

St. John's Hospital, Limerick
Clinical Nurse Manager III – Patient Flow Co – Ordinator
Permanent Contract
Job Specification, Terms and Conditions

Job Title, Grade and Grade Code	Clinical Nurse Manager III (CNMIII) - Patient Flow Co – Ordinator Grade Code: 233X
Competition Reference	SJL/05/2025/05
Whole Time Equivalent	1 WTE
Closing Date	12 Noon, Tuesday 10 th June 2025
Proposed Interview date(s)	To be confirmed
Taking up Appointment	A start date will be indicated at job offer stage
Duration of Post	Permanent
Location of Post	St. John's Hospital, John's Square, Limerick V94H272
Organisational Area	St. John's Hospital Limerick, UL Hospitals Group, HSE West
Informal Enquiries	Director of Nursing, Nursing Administration Office. Email: don@stjohnshospital.ie
Post Specific Information	Details on this campaign can be found at https://www.stjohnshospital.ie/jobs/
Details of Service	St John's Hospital, Limerick is Voluntary Hospital founded in 1780 by the Little Company of Mary Sisters. It is a Model 2S, acute general hospital funded by the HSE and member of HSE Mid-West. It is a longstanding teaching hospital for medical, nursing and allied healthcare professional staff and is an academic partner of the University of Limerick. The hospital provides a wide range of inpatient and outpatient services, including general medicine, general surgery, urology, gynaecology and endoscopy services. The hospital also has an Urgent Care Centre incorporating a Local Injuries Unit and Medical Assessment Unit. The Injury Unit is the busiest in the Midwest region and second busiest Unit nationally after the Mercy Hospital (Source: HSE BIU data October 2022) We are committed to providing the highest quality service to all our patients in a professional, safe and caring environment. We endeavour to provide an effective, efficient service in a timely manner at all times with equal access for all our patients. We aim to provide individual patient centred care to each patient and their families and to promote patient participation in their care. We encourage good interpersonal relationships and we collaborate extensively with key external stakeholders including the HSE, Voluntary Healthcare Forum and other local healthcare providers. We promote staff and service development through education, motivation and encouragement. We are committed to providing an effective learning environment for both present and future health service staff. The Hospital has a total of 99 beds – 89 In-Patient beds and 10 Day Care beds. The In-Patient specialties are General Medicine, General Surgery and Gynaecology. We also have an Urgent Care Centre incorporating a Local Injuries Unit and Medical Assessment Unit. We are a Teaching Hospital affiliated to the University of Limerick.

	Our 5-year Strategy (2022-2027) includes a key business plan for a new in-patient bed block to be built on site, bringing the total number of beds on site to 200. We are working with the HSE to support our business plan by approving funding for the development and resources needed for the additional bed capacity. Other clinical services provided on site include: • Consultant Out-Patient Clinics • Diagnostic Radiological and Laboratory services • Day Surgery • Clinical Nurse Specialists in the areas of Diabetes, Continence Management, Respiratory Care, Tissue Viability, Infection Control, Palliative Care and Pain Management • A Dietetic service providing nutritional assessment, dietary advice, education and evaluation • Occupational Therapy • Speech and Language Therapy • Social worker support • Physiotherapy services • Chaplaincy Service Clinical Research and Innovation: We have an active Audit, Research and Innovation Committee and direct access to Rapid Innovation Unit which collaborates with clinical staff across UL Hospitals to enhance patient experience, producing many pioneering quality improvement initiatives. This “Science Foundation” sponsored unit uses 3D printing and other engineering pathways to find live patient-centric digital manufacturing solutions to bedside care issues.
Service mission, vision and values	<u>Our Purpose</u> Together we work to enhance the health and wellbeing of all those in our care and inspire those who deliver it every day. <u>Our Vision</u> To be a leading provider of healthcare services where innovation and excellence are at the heart of the patient experience. <u>Mission statement</u> Faithful to our tradition, we provide the highest possible standard of care and treatment in a professional and compassionate manner to every person who avails of our services. <u>Our Values</u> To listen to each other and seek opportunities to help and support one another. To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment. To provide healthcare based on the assessed needs and preferences of our service users, which ensures mutual respect, holistic care and continuous learning and training. To deliver excellence in care through monitoring, evaluating and continually improving our services.
Reporting Arrangements	The post holder will report to the Assistant Director of Nursing and be accountable to the Director of Nursing and Director of Operations for operational matters.

