



St. John's Hospital, Limerick
Clinical Nurse Manager II – Infection Prevention & Control
Full Time Post

Job Specification, Terms and Conditions:

Job Title, Grade and Grade Code	Clinical Nurse Manager II - Infection Prevention & Control (CNMII) Temporary Fixed term Contract for 1 Year Grade Code: 2119
Competition Reference	SJL/01/2021/1
Whole Time Equivalent	1 WTE
Closing Date	Friday, 29 th January, 2021
Proposed Interview date(s)	To be confirmed
Taking up Appointment	A start date will be indicated at job offer stage
Duration of Post	Temporary Post – 12 months
Location of Post	St. John's Hospital, John's Square, Limerick V94H272
Organisational Area	St. John's Hospital Limerick, UL Hospitals Group, HSE West
Post Specific Information	Details on this campaign can be found at http://www.stjohnshospital.ie/management-and-administration/recruitment/
Details of Service	St John's Hospital, Limerick is a Voluntary Hospital founded in 1780. It is a Model 2S, acute general hospital and a member of the University of Limerick Hospitals Group. The hospital provides a 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.
Service mission, vision and values	St. John's is an acute General Public Voluntary Hospital, funded by the Health Service Executive. <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>Aims and Objectives</u> <ol style="list-style-type: none"> 1. To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment. 2. 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. 3. To monitor, evaluate and continually improve our services.

Reporting Arrangements	<p>The post holder will: Report directly to and is accountable to the Director of Nursing & Assistant Director of Nursing. Clinically reports to Consultant Microbiologist.</p>
Role Summary	<p>The Clinical Nurse Manager II in Infection Prevention & Control will optimise patient care through the prevention, surveillance, investigation, liaison, education, research and control of healthcare acquired infection (HCAI).</p> <p>The Clinical Nurse Manager II in Infection Prevention & Control provides specialist nursing advice and support as a member of the inter-disciplinary Infection Prevention & Control Team.</p> <p>He/She will liaise with community services and other external agencies in respect of Infection Prevention & Control matters.</p> <p>He/She will have a responsibility to audit the Hospital service and to actively participate in education and research.</p> <p>The CNM II for Infection Prevention & Control services will be expected to actively participate in change management and developments within the infection prevention and control department.</p> <p>Identify and plan in consultation with the Nurse Managers and Director of Nursing/Assistant Director of Nursing requirements for the service at a strategic level.</p> <p>Participate in relevant committees at an organisational level and also at a National level where possible.</p> <p>The role also includes responsibility for clinical and domestic waste management policy in the hospital.</p>
Purpose of the Post	<p>The purpose of this post is to enhance and support the Infection Prevention & Control (IPC) service for St John's Hospital. The post holder will work in collaboration with the microbiologist and other members of the multidisciplinary teams.</p> <p>Develop, manage, implement and evaluate the infection prevention & control service to ensure the provision of an effective and patient focused quality service.</p> <p>Actively promote the highest standard in environmental management to ensure a safe, clean, well-managed environment where statutory regulations national/international recommendations and best practice standards are followed.</p> <p>Develop and implement the Infection Prevention & Control strategy and annual plan in consultation with a multi/inter disciplinary team including the Infection Prevention & Control Committee, The Hygiene Audit Team and the Decontamination Committee.</p> <p>Develop, manage and evaluate the Infection Prevention & Control Surveillance and monitoring programme (includes patients, staff and environmental surveillance) to ensure a timely identification and</p>

