



## LEOPARDSTOWN PARK HOSPITAL

<b>TITLE:</b>	<b>STAFF NURSE</b>
<b>GRADE:</b>	<b>REGISTERED NURSE</b>
<b>REPORTS TO:</b>	<b>CLINICAL NURSE MANAGER</b>

**ACCOUNTABLE TO:** The staff nurse will be accountable to the Clinical Nurse Manager (CNM) in the area in which he/she is working at any specific time and in the absence of the CNM to the delegated nurse in charge. The staff nurse will be expected to take responsibility for a caseload of patients/residents. The staff nurse will assess, plan, implement and evaluate care within the relevant model of nursing. In addition the staff nurse is expected to practice within Nursing and Midwifery Board of Ireland (NMBI) Code of Professional Conduct guidelines and within hospital policy.

### ROLE SUMMARY

- To provide and maintain a high standard of nursing care, with strict observance of hospital policies and procedures.
- To develop clinical expertise, leadership and teaching skills through evidence based nursing practice.
- To share responsibility with the nursing team for the management of nursing care and the patients'/residents environment under the direction of the CNM2 and /or CNM1, or delegated nurse in-charge.
- To maintain a high standard of professional and ethical responsibility.

### CLINICAL ROLE

To provide and maintain effective, individualised nursing care by:

- Assessing (with the patient where possible) physical, psychological and social problems and the need for nursing intervention according to Dublin Mid Leinster and HIQA guidelines.
- Preparing and updating the nursing care plan within a nursing framework to include treatment prescribed by medical and interdisciplinary staff.
- Liaising with the medical staff in their treatment of patients/residents through the co-ordination of care and treatments provided by other disciplines and integrating these into the care plans.

- Acting as a team leader in delivering skilled nursing care and treatments for a caseload of patients/residents.
- Planning the involvement of patients'/residents' relatives in preparation for discharge.

The staff nurse will carry out the following duties and responsibilities:

### **Assessment**

- Utilise assessment skills and technique to determine patient needs on admission
- Complete and document the nursing admission in a thorough and accurate manner.
- Reassess the patient's condition on an ongoing basis.
- Assess the need for patient /family instruction.

### **Planning**

- Develop and document a plan of care based on the patient's individual needs as outlined by DML and HIQA guidelines.
- Update the written plan of care based on the patient's needs.
- Develop patient teaching and discharge plans as necessary.
- Collaborate with other healthcare professionals in planning care.

### **Implementation**

- Provide safe, comprehensive nursing care to a caseload of patients/residents within the guidelines laid out by An Bord Altranais and the Scope of practice for nurses.
- Be responsible for the safe administration and recording of medications utilising the 7 rights of medication administration.
- Know and practice according to established legal requirements, policies and procedures.
- Establish care priorities based on patients'/residents' nursing/medical problems.
- Perform procedures accurately, promptly and safely to completion.
- Maintain a safe environment for patients/residents.
- Respect the dignity and confidentiality of patients/residents, serving as an advocate when necessary.
- Function effectively and efficiently in an emergency situation.
- Adapt to changing workload.
- Deal with ward incidents and accidents in accordance with hospital policy.
- Accurately report and record details.
- Assist with the requisitioning of supplies. Use equipment efficiently and properly to promote good care and prevent waste.

### **Evaluation**

- Evaluate the effectiveness of nursing interventions and record according to regulatory and legislative guidelines.
- Contribute to nursing quality assurance by assisting in the identification of recurrent nursing problems and co-operating in data collection.
- Participate in staff meetings, team meetings and procedure committees as required.

### **Communication**

- Document according to policy and procedure
- Report verbally and in writing pertinent care information to appropriate nursing/medical/interdisciplinary personnel.
- Communicate with 1) patients/residents and their relatives, 2) colleagues and 3) other members of the healthcare team in an appropriate manner.
- Approach interpersonal relationships in a manner that avoids antagonism, reduces conflict and prevents undue anxiety.
- Recognise self-limitations and request assistance.

## **PROFESSIONAL**

### **Professional expectations**

- Support the philosophy, objectives and goals of the nursing department and hospital.
- Follow appropriate lines of authority by discussing issues firstly with Clinical Nurse Manager, then the Assistant Director of Nursing and then with the Director of Nursing, if necessary.
- Demonstrate flexibility by assisting in other areas of the hospital as required.

