



*St. Francis Hospice Dublin*

## **JOB DESCRIPTION**

**(STAFF NURSE – TWILIGHT HOURS)**

**(PERMANENT CONTRACT) (7.61 HRS OVER A 3 WEEK ROSTER)**

**Job Reference: Ref 2021-038**

**Issue Date: 17<sup>th</sup> June 2021**

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## 1. JOB PURPOSE

To provide the highest possible standard of specialist palliative nursing to patients and families/friends that is consistent with the mission statement and ethos of St. Francis Hospice Dublin. The nurse must comply with the Nursing and Midwifery Board of Ireland's Code of professional Conduct, with particular reference to accountability for his/her practice. The nurse will be expected to rotate to all areas within St. Francis Hospice Dublin: this includes both day night duty as required.

## 2. ACCOUNTABILITY

The position reports to and is accountable to the Director of Nursing/Assistant Director of Nursing or other designated officer in all matters relating to the job.

## 3. KEY DIMENSIONS

Direct reporting to the Clinical Nurse Managers.

Key relationships that will influence the success of the role: Multidisciplinary Team Members.

## 4. OPERATING ENVIRONMENT

**Contractual Hours:** 7.61 hours over a 3 week roster.

**Hours of work:** Twilight Nurse will play a key role in providing support to Night Staff in caring for patients between 7.45pm until 11.00pm. Detailed of starting and finishing times will be as per the agreed roster as advised by the line manager. Contracted hours of work are day and night shifts over seven days to meet the requirements of the services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).

**Location:** This position is based in SFHD; however, SFHD operates across two sites: Raheny & Blanchardstown. In the interest of patient care and changing needs, candidates are required to be flexible and are obliged to carry out duties in any department or location of the Hospice or associated locations when required to do so by the Director of Nursing/Assistant Director of Nursing.

As St. Francis Hospice Dublin is an expanding service the demands for services can change and it will be necessary to meet these changes through the organisation. In such circumstances it may be necessary to review the work location for this post and, on behalf of the Board of Directors, the Leadership Team reserves the right to change the terms and conditions as necessary. However, notification will be given of any such changes.

**Garda Vetting:** The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to a formal job offer being made.

## 5. SALARY SCALES, ANNUAL LEAVE & PENSION SCHEME

**Salary Scale:** Department of Health - Consolidated Salary Scale (1<sup>st</sup> October 2020) – Staff Nurse

1	2	3	4	5	6	7	8	9	10	11	12	13
30,609	32,449	33,388	34,630	36,196	37,760	39,317	40,663	42,013	43,356	44,701	46,021	47,431

**Annual Leave:** 27 days per annum.

**Pension Scheme:** SFHD will contribute 7% of the successful candidate's basic annual salary.

## 6. THE PERSON: QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & COMPETENCIES

### **Candidates must on the latest date on receipt of applications:**

Be registered in the General Division of the Register of Nurses kept by the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) or be entitled to be so registered.

### **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.

### **Character**

Each candidate for and any person holding the office must be of good character

### **Age**

Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant. A Candidate who is not classified as new entrant must be under 65 years of age.

*Note: Post holders must maintain annual registration with Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland)*

## CORE COMPETENCIES

### 7. OUTLINE OF JOB DUTIES AND RESPONSIBILITIES

The role of Staff Nurse includes but is not limited to:

- Be responsible for planning and implementing of the highest possible standard of palliative care to patients and their families/friends, being mindful of their physical, psychological, social, spiritual and cultural needs.
- Work in conjunction with Health Care Assistants, demonstrating the ability to build and maintain relationships, working effectively as part of a multi-disciplinary team.
- Liaise and collaborate with other members of the multidisciplinary team to ensure that high quality, holistic care is provided to patients and families/friends.
- Display evidence-based clinical knowledge in making decisions regarding client care.
- Demonstrate a commitment to continuing professional development.
- Use a systematic process of assessment, planning, implementation and evaluation as the foundation for an individualised, research-based approach to nursing care.

