




	CAPPAGH NATIONAL ORTHOPAEDIC HOSPITAL, FINGLAS, DUBLIN 11. <u>The Sisters of Mercy</u>	 Founded 1908
JD-NMG-3	Staff Nurse / Senior Staff Nurse Job	ISSUE DATE: 17/02/15
REVISION NO: 1	Description	NEXT REVIEW: 02/17

STAFF NURSE / SENIOR STAFF NURSE

Document Approvals		
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Quality Authorisation	Siobhán Coughlan (Quality, Safety & Risk Manager)	Date: 17/02/15



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1. Qualifications, Experience & Person Specification



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Each candidate must:

- Be a Registered Nurse and eligible to register with the Nursing and Midwifery Board of Ireland on the General Division of the live register.
- A recognised Orthopaedic Course or Orthopaedic experience is desirable.
- Have managed patient care ensuring the highest professional standards using evidence based and care planning approach.
- Be computer literate.
- Have excellent interpersonal skills and proven written and verbal communication abilities.
- Have the ability to work on own initiative, prioritise and manage a number of issues simultaneously and demonstrate attention to detail.
- Be able to identify potential difficulties and formulate solutions.
- Be free from any defect or disease which would render him/her unsuitable to hold office and be in a state of health as would indicate a reasonable prospect of ability to render regular and efficient service.
- Be of good character.

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2. Accountability

The Staff Nurse / Senior Staff Nurse reports to and is accountable to the Director of Nursing, Assistant Director of Nursing, Clinical Nurse Manager I, II and III in all matters relating to the job.

3. Outline of Duties and Responsibilities

The Staff Nurse / Senior Staff Nurse will be expected to take responsibility for a caseload of patients in which you will assess, plan, implement and evaluate patient care. In addition, you are expected to practice within the Code of Practice, Rules and Guidelines set out by the Nursing and Midwifery Board of Ireland and comply with Policies and Procedures of Cappagh National Orthopaedic Hospital. You will be held responsible to the Clinical Nurse Manager and in her absence to the delegated nurse holding shift responsibility for the ward. At all times you will practice within the limits of your experience.

The Staff Nurse / Senior Staff Nurse will be required to possess a clear understanding and commitment to the ethos and philosophy of Cappagh National Orthopaedic Hospital.

The role of the Staff Nurse / Senior Staff Nurse includes but is not limited to:


General Accountability:

- To maintain throughout the hospital an awareness of the primacy of patient in relation to all hospital activities and maintain a clear understanding of the importance of providing a quality and safe service to all patients.
- Creating and promote healthy working relationships.
- Demonstrating behaviour consistent with the values of the Hospital.
- Ensuring that each patient is treated as an individual and that privacy and confidentiality are maintained at all times.
- Reporting concerns for the safety and welfare of patients.
- Actively participating in the hospital's Accreditation programme and the ethos of Continuous Quality Improvement.
- Ensuring that all policies and procedures identified by the hospital as being relevant to the position have been read, acknowledged, implemented and adhered to.

Clinical Responsibilities:

- Ensuring that programmes of care are being implemented and evaluated to meet the individual needs of each patient thus evaluating the effects of nursing care on patient's progress and adjusting nursing care orders accordingly.
- Exercising appropriate professional judgement in clinical issues.
- Ensuring the recording of accurate and comprehensive treatment and nursing records and audit.
- Co-operating with and assist medical staff in the care of patients.

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- Providing a visible clinical presence at all times and facilitate as situations arise e.g. cardiac arrest.
- Providing a high standard of safe practice for patient care pre and post operatively.
- Providing safe, comprehensive nursing care to a caseload of patients within the guidelines laid out by the NMBI.


Management Responsibilities:

- Supporting and supervising care assistants and other support staff in carrying out their allocated clinical duties to the required standard.
- Ensuring that all staff practice nursing within the code set for the profession by the NMBI.
- Ensuring that there is effective communication with the Clinical Nurse Managers, Nursing Administration, patients and relatives.
- Ensuring that a professional standard of behaviour is maintained at all times.
- At all times supporting the leadership of the Director of Nursing / Assistant Director of Nursing and Clinical Nurse Managers.