### **Management**

- Demonstrate the ability to organise care for a caseload of patients/residents.
- Use time effectively.
- Show ability to delegate work to other members of the team, which include ancillary staff.
- Display initiative.
- Report on-going problems to the Clinical Nurse Manager.

## **Education**

- Demonstrate an ability to teach and guide more junior staff.
- Assist in the teaching and supervision of registered and student nurses (where applicable) and participate in the evaluation of their progress.
- Assist in the orientation and education of new staff. Be available to provide preceptorship as deemed necessary, assisting them to effectively integrate as members of the ward team.
- Demonstrate an interest in post-graduate education/professional development.
- Participate in in-service education programmes and complete all mandatory in-service education programme, e.g. IV policy, Manual handling and CPR.
- Attend study days /seminars as required to ensure continual updating of skills and knowledge.
- Be aware of all policies in relation to health and safety at ward level.

This job description indicates the main functions and responsibilities of the post and is subject to review and amendment other specific work not covered in this job description may also be assigned from time to time.

## **General**

- To adhere to Departmental and Hospital policies at all times.
- To perform such other duties appropriate to the post as may be assigned from time to time by the Line Manager.

**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. This job description will be subject to review in the light of changing circumstances. It is not intended to be exhaustive but should be regarded as providing guidelines within which individuals work**

### **Location of Substantive Post:**

The location of the substantive post will be in Leopardstown Park Hospital, Foxrock, Dublin 18. Staff may be required to relocate to another healthcare facility within 40km of Leopardstown to facilitate training, up skilling or maximisation of utilisation of resources between agencies.

### **Superannuation:**

Provision is made for pensions, and where applicable is in accordance with either the Local Government Superannuation Scheme or the Single Public Service Pension Scheme.

### **Performance Review:**

A system of regular performance review will be operated during employment with the hospital. Personal goals will be aligned to departmental goals and

hospital strategy. Training and personal development needs will be considered annually.

**Emergencies:**

Employees will make themselves available in the event of an adverse incident occurring which may negatively impact on patient care. The hospital will use personal contact details of an employee to notify them of any such incident.

**Sick Leave:**

Payment of sick leave is at the discretion of management and will be in accordance with Department of Health (DoH)/ Health Service Executive (HSE) regulations. It is the responsibility of the employee to adhere to the protocols relating to notification of sick leave to their immediate line manager, return to work interviews etc. Please note that there is no entitlement to paid sick leave during your probationary period.

**Hygiene:**

During the course of employment staff members are required to ensure that the Hospitals' hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering and implementing optimal hand hygiene and adhering to the hospitals' hygiene processes. Hygiene is a fundamental component of Leopardstown Park Hospital quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infections.

**Attire:**

At all times staff will be suitably dressed (white tunic, black or navy trousers and black or navy shoes) and will use appropriate personal protection equipment as required.

**Policies / Legislation:**

All hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to familiarise themselves with and comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care etc) and the hospitals' ethical code of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

**Please note the following:**

- The hospital board is not responsible for loss or theft of personal belongings.
- Fire orders must be observed and staff must attend fire training periodically.
- Staff must attend mandatory (appropriate) training periodically.
- All accidents within the department must be reported immediately and an incident report form submitted to the appropriate officer.

- In line with the Safety, Health & Welfare at Work Act (2005), smoking is permitted at the discretion of management in designated areas only.
- All staff are advised to avail of preventative inoculations (e.g. Hep B, Flu Vaccine etc)
- The use of personal mobile phones during work is prohibited.

**Probation:**

A nine month probation period will apply to all employees. This period may be extended at the discretion of management. The person employed shall cease to be employed at the end of the probationary period, unless the hospital certifies that the probationary period had been satisfactorily discharged. The hospital may at any time during the probationary period, terminate the employment without reason.

**Notice:**

The minimum period of notice will be set out in the contract of employment

**Garda Vetting:**

It is a requirement under Law/HIQA that all staff will be Garda vetted each candidate will be required to complete a Garda Vetting form

***The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.***

***This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.***

***I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.***

***To be signed by the post holder.***

Employee Name: \_\_\_\_\_ Line Manager Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_