



**LauraLynn**

IRELAND'S CHILDREN'S HOSPICE

## **PERSON SPECIFICATION**

**&**

## **JOB DESCRIPTION**

**Staff Nurse (in the Community)**

## **LAURALYNN**

LauraLynn, Ireland's Children's Hospice was formed in 2011 following the merging of the long standing Children's Sunshine Home and the LauraLynn Foundation, and now comprises LauraLynn Hospice Service and LauraLynn Disability Services. All services are run from our main campus in Leopardstown, Dublin 18.

Our Hospice Service provides specialised palliative care to children with life-limiting conditions and support to their whole family. We also offer a range of bereavement care, supports and events.

Our Disability Services comprises Willow View – a residential care service that is home to seven adults with complex disabilities - and Hazel House - a residential and respite care service for children with complex disabilities. While our Disability Services are funded by the Health Services Executive (HSE) our Hospice Service is mainly funded through fundraised income and private donations, supplemented with some statutory funding.

LauraLynn is a learning organisation with a volunteer ethos, with highly trained volunteers supporting staff in all aspects of the organisation's service.

## **VISION**

To make every day better for those in our care

## **MISSION**

To provide a Community of Care that delivers:

- Evidence-based, personalised services to children with palliative care needs, complex care needs & complex disabilities and
- Related family support services and
- A home to our residents where quality of life is paramount

## **VALUES**

- Compassion
- Collaboration
- Excellence

## **Benefits**

- Strong sense of purpose and meaning
- Flexible working options
- Learning & development opportunities
- Generous annual leave
- Subsidised canteen
- Free car parking
- Bike to work scheme
- Active wellbeing supports including an inhouse occupational health department and a free 24/7/365 employee assistance programme (EAP) for staff and their immediate family members.

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**Department:** LauraLynn in the Community (Dublin & surrounding areas)

**Report to:** CNM2/ Team Lead

FACTOR	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Registered or be eligible to register with the NMBI.</li> <li>• RCN's require a minimum of 2 years post qualification experience working in a paediatric setting, preferably an acute setting with children or young people with complex/life-limiting nursing care needs</li> <li>• RGN's require a minimum of 5 years' experience, working in a paediatric setting with children or young people with 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>• 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>• Demonstrable experience of working with children with life-limiting conditions and their families</li> <li>• Displays evidence-based clinical knowledge and skills to undertake the role</li> <li>• Leadership</li> <li>• Change management</li> <li>• Initiative and motivation</li> <li>• Communication and interpersonal skills</li> <li>• Team-building</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of organisational policies and procedures.</li> <li>• Teaching and training skills</li> <li>• Knowledge of lone worker issues</li> <li>• Experience of change management</li> <li>• Experience of working in home and the community setting</li> </ul>

	<ul style="list-style-type: none"> <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>	
<b>KNOWLEDGE &amp; UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Knowledge of legislation that impacts on the organisation, in particular: Health and safety; Freedom of information; Employment legislation, data protection.</li> <li>• Good knowledge of the organisation and delivery of health services and of recent studies, reviews, reports which are relevant to the work area</li> <li>• Keen interest in children's palliative care</li> <li>• Full clean driving licence Flexibility to provide on-call clinical care/cover at evenings / weekends if required</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of children's palliative care policy in Ireland</li> </ul>

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### 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 in the family home/community environment that is consistent with the mission, vision, values and strategic plan of LauraLynn, Ireland's Children's Hospice.

Rotation into the onsite Hospice will be required from time to time based on Service requirements.

### DUTIES AND RESPONSIBILITIES

#### Main Areas of Responsibility:

1. Clinical Practice
2. Leadership/Management
3. Communication
4. Education/Professional Development
5. Research/Information Technology
6. General

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

- To ensure the provision of holistic, needs-led, evidence-based 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.
- To assess, monitor and report changes in the child's symptoms and condition, implementing changes in treatment/symptom management according to hospice practice and protocol
- To act as an advocate for the child and family ensuring the provision of appropriate information and support services
- To make decisions in terms of clinical judgements within a complex, changing environment of a home setting
- 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
- To work with a high level of autonomy and flexibility within the agreed management structure of LauraLynn
- To participate in the preparation of the child and their family for loss and bereavement
  - To plan and provide end of life care for children in their own homes which may include, when appropriate, respectfully helping with the care of the deceased child, organising the collection of the body from the place of death, advising/ supporting the family on organising the funeral service and ensuring that the family's wishes are delivered