Education and Teaching Responsibilities:

- Promoting good relationships with other key members of the hospital staff through the exercising of attitudes, which convey an understanding and awareness of the wider function of the hospital.
- Adhering to Hospital policies in respect of grievance / disciplinary matters and health and safety.
- Participating in clinical audit projects to provide continued improvement to quality of patient care.
- Exercising the NMBI code of conduct.
- Being aware of the need to keep abreast of clinical and professional developments by showing evidence of continuing professional development.
- Assisting the Clinical Nurse Manager in delivering formal and informal teaching of all nursing staff including care assistants.
- Acting as mentor to junior staff, pre and post registration nurses, ensuring that their learning objectives are met and that they receive adequate supervision at all times.
- Participating as requested in the induction and guidance of new staff to the hospital.
- Participating in teaching nursing procedures to post graduate student nurses.
- Instructing and supervising junior nursing staff to enable them to attain their potential and assume responsibility for delegated duties.
- Being alert to the learning needs of staff and to the many opportunities for teaching in order to promote continued education.
- Attending and participating in in-service programmes when appropriate.

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- Keeping up to date with current developments in nursing practice and education.



Administrative Responsibilities:

- Reporting any faulty mechanical equipment to the Clinical Nurse Manager.
- Dealing with ward incidents and accidents in accordance with Hospital policy and to accurately record and report detail.
- Communicating with wards and other departments to ensure continuity of patient care and safe transfer of patients.
- Keeping informed of all relevant policies including Health and Safety Policy to ensure maintenance of a safe working environment.
- Maintaining safe custody of controlled drugs according to hospital policy.
- Consulting with other nursing teams to ensure efficient and effective service.
- Acting as a full member of the Nursing Team in the clinical area.
- Positively participating in Change Management and Development.
- Attending meetings and sitting on committees as required.
- Using knowledge, judgement and experience to develop ways of coping with crisis situations i.e. patient and staff.
- Reporting accidents and incidents as per hospital policy.
- Observing and upholding daily cleaning standards in the department and to report any inadequacies to the Clinical Nurse Manager.
- Promoting, nurturing and maintaining a high level of staff morale hence promoting team spirit and job satisfaction among nursing, and other staff within the ward.
- Deputising for the CNM 1 as required.
- Actively contributing to the process of clinical risk management.

Self Development Responsibilities:

- Maintaining a personal record of professional development.
- Acting as a role model.
- Keeping an up-to-date record of on-going education.
- Keeping up to date with current developments in nursing practice and education.
- Ensuring that development is research based.
- Ensuring adherence to hospital policies and the NMBI guidelines.
- Assisting the Clinical Nurse Manager I and II in maintaining a level of excellence in patient care by maintaining standards and supporting the overall management of the Department.

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Information Technology Responsibilities:

- Ensuring the most effective use of information technology for both patient care and administrative purposes.

The post holder is responsible for their continuous professional and personal self-development.

The successful candidate will be required to update their knowledge and skills to fit the changing requirements of the post. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. This Job Description may be subject to review in the light of changing responsibilities and will include any other duties and responsibilities as may be determined from time to time by the Director of Nursing.

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4. Particulars of Office

Duration

The appointment is whole time, permanent and pensionable

Duties

The Staff Nurse / Senior Staff Nurse will perform the duties of the post as outlined in Part 3 of this Job Description.

The person appointed will be required to be flexible in this position and must be prepared to undertake such other duties as assigned from time to time by the Director of Nursing, other officers authorised by the Director of Nursing or hospital management. Such duties can be outside the normal area of work.

Patient Care

Patient satisfaction must be to the forefront of the post holders concern. Every patient is to be treated as an individual and provided with a high quality service in terms of courtesy, kindness, interest and efficiency

Hours of Work

The person appointed will work a 39 hour week. The appointee will attend at such other times as are required for the proper discharge of the duties of the office and will be required to record his/her attendance electronically or manually as instructed.



In order to comply with Section 33, of the Organisation of Working Time Act 1997 which limits the maximum number of hours an employee is permitted to work in a given period, all employees are obliged to notify the Hospital if they engage in any employment in addition to their post with Cappagh National Orthopaedic Hospital.

Rostering Arrangements

The Assistant Directors of Nursing and Director of Nursing will confirm roosting arrangements.