Purpose of the Post	The overall purpose of the Patient Flow Co-Ordinator is the appropriate and optimal utilisation of inpatient bed facilities within St John's Hospital. The Patient Flow Manager will be responsible for proactively managing bed occupancy of both elective and emergency admissions thereby optimising patient flow through the hospital system. This role will be a key enabler to support the effective co-ordination of patient admissions, transfers and discharges. The post holder will coordinate and manage a wide range of complex and high -volume patient referrals as part of the Multidisciplinary Team. This position has a significant impact on patient throughput, length of stay, patient safety and patient satisfaction. Specific duties include, optimum use of inpatient facilities, frequent interactions with care managers, patients, families and community care providers. Coordination of post discharge services including home health care, medical equipment, nursing homes, hospital transfers. Conducts post Discharge Follow-up Calls to assure post discharge services are being rendered and problem solves accordingly by contacting service providers to affect patient safety. Elicits feedback from patient/family regarding the services they received and communicates any reported dissatisfactions immediately to effect service recovery.
Principle Responsibilities and Duties	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. The bed management function can be described as the appropriate and optimal utilisation of acute inpatient facilities within the constraints and limitations encountered within the hospital. The Patient Flow Co -Ordinator will be responsible for the effective and efficient utilisation of hospital beds in accordance with service needs and hospital policy. Performance management systems and Key Performance Indicators (KPIs) are part of the function of this role and you will be required to participate in the Hospitals' performance management programme. The post holder will be responsible for the achievement of Local and National Patient Flow KPI's and have responsibility to ensure that the hospital achieves agreed KPI's. The measurement and monitoring of KPI's will be undertaken by the CNMIII who will audit compliance and initiate improvement plans where necessary. Operational Management To assess and ensure the prompt availability of beds to accommodate daily admissions and transfers to St John's Hospital. To escalate any delays in bed availability which have the potential to cause a delay in the timely admission or transfer of patients from both within St John's Hospital and the wider UL Hospitals Group. • To work in cooperation with the Medical Assessment Unit to monitor and assess the need for availability of emergency beds in order to accommodate admissions from the MAU • To work in collaboration with ward managers to ensure the timely admission and discharge of all patients, working to a planned discharge date for all patients at all times. • To work in collaboration with the Model 4 UHL site to assess and monitor the availability of inpatients beds for the purpose of transfer admissions from the Model 4 • Undertake daily ward rounds to determine accurate bed availability and be aware of bed status in relation to planned discharges, potential discharges and any patients who could possibly be discharged in the event of a bed crisis.