- To assist in providing planned bereavement support to the family under the supervision of the LauraLynn Family Support Team
- To establish and maintain effective communication with children and their families and healthcare colleagues.
- To provide a coordinated approach to care linking the community, hospital and the hospice  
To work within/attend the LauraLynn headquarters as and when required or requested to by your Line Manager

## **2. Leadership/Management**

- To deputise for the Clinical Nurse Manager/Team Leader in their absence or when requested
- To attend and actively participate at team meetings/handovers and share information as appropriate
- To act as a role model and provide support, leadership, induction and monitoring of new, agency or relief staff
- To ensure the provision of appropriate supervision and support to post-graduate students  
To support the provision of effective communication between the child and family and all members of the LL@H team, healthcare colleagues and external professionals .
- To ensure quality care is administered in line with LauraLynn agreed Policies and Procedures
- To participate in events or activities that positively promote LauraLynn.
- To collaborate and liaise with the other community professionals utilising opportunities to promote the services provided by LauraLynn and raise awareness
- To manage own caseload in order to meet the needs of individual families and the hospice service
- To participate in staff appraisal and staff development.

## **3. Communication**

- To ensure effective communication with sensitivity and integrity at all times
- To develop and maintain relationships with the child or young person, their family, and health care professionals to ensure a co-ordinated approach to care requirements
- To ensure written communication is clear, concise and accurate
- To maintain confidentiality surrounding the child's care at all times

## **4. Educational/Professional Development**

- To promote a progressive attitude to the continual improvement of paediatric palliative care provided to the child and family through research and evidence-based practice
- To actively assist in the education and practical training of post-graduate and under-graduate students and healthcare assistants, through formal and informal teaching to provide: mentorship; preceptorship; teaching and assessing as required.
- To act as a preceptor for junior staff
- To act as a resource for students and junior colleagues
- Teach parents the clinical skills required to care for their child safely at home.
- To maintain one's own professional development and mandatory training.
- To demonstrate a professional approach to work and act in accordance with An Bord Altranais Code of Professional Conduct at all times
- To actively participate in the operational planning, development, implementation and maintenance of LauraLynn policies, procedures, protocols and guidelines ensuring best practice in the provision of care
- Rotate to the in-patient clinical environment for CPD as required

## **5. Research/Information Technology**

- Be aware of new research within paediatric nursing and palliative care and apply evidence-based research finding to practice
- Maintain a knowledge of and participate in research programmes
- Identify and develop tools to provide ongoing audit of current practice.

- Ensure the most effective and efficient use of developments in information technology for both the delivery of care and administrative support
- Participate in the collection, interpretation and presentation of data and information on the department's activities
- Assist in the gathering of statistics and audit of practice as required

## 6. General

### **FLEXIBLE WORKING**

LauraLynn offers flexible working options to staff depending on the role and needs of the service and in line with the Flexible Working policy. Staff wishing to apply for flexible working should discuss their request with their manager in the first instance.

### **PROFESSIONAL DEVELOPMENT AND MANDATORY TRAINING**

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.

### **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.

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

It is the responsibility of all staff to:

- 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 organisation's 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.

### **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".*

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. It is mandatory to attend infection control training yearly.

### **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 SERVICE USERS:**

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.

**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, full-time contract of employment

**REMUNERATION:**

Full Time Salary Range €33,193 to €50,865 per annum gross, *\*in line with March 1<sup>st</sup> 2023 Health Sector Consolidated Pay Scales*. Please note that whilst this position is not HSE/public funded the salary is linked to the national HSE pay scales.

Payment is made on a monthly basis (last Thursday) by credit transfer.

**HOURS:**

37.5 hours per week, exclusive of unpaid rest breaks.

**ANNUAL LEAVE:**

180 – 202.5 working hours (24 – 27 days) 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.