Remuneration

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Remuneration is in accordance with the salary scale approved by the Department of Health and Children. Current salary scale is €x - €x per annum. Salary is paid by Credit Transfer on the last working day of the month.

Periodical increases in salary shall not take effect until the Director of Nursing or designated officer certifies that the service of the person concerned has been satisfactory during the year immediately preceding the date of such increments.

Uniforms

The Staff Nurse / Senior Staff Nurse is required to provide their own uniforms and launder same at their own personal expense. The Staff Nurse / Senior Staff Nurse will adhere to hospital uniform policy at all times.

Medical Examination

The appointment is subject to a successful medical examination and this will be arranged by the hospital. There may be a fee charged for the examination.

Probation


The successful candidate will be required to serve a probation period of 9 months from the date of taking up employment before being confirmed in the permanent position. During this period the candidate's progress will be monitored and Cappagh National Orthopaedic Hospital, may at its discretion, extend the probationary period, in which case the reason for the extension will be made known to the candidate. During the probationary period progress or otherwise will be monitored and at the end of the probationary period the service will (a) be certified as satisfactory and confirmed in writing or (b) if not satisfactory, the probationary period may be extended or certified, with stated reasons, that the service has not been satisfactory in which case the post holder will cease to hold the post. If Cappagh National Orthopaedic Hospital should fail to certify in accordance with (a) or (b) above, the appointment shall be deemed to take effect. In the event of it being determined at any stage during the candidate's probationary period that his/her employment is unsatisfactory, then his/her employment may be terminated before the probation period expires.

Performance Reviews

Performance Reviews will be carried out at 3 monthly intervals during the probationary period and thereafter at the discretion of the Director of Nursing.

Superannuation

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The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme will apply to this position. The following contributions will be payable towards your pension, lump sum and Spouses and Children's Scheme benefits:

- 1.5% Lump Sum
- 3.5% Pension
- 1.5% Spouses and Children's Scheme

Annual Leave

The annual leave entitlement is based on experience. The entitlements are in line with the Department of Health & Children regulations.

Sick Leave

Granting of payment of salary during illness is discretionary and conditional on the employee complying with the conditions laid down in the sick leave policy and will be in accordance with Department of Health and Children regulations.

Termination of Office

The employment may be terminated at any time by one months' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Hospital Management hopes it will not be necessary to exercise their right under this paragraph. However, in circumstances where Management conclude that the post holder has failed to perform their duties to a standard consistent with their responsibilities, or where their conduct in relation to the post or otherwise would render them unfit to hold the post, the Management right will be exercised.

Confidentiality

In the course of employment the successful candidate may have access to, or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and, unless acting on the instruction of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must 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

Data protection

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Computer data should only be accessed if this has been authorised and is necessary as part of work. Unauthorised access, to computers or helping others to access such data will result in disciplinary action being taken.

Working Together

In working together employees are expected to display a positive, helpful and caring attitude in the way they conduct themselves encouraging the confidence of patients, colleagues and others.



Quality

Ensure compliance with all National and International Standards and Codes of Practice relevant to the position and Cappagh National Orthopaedic Hospital.

General

1. The Hospital will not be responsible for the loss or theft of personal belongings.
2. Fire orders must be observed and staff must attend fire lectures periodically.
3. All accidents within any Department must be reported immediately.
4. In accordance with the Safety, Health and Welfare Act 2005 all staff must comply with all safety regulations.

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5. General Information

Cappagh National Orthopaedic Hospital will not be liable for travelling or other expenses incurred by candidates who may be required to attend for interview.

Interview Panel

Interview Date

Interview Venue Boardroom, Cappagh National Orthopaedic Hospital

Four copies of your Application including Curriculum Vitae together with the names and address of three referees should be submitted in writing to:

Director of Nursing
Cappagh National Orthopaedic Hospital
Finglas
Dublin 11

Applicants must include their present employer or past employer (if not currently employed) as one of their referees.

The Hospital will assume permission to contact referees at any time and without further notification unless the Applicant has clearly stated otherwise.

Applications must be received by 5.00 p.m. on

Candidates should note that, in order to maintain a timely process, the closing date and time for receipt of applications will be strictly adhered to.

Short Listing will take place.

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