	- Engage as required with the Winter Planning initiative and any other bed management initiative as directed by the CEO of St John's Hospital in conjunction with UL Hospitals Group and nationally driven policies and frameworks to improve bed optimisation and patient experience. - To play a key role in relation to the strategic management of the hospitals planning and discharge process - To be a driving force to ensure each bed is appropriately utilised - Be fully conversant with the bed management role in relation to Major Emergency Planning for the hospital - Maintain good communication between Bed Management and Executive Team. - Participate In working groups/committees as required - To record and provide reports on bed management activity and to manage St John's Hospital DTOC (delayed transfer of care) portal and DTOC patients in line with best practice. - Participate in computerised systems to facilitate bed management processes - Have a good understanding of budget implications of delayed discharges encountered and the importance of elective activity within the hospital - Awareness of services available to patients in the community that may help to reduce Length of Stay. - Understanding of referral pathways to additional services including but not limited to, ICPOP, CIT, MDCIT, Chronic Disease Hub, SSTBs. Professional /Clinical <i>The successful Clinical Nurse Manager 3 (Patient Flow Co-Ordinator) will:</i> - Provide a high level of professional and clinical leadership. - The Manager will practice nursing according to: ➤ professional clinical guidelines. National and Area Health Service Executive (HSE guidelines). ➤ Local policies, protocols and guidelines ➤ Current legislation - Manage, monitor and evaluate professional and clinical standards ensuring an evidence based, care planning approach. - Control the efficient and effective utilisation of hospital beds in adherence with the admission policies and integrated discharge planning process for scheduled and unscheduled care. - Communicate with patients and their family in relation to current bed status, liaise with multidisciplinary team to expedite admissions and discharges. - Maintain close communication and working relationships with Patient Flow Team in UHL in order to manage escalation during busy periods - To develop communication channels that allows a free flow of information to and from senior and executive management. - Link with community partners to ensure that all complex discharges are managed appropriately to maximise patient flow and that the appropriate support for respite/ long term care is actively managed. - Collaborate with the management team to implement the St. John's Hospital escalation plan to meet demand where bed occupancy has reached a predefined level. - Direct patient flow from St John's Hospital to other hospitals within and outside the UHLG group as clinically appropriate for sub-acute care or step-down care, when the acute episode of patient care has been completed in line with Bi Directional Flow.
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- Maintain good communication links with the various interventional departments to expedite early discharge. e.g. Radiology.
- Manage own caseload in accordance with the needs of the post.
- Participate in teams as appropriate, communicating and working in co-operation with other team members.
- Facilitate co-ordination, co-operation and liaison across healthcare teams and programmes.
- Collaborate with service users, family, carers and other staff in treatment / care planning and in the provision of support and advice.
- Communicate results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy / as required.
- Formulate, manage and implement best practice policies and procedures.
- Ensure that service users and others are treated with dignity and respect.
- Ensure the maintenance of nursing records in accordance with local service and professional standards.
- Adhere to and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care.
- Evaluate and manage the implementation of best practice policy and procedures e.g. admission and discharge procedures, grievance and disciplinary procedures.
- Maintain professional standards in relation to confidentiality, ethics and legislation.
- In consultation with other disciplines, implement and assess quality management programmes as appropriate.
- Participate in clinical audit as required and ensure that clinical audits are performed in his/her area(s) of responsibility.
- Initiate and participate in research studies as appropriate.
- Operate within the Scope of Practice - seek advice and assistance from his / her manager with any cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance.
- Ensure staff work in compliance with the Scope of Practice.
- Further develop opportunities for patient discharge and lead on the delivery of discharge planning education sessions to all relevant hospital staff including, Nursing, Medical Consultants, NCHD's and Multi-Disciplinary Teams.
- To advise executive management of identified areas of concern and ensure a proactive approach to the management of Patient Flow

Other:

To deputise for the duty Assistant Director of Nursing as may be required, such as meal break cover and short-term absence.

Service Initiative and Innovation:

Drive to achieve positive results at all levels of the service. Take initiatives to move the service forward, and show a willingness to try out new ideas. Must be willing to participate in any projects as instructed by the Director of Nursing to improve patient flow, bed management and patient experience. Support the development of an environment that promotes the value of nursing care.

Practitioner competence and professional credibility:

Have the functional and technical knowledge and skills to make a credible contribution to nursing practice. Pursue his/her own clinical and managerial education and development in line with their personal development plan.

Leading and building the Team:

Act as a role model, in terms of capability and professionalism. Lead a team confidently, motivating, empowering and communicating with staff, to promote provision of a quality service. Blend diverse styles into a cohesive unit, coach and encourage improved performance. Contribute towards an environment in which individuals take ownership for their own development. In conjunction with the CNMII, develop and implement ward induction programmes, preceptorship, clinical supervision.

Building and maintaining working relationships:

Form strong positive working relationships across all areas of the service, build on a common understanding. Demonstrate a supportive and reciprocating work style including strong empathy with service users. Facilitate open and effective communication within the ward team.

Negotiation, Communication and Influencing Skills:

Get a message across fluently and persuasively in a variety of different media (oral, written and electronic). Make a compelling case to positively influence the thinking of others. Be strategic in how to go about influencing others – show strong listening and sensing skills. Encourage a solution-focused approach when addressing problems/issues.

Resilience and Composure:

Maintain a disciplined and professional level of performance under sustained or situational pressure. Be able to bounce back from adversity or setbacks. Show persistence and flexibility in achieving goals.