- Ensure that each patient is treated with the upmost care, demonstrating the ability to empathise with and treat patients, relatives and colleagues with compassion, kindness, dignity and respect at all times.
- Maintain professional standards of data protection and confidentiality at all times in line with local policies and Data Protection legislation.
- Manage patient treatments being aware of the side effects and adopting a problem solving approach to minimise adverse reactions.
- Ensure that patients receive adequate information in order to participate fully in decision making regarding their care.
- Assess the educational needs of the patient and family to ensure optimum understanding of care provided and likely outcomes.
- Ensure that all documentation is accurate and legible and to be aware of the legal and professional implications of these documents.
- Ensure that referrals to the Bereavement Service are made and to take responsibility for follow up initial bereavement contact.
- Ensure that patient facilities are prepared and welcoming and that patients are met by a member of staff on arrival.
- Attend mortuary services for removals.
- Supervise and assist with the provision of high quality, well presented meals to patients and to ensure choice is provided.
- Participate in committees and working groups as requested.
- Participate fully in audit, standard setting, quality assurance, research projects and clinical supervision.
- Contribute to the development of the unit through participation in ward meetings and handovers, multidisciplinary meetings and psychosocial meetings.
- Participate in an annual performance review.
- Act up as Ward Manager if requested.

### **General**

- Comply with the Mission Statement, Ethos and Values of St. Francis Hospice Dublin.
- Practice Nursing according to the Code of Professional Conduct as laid down by the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and Professional Clinical Guidelines.
- Comply with national, regional and local guidelines, policies, protocols and legislation.
- Work within his/her scope of practice and take measures to develop and maintain the competence necessary for professional practice.
- Maintain a high standard of professional behaviour and be accountable for his/her area of practice.
- Be aware of ethical policies and procedures.
- Ensuring compliance with Health and Safety procedures in relation to all Hospice activities.
- Contribute to and comply fully with the St. Francis Hospice Dublin Safety Statement including safe working practice as laid down by the Safety, Health and Welfare at work Act 2005 and any other relevant legislation.
- Comply with the St. Francis Hospice Dublin policies relating to confidentiality and ensure confidentiality in all matters of information obtained during the course of employment.
- Adhere to the Policies & Procedures of St. Francis Hospice Dublin at all times.
- Actively engage in continuous personal development and learning.
- Present and act in a professional manner at all the times.

### **Health and Safety**

- Participate in the development of policies/procedures and guidelines with health safety risk and management personnel and participate in their development in conjunction with relevant staff and in compliance with statutory obligations.
- Participate in the development of policies/procedures and guidelines to support compliance with current legal requirements where existing for the safe storage and administration of medicines and other clinical products
- Familiarise yourself with statutory regulations relating to the custody and administration of medications.
- Observe, report and take appropriate action on any matter which may be detrimental to patient/client care or well being
- Be aware of the principles of risk management and be individually responsible for risk management/health and safety issues in their area of work
- Ensure safe custody of property, money, donations, etc. in accordance with hospice policy.
- Attend educational programmes and mandatory training as appropriate, including manual handling and fire safety updates.
- Comply with SFHD policies to minimise risk with particular reference to infection control, data protection and open disclosure.
- Maintain a safe working environment and ensure the economical use of resources.
- 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 mandated person for the duration of your appointment in this post. You will, on receiving a report of child abuse, formally notify the Designated Liaison Person. If a disclosure is made outside of working hours the Senior Line Manager on duty is responsible for co-ordinating the response to Tusla and/or the Gardaí.

### **Education**

- Keep abreast of the latest developments in nursing practice as far as possible.
- Develop and use reflective practice techniques to inform and guide practice.
- Participate in the clinical/workplace induction of new nursing and support staff.
- Contribute to the identification of training needs pertinent to the clinical area.
- Develop teaching skills and participate in the planning and implementation of orientation, training and teaching programmes for nursing students and the nursing element of education for other health-care staff as appropriate.
- Identify and contribute to the continual enhancement of learning opportunities within a population health framework.
- Provide support guidance and advice to junior colleagues when required with the scope of practice.
- Participate in regular performance/clinical reviews with his/her line manager.
- Any course sponsored by the Hospice will be with the understanding that the individual is prepared to share the information with colleagues for the enhancement of the service.

### **Administration**

- Ensure that records are safeguarded and managed as per SFHD policies and in accordance with relevant legislation
- Work closely with colleagues throughout the organisation to provide a seamless service delivery to the patient within SFHD and also with relevant external Healthcare professionals.
- Maintain professional standards of data protection and confidentiality at all times in line with local policies and Data Protection legislation.
- Contribute to ongoing monitoring, audit and evaluation of the service as appropriate.

- Accurately record and report all complaints to appropriate personnel according to local service policy.

Carrying out any other reasonable duties, appropriate to the office that may be required from time to time.

The above job description 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 by the CEO or other designated officer. The post holder will contribute to the development of the post while in employment.

<b>Signature of Job Holder:</b>	<b>Signature of Line Manager or Designated Officer:</b>
<b>Job Title:</b>	<b>Job Title:</b>
<b>Date:</b>	<b>Date:</b>