



**LauraLynn**

IRELAND'S CHILDREN'S HOSPICE

## **PERSON SPECIFICATION**

**&**

## **JOB DESCRIPTION**

**Staff Nurse**

## PERSON SPECIFICATION

**JOB TITLE:** Staff Nurse

**Department:** LauraLynn House

**Report to:** CNM1

| FACTOR                               | ESSENTIAL  | DESIRABLE   |
|--------------------------------------|--|---|
| <b>EDUCATION &amp; EXPERIENCE</b>    | <ul style="list-style-type: none"> <li>• Hold a Degree in Nursing and be eligible to register or be registered with NMBI</li> <li>• RCN's require a minimum of 1 years post qualification experience working in a paediatric setting, or</li> <li>• RGN's require a minimum of 2 years' experience, working in a paediatric setting with children or young people with complex/life-limiting nursing care needs or</li> <li>• RNID's require a minimum of two years working with children who have complex/life-limiting nursing care needs</li> <li>• Hold a Degree in Nursing or be in the process of completing a degree</li> <li>• Working knowledge of information technology</li> <li>• Experience of working within an interdisciplinary team</li> <li>• Ability to work independently</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of managing a complex caseload</li> <li>• Experience preferably in an acute setting with children or young people with complex/life-limiting nursing care needs</li> <li>• Degree/Post Graduate Diploma in Palliative Care or relevant other specialist area</li> </ul> |
| <b>SKILLS/ABILITIES</b>              | <ul style="list-style-type: none"> <li>• Displays evidence-based clinical knowledge and skills to undertake the role</li> <li>• Initiative and motivation</li> <li>• Communication and interpersonal</li> <li>• Problem-solving and decision-making</li> <li>• Planning, organisation and time management</li> <li>• Coping skills</li> <li>• Child, family and customer focused</li> </ul>  | <ul style="list-style-type: none"> <li>• Knowledge of organisational policies and procedures.</li> <li>• Experience of working in home and the community setting</li> </ul>   |
| <b>KNOWLEDGE &amp; UNDERSTANDING</b> | <ul style="list-style-type: none"> <li>• Keen interest in children's palliative care</li> <li>• Full clean driving licence</li> </ul>  | <ul style="list-style-type: none"> <li>• Demonstrates an understanding of children's palliative care policy in Ireland</li> </ul>   |

## JOB DESCRIPTION

**JOB TITLE:** Staff Nurse

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**Report to:** CNM 1

### DEVELOPMENT AND PERFORMANCE REVIEW

3 Months – Pre-performance assessment

6 Months – Performance assessment

### FUNCTION

To provide care and support to children with life-limiting conditions and palliative care needs and their families that is consistent with the mission, vision, values and strategic plan of LauraLynn, Ireland's Children's Hospice.

The position requires staff to orientate between the Hospice and the family home based on the supports required by each individual child and their family.

### DUTIES AND RESPONSIBILITIES

#### Main Areas of Responsibility:

1. Clinical Practice
2. Education/Professional Development
3. Research/Information Technology
4. Health and Safety
5. General

#### 1. Clinical Practice - Care of the child and family

- To ensure the provision of excellent evidence-based palliative nursing care for children with life-limiting conditions and their families.
- To ensure that each child is assessed and that their care is planned, implemented and evaluated in negotiation with the family and that this is accurately documented.
- Promote Family Centred Care and ensure the provision of a welcoming caring and safe environment for the children and their families.
- To act as an advocate for the child and family ensuring the provision of appropriate information and support services
- To communicate complex and sensitive information effectively to the child, their families, carers and other staff, overcoming any barriers to understanding and providing support during distressing and emotional events.
- To develop and maintain the clinical skills and knowledge necessary to provide clinically effective, holistic, safe, evidence-based nursing care to children with life-limiting conditions. This includes expanded role responsibilities, within the Scope of Professional Practice, following appropriate training.
- To be competent in the administration of medications and adhere to LauraLynn's Medication Policy at all times.
- Communicate effectively, promoting open and trusting relationships.
- To be aware of the uses, safety precautions and handling of equipment in LauraLynn and within the family home.
- Ensure children's records are update and documented routinely.