Integrity and Ethical Stance:

Hold an appropriate and effective set of professional and managerial values and beliefs, and behave in line with these. Promote and consistently support ethical and value – based staff practices.

Sustained Personal Commitment:

Be personally committed to achieving end goals and the continuous improvement of the service. Show enthusiasm and a high level of motivation in leading and completing projects. Be highly committed to the nursing profession, and keep abreast of current issues.

Health & Safety:

The successful Clinical Nurse Manager 3 (Patient Flow Co-Ordinator) will:

- Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff e.g. health and safety procedures, emergency procedures.
- Take appropriate action on any matter identified as being detrimental to staff and/or service user care or wellbeing / may be inhibiting the efficient provision of care.
- Ensure adherence to established policies and procedures e.g. health and safety, infection control, storage and use of controlled drugs etc.
- Ensure completion of incident / near miss forms.
- Maintain a feedback mechanism with the clinical risk manager and report to senior management team where appropriate.
- Ensure adherence to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. Ensure advice of relevant

stakeholders is sought prior to procurement e.g. CNS infection control, Occupational Therapist.

- Have a working knowledge of the Health Information and Quality Authority (HIOA) Standards as they apply to the role for example, Standards for Healthcare, National Standards in relation to transition of care, for the Prevention and Control of Healthcare Associated infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards.

Education and Training

The successful Clinical Nurse Manager 3 (Patient Flow Co-Ordinator) will:

- Contribute to service development through appropriate continuous education, research initiatives, keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and attend staff study days as considered appropriate.
- Provide support advice to those engaging in continuous professional development in his / her area of responsibility.
- Be familiar with the curriculum training programme for student nurses and be aware of the clinical experience required to meet the needs of the programme.
- Participate in the identification, development and delivery of induction, education, training and development programmes for nursing and non-nursing staff.
- Provide support supervision and professional development of appropriate staff.
- Engage in performance review processes including personal development planning e.g. by setting own and staff objectives and providing and receiving feedback.

Management

The successful Clinical Nurse Manager 3 (Patient Flow Co-Ordinator) will:

- Exercise authority and co-ordinate the functions of the assigned area(s).
- Provide support, advice and direction to staff as required.
- Engage with the wider healthcare team and facilitate team building.
- Facilitate communication at ward and departmental level and within the senior nursing team.
- Provide staff leadership and motivation which is conducive to good working relations and work performance.
- Promote a culture that values diversity and respect in the workplace.
- Contribute to the strategic management and planning process.
- Formulate service plans and budgets in co-operation with the wider healthcare team.
- Lead on practice development within the clinical area.
- Manage resources, including staff, efficiently and effectively to ensure the highest standards of service.
- Manage and evaluate the implementation of the service plan and budget.
- Provide reports on activity and services as required.
- Develop and manage departmental and nursing policy with a particular emphasis on change management. Monitor as appropriate and lead on proactive improvement.
- Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters.
- Actively participate in the Nursing Management structure by 'acting up' when required.
- Engage in IT developments as they apply to service user and service administration.

KPIs

- 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.

Health & Safety

- Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff.
- 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 must foster and support a quality improvement culture throughout your area of responsibility in relation to Patient Flow
- Be aware of and familiar with Health & Safety regulations.
- Ensure mandatory training is up to date.
- 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.

Hospital Uniform:

- Adhere to Hospital dress code and ensure all staff comply with hospital policy

Professional and Personal Development:

- Ensure that all staff in your area are up to date with relevant mandatory training/education sessions and be responsible for the maintenance of records of same
- Keep up to date with nursing literature, recent nursing research findings and new developments in nursing management, education and practice and advise staff on necessary changes. It is the responsibility of each professional to update his/her own human development.
- Attend staff meetings/study-days/seminars as considered appropriate and feedback appropriate information.
- Demonstrate interest in the various groups/committees throughout the hospital.

Budget Management

- Work within allocated pay and non-pay resources, through rigorous planning and monitoring and evaluation of all available resources.
- Co-operate in managing all resources including nursing and non-nursing efficiently and effectively within agreed budget.

