



St. John's Hospital, Limerick

## Staff Nurse

### Job Specification, Terms and Conditions:

<b>Job Title, Grade and Grade Code</b>	Staff Nurse Grade Code: 2135
<b>Competition Reference</b>	
<b>Whole Time Equivalent</b>	1 WTE
<b>Closing Date</b>	
<b>Proposed Interview date(s)</b>	To be confirmed
<b>Taking up Appointment</b>	<u>Immediate start</u> Due to service needs the successful candidate must be in a position to take up the post as soon as possible subject to completion of mandatory compliances (Garda Vetting, Occupational Health and Reference Checks)
<b>Duration of Post</b>	Permanent Wholetime & Fixed Term Contract Wholetime
<b>Location of Post</b>	St. John's Hospital, John's Square, Limerick
<b>Organisational Area</b>	St. John's Hospital Limerick, UL Hospitals Group, HSE West
<b>Post Specific Information</b>	Details on this campaign can be found at <a href="http://www.stjohnshospital.ie/management-and-administration/recruitment/">http://www.stjohnshospital.ie/management-and-administration/recruitment/</a>
<b>Details of Service</b>	<p>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 University of Limerick Hospitals Group (ULHG). 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)</p> <p>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</p>

	<p>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.</p> <p>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.</p> <p>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.</p> <p>Other clinical services provided on site include:</p> <ul style="list-style-type: none"> <li>• Consultant Out-Patient Clinics</li> <li>• Diagnostic Radiological and Laboratory services</li> <li>• Day Surgery</li> <li>• Clinical Nurse Specialists in the areas of Diabetes, Continence Management, Respiratory Care, Tissue Viability, Infection Control, Palliative Care and Pain Management</li> <li>• A Dietetic service providing nutritional assessment, dietary advice, education and evaluation</li> <li>• Occupational Therapy</li> <li>• Speech and Language Therapy</li> <li>• Social worker support</li> <li>• Physiotherapy services</li> <li>• Chaplaincy Service</li> </ul> <p>Clinical Research and Innovation:</p> <p>We have an active Audit, Research and Innovation Committee and an on-site 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.</p>
<p><b>Service mission, vision and values</b></p>	<p>St. John’s is an acute General Public Voluntary Hospital, funded by the Health Service Executive.</p> <p><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.</p> <p><u>Aims and Objectives</u></p>

	<ol style="list-style-type: none"> <li>1. To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment.</li> <li>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.</li> <li>3. To monitor, evaluate and continually improve our services.</li> </ol>
<b>Reporting Arrangements</b>	Reports to the Clinical Nurse Manager II/Clinical Nurse Manager I Accountable to the Director of Nursing or Assistant Director of Nursing
<b>Principle Duties and Responsibilities</b>	<p><u>Clinical</u></p> <ol style="list-style-type: none"> <li>1. Assess patient care needs and plan, implement and evaluate programmes of care, using research-based practice and agreed nursing model(s).</li> <li>2. Manage allocated patients in a structured, organised and safe manner.</li> <li>3. Deliver holistic care in accordance with hospital policies, procedures and guidelines and in accordance with the Code of Professional Conduct and within the Scope of Practice Framework.</li> <li>4. Promote patient advocacy and maintain patients privacy and dignity.</li> <li>5. Play an active role in infection prevention and control and ensure the hygiene and cleanliness of the hospital is maintained at a high standard.</li> <li>5. Work effectively within the multi-disciplinary team.</li> <li>6. Involve patients and their relatives in the delivery of patients care in preparation for discharge.</li> <li>7. Help to maintain an effective learning environment for trained staff, students and course participants.</li> <li>8. Act as a facilitator and supervisor for Health Care Assistants</li> </ol> <p><u>Professional</u></p> <ol style="list-style-type: none"> <li>1. Adhere to all NMBI Guidelines and legislative documentation</li> <li>2. Contribute to nursing quality assurance by assisting in data collection, audit and research programmes, practice development initiatives and be involved directly/indirectly in nursing committees/groups etc., within the hospital.</li> <li>3. Attend all mandatory Hospital study days</li> <li>4. Be responsible for on-going nursing education by way of Faculty of Nursing Courses or other on-going nurse education in U.L. and participate in seminars and study days arranged by St. John's Hospital.</li> </ol>