<p>Purpose of the Post</p>	<p>response to potential or confirmed infection related to clusters or outbreaks.</p> <p>Develop and manage Infection Prevention & Control learning for all staff and patients by the provision of an up to date and ongoing, evidence based educational programme.</p> <p>Co-ordinate and facilitate Infection Prevention & Control learning for all staff to include mandatory, annual updates, area specific training and other sessions as required by the Infection Prevention & Control service.</p> <p>Lead and manage the development and ongoing review of local Infection Prevention & Control policies/procedures and guidelines in line with national and international best practice, monitor and evaluate compliance and instigate corrective action where required.</p> <p>Co-ordinate provision of specialist advice and act as an expert advisor to Managerial and Clinical Staff in all issues relating to Infection Prevention & Control.</p> <p>Actively seek new or innovative approaches to ensure appropriate Infection Prevention & Control data and information management.</p> <p>Act as a resource in infection control matters in relation to steri-vigilance issues and liaise with Decontamination Co-ordinator to ensure highest standards in best practice.</p> <p>Negotiate resource allocation by demonstrating cost benefits of infection prevention & control.</p> <p>Establish and maintain professional networks within the healthcare organisation.</p> <p>Actively participate and network with relevant outside agencies on Infection Prevention & Control matters as appropriate to the needs of the service.</p>
<p>Accountable for</p>	<p>Investigation of outbreaks of Hospital Infection with particular reference to their source and mode of spread.</p> <p>Advising on the nursing care of individual patients with infectious conditions.</p> <p>Advise on isolation techniques and supporting Clinical Nurse Managers and other para medical staff in supervising and implementation of such techniques in specific situations.</p> <p>Provide specialist advice to all nursing staff and other hospital staff where relevant in matters relating to infection control.</p> <p>Maintain appropriate and accurate records regarding patient care.</p> <p>Collect relevant clinical and epidemiological data.</p> <p>Conduct unit and department audits of health and safety hazards related to infection control and submit to Director of Nursing, CNM of area concerned and the Quality & Risk Department.</p>

<p>Accountable for</p>	<p>Explaining laboratory reports relevant to control of infection to senior ward staff.</p> <p>Promote innovation and change in the approach to patient care delivery particularly in relation to new research finding and advances in treatment.</p> <p>Be resourceful of clinical expertise to interdisciplinary teams.</p> <p>Lead the development, review and implementation of infection control policies and procedures.</p> <p>Be responsible for updating of policies and guidelines on an ongoing basis.</p> <p>Maintain a record of the circulation of policies/guidelines and to ensure the recall of all out of date documents.</p> <p>Produce annual report and service development report on infection control in conjunction with hospital infection control committee.</p> <p>Produce regular infection control reports for the Infection Control Committee and other groups as requested.</p> <p>Negotiate and represent patient values and decisions in collaboration with other professionals and implement changes in response to patient and service demand.</p> <p>Develop appropriate teaching skills.</p> <p>Develop and implement education and training programs in infection control for all staff.</p> <p>Provide a programme of education and training for multi-disciplinary staff that benefits patients and families.</p> <p>Liaise with CNM's and CNS's to identify training needs.</p> <p>Participate in the clinical induction of nursing staff and others.</p> <p>Identify and contribute to the continual enhancement of learning opportunities in the area.</p> <p>Provide training to staff on waste management.</p> <p>Provide day to day guidance and instruction when appropriate to all staff caring for the patient.</p> <p>Keep abreast of current developments in infection control.</p> <p>Act as a role model and resource to all staff within the clinical environment.</p> <p>Serve on Committees related to Infection Control.</p> <p>Provide reports as requested for the HSE performance verification body and other requirements as required.</p>
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	<p>Promote nursing research and clinical audit to improve standards.</p> <p>Work with maintenance department on issues pertinent to hospital building and maintenance.</p> <p>Liaise with Occupational Health staff on staff health issues and policy formation.</p> <p>Work with Catering Manager to ensure the implementation and monitoring of statutory food hygiene standards and environmental standards for cleaning.</p> <p>Work with Quality and Risk Managers to ensure the hospital meets infection accreditation standards.</p> <p>Be responsible for his or her own continuous education through formal education opportunities, reading and relevant literature, attending appropriate seminars, meetings and exhibitions thus ensuring continuous clinical credibility amongst nursing, medical and paramedical colleagues.</p>
<p>Principle Responsibilities and Duties</p>	<p><i>The post holder will have the authority to make alterations in agreed infection prevention & control protocols, as required by circumstance.</i></p> <ul style="list-style-type: none"> • 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 Hospital 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 Hospital's performance management programme. <p><u>Clinical Focus</u></p> <ul style="list-style-type: none"> • To provide high quality, client focussed care recognising the valuable contribution of a well-managed and innovative service. • Participate in outbreak control teams as required. • Has a key role in formulating policy, implementing infection prevention & control programme and improving practice. • Monitors patient areas in conjunction with other members of the infection control nursing team and is able to adapt and prioritize to provide and maintain a comprehensive, efficient and effective infection prevention and control service. • Works closely with microbiology, medical and para-medical colleagues and make alterations in prescribed clinical options along agreed protocol driven guidelines and treatment modalities to achieve patient / client centred outcomes and evaluates their effectiveness. • Implements an efficient infection control surveillance system to facilitate the prompt identification of patients and staff with infection. • Ensures that all infection prevention and control policies, guidelines and protocols are research/evidence based and that they are updated as required.