Policies and Procedures

- Comply with and adhere to all Hospital policies and procedures and ensure all nursing staff and health care assistants do likewise.

	• Be actively involved in the development of relevant policies, procedures, protocols and guidelines and for reviewing and updating same in a timely manner, ensuring consultation with all relevant stakeholders. • To implement national policies/procedures/protocols/guidelines as directed by the Director of Nursing or Hospital Management as may be required. Confidentiality In the course of your employment you may have access to, or hear information concerning, the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and, unless acting on the instructions 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 left in safe custody when no longer required. It would be expected in the normal course of events at Hospital level that the role will evolve as professional and service demands change. Management structures, budgetary processes and training/education initiatives are the subject of on-going development to facilitate the exercise of the devolved functions set out above. This job description indicates the main responsibilities and duties of the post and is subject to review and amendment to reflect the changing needs of the hospital service. The extent and speed of change in the delivery of health care is such that adaptability is essential. The incumbent will be required to establish, maintain, enhance and develop their professional knowledge, skills and aptitudes in order to respond to a developing service situation. SIGNED: _____ Employee DATE: ____ / ____ / ____ PRINT NAME: _____
Eligibility Criteria Qualifications and/or experience	1. Statutory Registration, Professional Qualifications, Experience, etc (A) Each candidate must, at the latest date for receipt of completed applications for the post: (i) Be registered in the relevant division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland – NMBI (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered And (ii) Have at least 5 years post registration full time (or an aggregate of 5 years post registration full time) experience of which 2 years (or an aggregate of 2 years post registration full time experience) must be in the speciality or related area

	And (iii) Have the clinical, managerial and administrative capacity to properly discharge the functions of the role. And (iv) Candidates must demonstrate evidence of continuous professional development. 2. Annual registration (i) On appointment, practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) And (ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). 3. Age The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. In accordance with HR Circular 029/2018 all other appointees' who have not already reached their retirement age before 26th December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose. * <u>Public Servants not affected by this legislation:</u> Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. 4. Health 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. 5. Character Candidates for and any person holding the office must be of good character.
Post Specific Requirements/Desirable	Demonstrate a depth and breadth of post registration experience in the area of discharge planning as relevant to the role.
Other requirements specific to the post	A flexible approach to working hours is required.
Skills, competencies and/or knowledge -	Professional Knowledge & Experience • Demonstrate practitioner competence and professionalism. • Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the clinical / designated area. • Demonstrate the ability to relate nursing research to nursing practice. • Demonstrate an awareness of HR policies and procedures including disciplinary procedures. • Demonstrate an awareness of relevant legislation and policy e.g., health and safety, infection control etc. and ensures that mandatory HIQA notifications are sent in the time span required.

	• Demonstrate an awareness of the Health Service Transformation Programme. • Demonstrate a commitment to continuing professional development. • Demonstrate a willingness to develop IT skills relevant to the role. Proactive Approach to Planning & Managing Resources • Senses and keeps an ear to the ground on the corporate agenda. Leads on translating the corporate agenda into practical service planning. • Shows awareness of service needs; is able to analyse and assess current systems and demand levels to develop best system / approach based on needs. • Acts as the conduit to ensure that the learning from new service practices actively shapes future service plans. • Shows system understanding and the ability to balance multiple resourcing issues; can skilfully deploy and adjust human resources to meet changes, demands and contingencies. Leadership & Team Management Skills • Demonstrates the ability to lead on clinical practice. • Articulates a vision and sets clear objectives for service delivery. • Demonstrate the ability to work within, lead and manage a team. • Is open to, leads and manages change. Makes a positive case for change / introduces new ways of working and sells the benefits of change to others; supports and monitors the implementation of change. Commitment to providing a Quality Service • Demonstrate a strong commitment to the delivery of quality service. • Demonstrate the ability to lead on service quality and participate in the service planning and development process. • Demonstrate knowledge of quality assurance practices and their application to nursing procedures. • Demonstrate motivation, initiative and an innovative approach to job and service developments. Analysis, Problem Solving and Decision-Making Skills • Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability. • Shows sound professional judgement in decision-making; applies research findings to improve nursing practice and processes. • Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions. • Uses a range of information sources and knows how to access relevant information to address issues. Communication and Interpersonal • Demonstrates sensitivity to issues arising from multiple stakeholders. • Demonstrates good negotiation skills and assertiveness as appropriate. • Tailors communication to suit the needs of the audience and demonstrates sensitivity, diplomacy and tact when dealing with others. • Demonstrates resilience and composure in dealing with situations.
Competition Specific Selection Process Short listing / Interview	Applications should be submitted by completing the hospital's standard job application form. Application forms and full particulars relating to the post are available on St. John's Hospital website, Details on this campaign can be found at https://www.stjohnshospital.ie/jobs/ or contact the HR department St. John's Hospital.

