30,497 31,537 32,710 34,189 35,666 37,137 38,408 39,683 40,952 42,222 43,469 44,800 LSI |
| **Working Week** | The standard working week applying to the post is 39 hours  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 post will be confirmed at job offer stage |
| **Superannuation** | Membership of the HSE Employee Superannuation Scheme applies to this appointment.  Existing Members who transferred to the HSE on 1st 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 to which they were entitled at 31st December 2004.  Appointees to posts in the Mental Health Services which formerly attracted fast accrual of service should note that the terms of Section 65 of the Mental Treatment Act 1945 do not apply to New Entrant Public Servants as defined by Section 12 of the Public Service Superannuation (Miscellaneous Provisions) Act 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. |