- Ensure that satisfactory structures are in place for the prevention and control policies and guidelines.
- Maintain effective communication structures and networks which ensure that infection prevention and control information is conveyed effectively.
- Promote good inter-professional teamwork.
- Ensure cost effectiveness is encompassed as criteria in all clinical decision making relating to infection control.
- Implements health promotion strategies for patient/groups in accordance with public health agenda.
- Collaborate with other members of the health care team in the hospital and in the community to ensure that a standardised approach to infection prevention & control is maintained.

Patient / Client Advocate

- Enable patients/clients, families and communities to fully participate in decisions about their health needs.
- Articulates and represent patient/client interest in collaboration with the interdisciplinary/multidisciplinary team.
- Communicates, negotiate and represent patient/client values and decisions in collaboration with other professionals.
- Maintains effective communications and liaison with all members of health care team.
- Actively promotes best practice through hospital's Infection Prevention & Control Committee, Hygiene Services Team, health promotion resources, and public awareness.
- Implements changes in healthcare service in response to patient/client need and service demand.
- Maintains a safe environment for patients, relatives and staff according to the Health Safety & Welfare at Work legislation.

Education and Training

- Provides mentorship, preceptorship, teaching, facilitation and professional supervisory skills for nurses, and other healthcare workers.
- Educates patient, clients, families and communities in relation to their healthcare needs in best practice in infection prevention and control.
- Functions as role model through the provision of professional leadership and demonstration of best practice in the area of infection prevention and control.
- Participate in education programmes for all healthcare staff in both formal and informal settings.
- Advise on, participate in and evaluate programmes of education to meet the infection prevention and control needs of all healthcare staff.
- Demonstrate vision, innovation and flexibility in promoting research/evidence based practice and in developing awareness/education programmes for staff.
- Participate in relevant in-service education and study days for all healthcare staff.
- Provide training on healthcare waste management.

- Develop and manage Infection Prevention & Control learning for all staff and patients, by the provision of an up to date and ongoing, evidence based educational programme.
- Co-ordinate and facilitate Infection Prevention & Control learning for all staff and patients, by the provision of an up to date and ongoing, evidence based educational programme.
- Provide reports as requested for the HSE performance verification body and other requirements as required.

Audit and Research

- The post holder will audit clinical practice on an ongoing basis.
- Initiates, participates in and evaluates audit.
- Use the outcomes of audit to improve service provision.
- Provide feedback through verbal and written reporting.
- Participate in the implementation and evaluation of interdisciplinary audit systems in relation to Infection Prevention & Control.
- Identifies critically analyses, disseminates and integrates research evidence into the area of specialist practice.
- Promote and disseminate infection control research findings.
- Advise in the implementation of appropriate research findings.
- Develops, implement and update as required infection prevention and control policies, procedures and standards.
- Ensure that all infection prevention and control policies, guidelines and protocols are research/evidence based.
- Be a change agent in implementing research findings so as to enhance infection control practice and ensure safe patient care.
- Liaise with microbiology in organising and conducting microbiological and epidemiological surveys and studies.
- Evaluates equipment and products, which may impact on infection control practice and patient care.
- Establishes quality criteria against which infection control practice can be measured in line with evidence based data and standards set by the Health Information and Quality Authority.
- Continually monitors the infection prevention and control service to ensure that it reflects current needs.
- Participates in the preparation for National Hygiene Audits and remedial actions following such audits.
- Develops cohesive links with other infection control nurse specialists in the HSE to ensure that infection prevention & control policies procedures and practice are standardised throughout the region.
- Develop and implement the Infection Prevention & Control strategy and annual plan in consultation with a multi/inter disciplinary team including the Infection Prevention & Control Committee, the Hygiene Audit Team and the Decontamination Committee.
- Advises and participates in the procurement, commissioning, tendering and purchasing of patient care and medical equipment as pertaining to infection prevention & control.