	Applications to Human Resources Department, St. John's Hospital. recruitment@stjohnshospital.ie Closing date: <u>12 Noon Tuesday 10th June 2025</u> Ranking/Shortlisting/Interview 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. 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	St. John's Hospital 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, feedback facilities for candidates 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. Codes of Practice are published by the CPSA and are available on www.hse.ie in the document posted with each vacancy entitled "Code of Practice, Information For Candidates" or on www.cpsa-online.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. It 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.	

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Tenure	The appointment is Permanent, Wholetime and Pensionable. A panel may be created from which permanent vacancies of whole-time duration may be filled during the life of the panel. 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 UPDATED	The salary scale for this post is in accordance with HSE approved salary scales. 01/03/2025 Grade Code 233X: €70,025, €71,410, €74,913, €76,291, €77,677, €79,081
Working Week	The standard working week applying to the post is: 37.5 hours delivered on a 5- or 7-day roster including weekends. This may include rotation on to night duty to meet service needs. The nature of the post may involve/require attendance at the Hospital outside of scheduled 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 entitlement is in accordance with St. John's Hospital/HSE approved leave entitlements.
Superannuation	All pensionable staff become members of the pension scheme.
Probation	Employment will be probationary for the first six months, during which time the Department Head will carry out periodic probation assessment reviews. The appointee will cease to hold office at the end of or during the probationary period unless during such period the Hospital has certified that their service is satisfactory
Termination of Employment	Two months' notice in writing, on either side, except in circumstances where the Hospital authority is of the opinion that the holder of the office has failed to perform satisfactorily the duties of his/her office or has misconducted himself/herself in relation to such office or is otherwise unfit to hold office. The mandatory retirement age for new entrant staff in employment in the public service after 1st January 2013 is 70 years of age. All other appointees in accordance with the HR Circular 029/2018 who have not already reached their retirement age before 26th December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose.
Mandatory Training and Health and Safety at Work Act	The post holder is obliged to fulfil mandatory training requirements in line with this post. All staff must comply with all Hospital Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (2005), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Children First Act	Schedule 2 of the Children First Act 2015 specifies that this post falls under the classes of persons as “Mandated Persons” for the purpose of the Act. As a mandated person, under the legislation you are required to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed. It is a requirement of this post that you complete the HSE Land training in relation to Children First and any other training the Hospital deems appropriate in this regard
GDPR	The post holder is obliged to adhere to General Data Protection Regulations 2018. All staff who have access to patients’ care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Hospital’s Confidentiality Policy. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with FOI and GDPR 2018. Hospital policies and procedures at all times. Details of the Hospital’s policies are available on the intranet.
Infection Prevention and Control	The post holder is obliged to adhere to Hospital policies and procedures relating to Hand Hygiene and Infection Prevention and Control and to assist in undertaking hand hygiene audits as required.
Professional Registration	If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Board of Ireland), it is a condition precedent of your employment to maintain membership of such professional body. It is also your responsibility to comply with the relevant body’s code of practice. You are required to advise the Hospital if your professional body in any way limits or changes the terms of your registration. Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
Protection of Persons Reporting Child Abuse Act 1998	This post is one of those designated in accordance with Section 2 of the Protection of Persons Reporting Child Abuse Act, 1998. You will remain a designated officer for the duration of your appointment in this post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. Such officers will, on receiving a report of child abuse, formally notify the Senior Social Worker in the community care area in which the child is living.