- Assist in the development and review of policies and standards for nursing practices and the safe use of equipment and any new equipment introduced to LauraLynn.
- Support the provision of effective communication between all members of the multidisciplinary team, other departments, relatives and visitors.
- Ensure quality care is given, by being familiar with agreed Policies and Procedures.
- Assist in ensuring the safety of the department and the risk management process by actively participating in clinical audit, clinical risk and quality issues, including the managing and reporting of incidents.
- To ensure that all staff know where to access LauraLynn's policies and clinical procedure guidelines and that staff adhere to these at all times.
- Participate in events or publications that promote LauraLynn.
- Assist with ensuring compliance with the children's standards and other quality initiatives
- Communication to families, staff teams and Clinical Teams

### **3. Educational/Professional Development**

- Supervise and orientate staff new to the area.
- To act as a preceptor for junior staff nurses.
- To be a resource for students and junior colleagues, facilitating the development of junior staff.
- Teach parents the clinical skills required to care for their child safely at home.
- Demonstrate a professional approach to work and act in accordance with NMBI Code of Professional Conduct at all times.
- To have the knowledge of and adhere to policy and professional standards. To ensure that team members do likewise.
- To maintain confidentiality surrounding the child's admission and treatment at all times.
- Ensure documentation is complete and up to date, in line with LauraLynn guidelines.
- To identify own learning needs and ensure own professional development is maintained by keeping up to date with practice developments.
- Participate in staff appraisal, staff development and in service training activities.
- Maintaining the necessary skills and knowledge is important in this role. This being the case the postholder must ensure their continuous development including abiding by any professional code of practice or ethical code applicable to the role. It is also incumbent on the postholder to ensure all mandatory training deemed necessary is up to date.

### **4. Research/Information Technology**

- Participate in research programme
- Ensure the most effective and efficient use of developments in information technology for both the delivery of care to the child and administrative support in a manner which integrates well with systems throughout the organisation.
- Participate in the collection, interpretation and presentation of data and information on the department's activities.

### **5. HEALTH AND SAFETY**

In respect of Health and Safety these duties must be performed in accordance with LauraLynn's health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with LauraLynn Policy as set out in the safety statement, which must be read and understood.

### **6. QUALITY, RISK AND SAFETY RESPONSIBILITIES**

It is the responsibility of all staff to:

- Comply with the policies of LauraLynn with regard to confidentiality and GDPR.

- Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety
- Participate and cooperate with LauraLynn Quality and Risk and Safety initiatives as required
- Participate and cooperate with internal and external evaluations of the centres structures, services and processes as required, including but not limited to, The National Hygiene Audit, National Decontamination Audit, Health and Safety Audits and other audits specified by the HSE or other regulatory authorities
- To initiate, support and implement quality improvement initiatives in their area which are in keeping with LauraLynn quality, risk and safety requirements.

## **7. SPECIFIC RESPONSIBILITY FOR BEST PRACTICE IN HYGIENE**

Hygiene in healthcare is defined as *“the practice that serves to keep people and the environment clean and prevent infection. It involves preserving ones health, preventing the spread of disease and recognising, evaluating and controlling health hazards”*.

- It is the responsibility of all staff to ensure compliance with LauraLynn hygiene standards, guidelines and practices.
- Department heads/managers have overall responsibility for best practice in hygiene in their area
- It is mandatory to attend infection control training yearly

The above job description is not intended to be a comprehensive list of duties and responsibilities 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 when in office. This job description may change in line with the changing needs and objectives of the organisation.

### **FLEXIBILITY:**

This post requires a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore the post holder will be required to demonstrate flexibility on occasion as and when required by their manager.