- Provides infection prevention and control advice to committees established to oversee capital projects, renovations and refurbishments.
- Demonstrate a commitment to identify and develop tools to audit current practice in relation to Infection Prevention and Control and contribute to nursing/midwifery research.
- Participate in quality improvement initiative for the enhancement of patient care.

Consultative Role:

- Provides leadership in clinical practice and acts as resource and role model for specialist practice.
- Generates and contributes to the development of clinical standard and guidelines.
- Consult closely with microbiology.
- Uses specialist knowledge to support and enhance generalist nursing/midwifery practice.
- Take a lead as a member of local, regional and national committees and provide advice on infection prevention and control, nursing and related topics.
- To provide high quality patient focused care recognising the valuable contribution of a well-managed and innovative service.
- Has a key role in formulating policy, implementing infection prevention & control programmes and improving practice.
- To monitor and critically evaluate the practices and resources used through audit and risk management.
- Be responsible for updating of policies and guidelines on an ongoing basis.
- Maintain a record of the circulation of policies/guidelines and to ensure the recall of all out of date documents.
- To collaborate with the Consultant Microbiologist in matters relating to relevant Infection Prevention and Control issues and liaises with Nursing/Medical/Paramedical/Technical and other staff where appropriate.
- Ensure that learning objectives set for Student Nurses, by the Nursing and Midwifery Board of Ireland (NMBI) in relation to Infection Prevention & Control are adhered to and achieved. Liaise with Clinical Placement Co-ordinator regarding learning objectives and establish criteria for their achievement.
- Be responsible for the monitoring of outbreaks of infection, investigation of source, mode of transfer regarding patients and staff and implementation of IPC procedures, guidelines and policies.
- To provide accurate timely and relevant information on control of infection as requested by the IPC Committee and others as appropriate.
- Foster good working relationships between colleagues and other staff by maintaining a high professional standard.
- Be responsible for maintaining own professional development and to attend study days and relevant staff and committee meetings which are considered appropriate by the Director of Nursing.

- Provides advice on the safe decontamination of reusable surgical instruments and medical devices as part of a multi-disciplinary team.
- Provide an ongoing educational resource on IPC to meet the identified needs of staff.
- Liaise with the project development/technical services team on issues pertinent to the hospital services.

Management:

- Provide an efficient, effective and high quality service, respecting the needs of each patient/client.
- Effectively manage time and caseload in order to meet the needs of a changing and developing service.
- Continually monitor the service to ensure it reflects current needs.
- Implement and manage identified changes.
- Ensure that confidentiality in relation to patient/client records is maintained.
- Maintain accurate and up to date statistics of the service provided, including audit of patient/client contacts.
- Represent the specialist service at local, national and international meetings as required.
- Maintain accurate and contemporaneous records/ data on all matters pertaining to the planning, management, delivery and evaluation of this service in line with HSE requirements.
- Be able to take charge as required and assist with administrative duties.

KPI's

- The identification & 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 hygiene services.
- Be aware of and familiar with Health & Safety regulations.
- Ensure mandatory training is up to date.

	<ul style="list-style-type: none"> • 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. <p>Hospital Uniform: Ensure you comply with hospital policy.</p> <p>Personal Development: 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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>1. Professional Qualifications & Experience</p> <p>Each candidate must, at the latest date for receipt of completed applications for the post:</p> <p>(a) Be registered or be eligible to be registered in the General Division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland</p>

(NMBI)/ An Bord Altranais agus Cnáimhseachais na hÉireann.