	<p><u>Management</u></p> <ol style="list-style-type: none"> <li>1. On an occasional basis and on night duty, to act as Shift Leader/Nurse-in-Charge in the absence of senior staff, following the CNM's operational practices and requirements so far as your knowledge and experience permit.</li> <li>2. Act as an effective role model and seek to develop effective leadership skills.</li> <li>3. Share responsibility for appropriate and cost-effective use of resources.</li> <li>4. Maintain and promote effective working relationships.</li> <li>5. Maintain effective communication and dissemination of information.</li> <li>6. Ensure that all untoward incidents, accidents and hazards are actioned and followed up in accordance with hospital policies and practices .</li> <li>7. Participate in performance reviews of junior and support staff.</li> </ol> <p><u>Health &amp; Safety</u></p> <ol style="list-style-type: none"> <li>1. Promote the safety and wellbeing of patients, staff and any other persons, at all times.</li> <li>2. Assist in ensuring a safe working environment.</li> <li>3. Maintain own awareness of, and comply with, policies and procedures relating to Health and Safety (whether statutory, hospital or ward-based), and assist in ensuring the compliance of other staff.</li> <li>4. Be familiar with fire instructions and participate in organised fire drill as directed by hospital authorities from time to time.</li> </ol> <p><u>Policies and Procedures</u></p> <p>Comply with and adhere to all Hospital policies and procedures.</p> <p>This description outlines the main duties and responsibilities 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><b>Eligibility Criteria</b></p> <p><b>Qualifications and/or experience</b></p>	<p>Candidates must possess, on the closing date:</p> <p>(a) Be a registered General Nurse with the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann)</p>

	<p>Proof of current registration will be required before appointment is confirmed</p> <p style="text-align: center;"><b>And</b></p> <p>Should have the necessary nursing experience to adequately discharge the duties of the post</p> <p>Should be an effective communicator with good interpersonal skills, self-confidence and organisational ability.</p> <p><b><u>Annual registration</u></b></p> <p>(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 (NMBI) (Bord Altranais agus Cnáimhseachais na hÉireann).</p> <p style="text-align: center;"><b>And</b></p> <p>(ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p><b><u>Age</u></b></p> <p>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 26<sup>th</sup> December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose.</p> <p><i>* <u>Public Servants not affected by this legislation:</u></i></p> <p>Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p> <p><b><u>Health</u></b></p> <p>A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p><b><u>Character</u></b></p> <p>Each candidate for and any person holding the office must be of good character.</p>
<p><b>Essential Skills, competencies and/or knowledge</b></p>	<ul style="list-style-type: none"> <li>• Broad knowledge of clinical nursing research-based practice.</li> <li>• Knowledge of Scope of practice</li> <li>• Knowledge of Clinical Risk Management, Infection Prevention and Control &amp; Health &amp; Safety</li> <li>• Excellent communications and interpersonal skills</li> <li>• Ability to make appropriate clinical decisions in relation to nursing practice</li> <li>• Ability to prioritise and organise workload efficiently and effectively</li> <li>• Logical problem solving &amp; general decision making ability</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to lead &amp; motivate others</li> <li>• Be proactive and take initiative</li> <li>• Flexible to changing needs of the service</li> <li>• Ability to get on with other members of team</li> </ul>
<p><b>Competition Specific Selection Process</b></p> <p><b>Short listing / Interview</b></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 <a href="http://www.stjohnshospital.ie/management-and-administration/recruitment/">http://www.stjohnshospital.ie/management-and-administration/recruitment/</a> or contact the HR department St. John’s Hospital.</p> <p>Applications by post to the Human Resources Department, St. John’s Hospital, John’s Square, Limerick V94 H272</p> <p><b><u>Ranking/Shortlisting/Interview</u></b></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><b>Code of Practice</b></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 <a href="http://www.hse.ie">www.hse.ie</a> in the document posted with each vacancy entitled “Code of Practice, Information For Candidates” or on <a href="http://www.cpsa-online.ie">www.cpsa-online.ie</a>.</p>
<p>The reform programme outlined for the health services may impact on this role and as structures change the job description may be reviewed.</p> <p>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.</p>	



## Terms and Conditions of Employment

<b>Tenure</b>	<p>The appointment is whole-time, permanent/Temporary and pensionable. Wholetime is 37.5 hours per week.</p> <p>A panel may be created from which permanent and 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>
<b>Remuneration</b>	<p>Department of Health &amp; Children Salary scale as at 01/03/23 PSPP:</p> <p>€33,193, €35,126, €36,113, €37,418, €39,063, €40,706, €42,341, €43,756, €45,174, €46,585, €47,998, €49,385, €50,865 LSI</p>
<b>Working Week</b>	<p>The standard working week applying to the post is: 37.5 hours. 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 16<sup>th</sup> 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>
<b>Annual Leave</b>	<p>The annual leave associated with the post is in accordance with approved St. John’s Hospital/HSE policy</p>
<b>Superannuation</b>	<p>All pensionable staff become members of the pension scheme.</p>
<b>Probation</b>	<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>
<b>Mandatory Training and Health and Safety at Work Act</b>	<p>The post holder is obliged to fulfil mandatory training requirements in line with this post. All staff must comply with all Hospital Health &amp; 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.</p>

<b>GDPR</b>	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.
<b>Protection of Persons Reporting Child Abuse Act 1998</b>	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.
<b>Infection Control</b>	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.