### **DIGNITY AND WELFARE OF PATIENTS:**

As a health care provider all staff are expected to behave towards service users and their families in a caring, professional and responsible manner. In line with the Trust in Care policy it is the duty and responsibility of all employees of LauraLynn, including this post holder, to report any concerns for the safety and welfare of patients to their line manager or head of department.

### **DIGNITY AT WORK:**

All members of staff at LauraLynn have a right to be treated with dignity and respect and to work in a safe environment which is free from all forms of bullying, sexual harassment and harassment. Thus all staff, including this post holder, have a responsibility to help maintain such a working environment. All employees must comply with the national/LauraLynn Dignity at Work policy and ensure that their behaviour does not cause offence to fellow workers or any person with whom they come into contact during the course of their work.

### **CONFIDENTIALITY:**

In the course of his / her employment, the person appointed may have access to or hear information concerning the medical or personal affairs of service users or staff or other health service business. Such records or information are strictly confidential and unless acting on instructions of an authorised officer on no account must information be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody/destroyed in accordance with policy when no longer required.

### **DRESS CODE / UNIFORM:**

Attire and personal appearance must, at all times, conform to a standard LauraLynn considers appropriate. Staff attached to certain departments may be required to wear a uniform or other protective clothing. Where applicable any such requirements as detailed by the immediate supervisor must be adhered to at all times.

#### **HYGIENE:**

Being a health institution hygiene plays a central role in maintaining a clean and healthy environment for our service users, families, visitors and staff. All employees of LauraLynn must always be mindful of their responsibility to maintain a high standard of hygiene including personal hygiene and as part of their role within the organisation.

#### **HEALTH AND SAFETY:**

LauraLynn is committed to providing a healthy and safe working environment for all staff. Each staff member has a legal obligation to carry out his/her duties in a safe and responsible manner in line with the policy as set out in the LauraLynn safety statement.

#### **HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)**

In order to reduce the risk of HCAIs, compliance with Infection Prevention and Control policies and the attendance at infection control training, are essential for all staff members. It is paramount that each staff member practice good hand hygiene techniques. Staff members have a responsibility to report any obstacles to maintaining high standards of Infection Control and hand hygiene to their line manager or Infection Control Team

#### **QUALITY:**

To ensure the provision of the highest possible quality of service to our patients, all employees at LauraLynn have a responsibility to ensure adherence to and participation in internal and external quality control and assurance programmes on an ongoing basis.

**Note: This job description is an outline of current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. As the role develops in the organisation this job description may be reviewed in light of possible new structures and/or changing needs of the organisation.**

## TERMS AND CONDITIONS

### **TENURE:**

This is a permanent contract of employment

### **REMUNERATION:**

Full Time Salary Range €32,542 to €49,868 per annum gross, *\*in line with October 1<sup>st</sup> 2022 Health Sector Consolidated Pay Scales*. Please note that whilst this position is not HSE/public funded the salary is linked to the national HSE payscales. Payment is made on a monthly basis (last Thursday) by credit transfer.

### **HOURS:**

37.5 hours per week.

### **ANNUAL LEAVE:**

24 – 27 days, 187.2 – 210.6 hours per annum.

### **PENSION SCHEME:**

Membership of superannuation (pension) scheme is compulsory. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the determined pension scheme. Further information will be issued upon appointment to the role.

### **RETIREMENT AGE:**

Retirement age will be determined by the superannuation scheme a new employee is aligned to. Further information will be issued upon appointment to the role.

### **HEALTH:**

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### **GARDA VETTING:**

Arrangements have been introduced, on a national level, for the provision of Garda Clearance in respect of candidates for employment in areas of the Health Services, where it is envisaged that potential employees would have substantial access to children or vulnerable individuals. The successful candidate will be required to complete a Garda Vetting form prior to starting with LauraLynn.