- (b) Higher Diploma or higher qualification in Infection Prevention & Control is desirable but not essential.

and

Have a minimum of 2 years' experience in the specialist area of Infection Prevention and Control or a relevant area clinically related to the area of Infection Prevention and Control

and

Have a minimum of 5 years post registration nursing experience of which 2 years nursing experience must be in an acute hospital environment

and

- (c) Have the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the functions of the role.

and

- (d) Demonstrate evidence of continuing professional development at the appropriate level

Proof of current registration will be required before employment is confirmed

2. Annual registration

- (i) 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.

*** Public Servants not affected by this legislation:**

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

	<p>reasonable prospect of ability to render regular and efficient service.</p> <p>5. Character Candidates for and any person holding the office must be of good character.</p>
Post Specific Requirements/Desirable	Demonstrate depth and breadth of nursing experience in Infection Prevention and Control as relevant to the role.
Essential Skills, competencies and/or knowledge	<ul style="list-style-type: none"> • Demonstrates a high level of clinical knowledge to effectively carry out the duties and responsibilities of the role • Demonstrate the ability to lead on clinical practice and service quality • Demonstrate an in-depth knowledge of Infection Prevention and Control, general and specialist nursing practice, risk management and clinical audit as well as educational research and management skills and must have the potential to plan and co-ordinate a programme of infection prevention and control and staff education on matters relating to infection prevention and control. • Demonstrate evidence of further education / appropriate expertise in the speciality and demonstration of excellent clinical practice. • Demonstrate promotion of evidence based decision making/ evidence based clinical knowledge in making decisions regarding patient/client care. • Demonstrate the ability to relate nursing research to nursing practice • Demonstrate knowledge of quality assurance practices and their application to nursing procedures • Demonstrate an awareness of relevant legislation and policy e.g. legislation relevant to the service area, health and safety, infection control etc • Demonstrate an awareness of current and emerging nursing strategies and policies in relation to the clinical /designated area • Demonstrate a willingness to develop IT skills relevant to the role • Demonstrate the ability to plan and manage resources effectively • Demonstrate the ability to build and maintain relationships including the ability to work effectively as part of a multi-disciplinary team • Demonstrate the ability to build, lead and manage a team • Demonstrate a commitment to providing a quality service • Demonstrate initiative and innovation in the delivery of service and an openness to change • Demonstrate effective analytical, problem solving and decision making skills • Demonstrate strong communication and influencing skills • Demonstrate integrity and ethical stance • Demonstrate resilience and composure • Demonstrate a commitment to continuing professional development •

<p>Other requirements specific to the post</p>	<p>The successful applicant will be required to work flexibly in response to changing local/organisational/network requirements.</p>
<p>Competition Specific Selection Process</p> <p>Short listing / Interview</p>	<p>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 http://www.stjohnshospital.ie/management-and-administration/recruitment/ or contact the HR department St. John's Hospital.</p> <p>Applications to Human Resources Department, St. John's Hospital. recruitment@stjohnshospital.ie</p> <p>Ranking/Shortlisting/Interview</p> <p>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.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>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.</p>
<p>Code of Practice</p>	<p>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.</p> <p>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.</p>



**Terms and Conditions of Employment
Clinical Nurse Manager II – Infection Prevention & Control**

Tenure	<p>The appointment is whole-time, temporary.</p> <p>A panel may be created from which temporary/specified purpose vacancies of whole-time duration may be filled during the life of the panel.</p> <p>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.</p>
Remuneration	<p>The salary scale for this post is in accordance with HSE approved salary scales.</p> <p>01/10/20 PSPP: €50,912; €51,756; €52,468; €53,633; €54,920; €56,183; €57,446; €58,868; €60,190</p>
Working Week	<p>The standard working week applying to the post is: 39 hours delivered on a 5 or 7 day roster including weekends. The nature of the post may involve/require attendance at the Hospital outside of scheduled hours.</p> <p>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).</p>
Annual Leave	<p>The annual leave entitlement is in accordance with St. John’s Hospital/HSE approved leave entitlements.</p>
Superannuation	<p>All pensionable staff become members of the pension scheme.</p>
Probation	<p>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</p>

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.