



*St. Francis Hospice Dublin*

## **JOB DESCRIPTION**

**(REGISTERED GENERAL NURSE)**

**CONTRACT OF INDEFINITE DURATION**

**Job Reference: Ref 2021-037**

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

## TABLE OF CONTENTS

<b>Section</b>	<b>Page</b>
1. JOB PURPOSE	3
2. ACCOUNTABILITY	3
3. KEY DIMENSIONS	3
4. OPERATING ENVIRONMENT	3
5. SALARY SCALE, ANNUAL LEAVE, PENSION SCHEME	4
6. THE PERSON: QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & COMPETENCIES	4
7. OUTLINE OF JOB DUTIES & RESPONSIBILITIES	4

## 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:** 39 hours per week.

**Hours of work:** 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

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Registered on the Live Register 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.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Palliative Care or Oncology qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Three years post registration experience with at least two years in acute setting</li> <li>Evidence of consistent updating of clinical skills and knowledge.</li> <li>Demonstrate a commitment to continuing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>Experience with participation within an MDT.</li> <li>Competent and confident IT skills - Word, Excel, Power Point and e-mail</li> </ul>

### PALLIATIVE CARE COMPETENCIES

#### Domain 1 – Principles of Palliative Care

As a RGN caring for people with life-limiting conditions you should:

1. Understand and recognise common trajectories of life-limiting conditions
2. Understand the impact that psychological responses, social stressors and spiritual dimensions to loss may have on the mental health and decision making of the person with a life-limiting condition and their family and take this into account when planning care
3. Understand, recognise and address pathological responses to loss which may impact on the mental health and decision-making of individuals and families
4. Provide education to people with life-limiting conditions, their carers and colleagues in the context of your role and at an appropriate level
5. Take cognisance of the potential role of specialist palliative care services in supporting staff in other agencies to provide a palliative care approach to persons with a life-limiting condition.

## **Domain 2 – Communication**

As a RGN caring for people with life-limiting conditions, you should:

1. Be able to assess the person's current understanding of their health status
2. Be able to address questions regarding diagnosis and likely prognosis in an accurate and empathetic manner, taking account of the person's needs and wishes, and referring where appropriate
3. Understand that the communication of information which fundamentally changes the person's understanding of their situation and/or influences their decision making or planning is an on-going process and not a single event
4. Recognise and contribute to the management of potential conflict in decision making in the context of palliative care.

## **Domain 3 - Optimising Comfort and Quality of Life**

As a RGN caring for people with life-limiting conditions, you should:

1. Be able to assess a person with a life-limiting condition and recognise the role of palliative care in enhancing that person's care
2. Be able to describe common chronic illnesses, the expected natural course and trajectories, common treatments and complications
3. Be able to assess and manage uncomplicated symptoms associated with life limiting conditions using guidelines and standard protocols of care and in the context of current scope of practice
4. Demonstrate ability to assess and manage common symptoms associated with life-limiting conditions (pain, nausea, constipation, vomiting, cancer cachexia, fatigue, sweating, fever, breathlessness and cough).
5. Be able to recognise, plan and implement the care and management of potentially reversible causes of clinical deterioration
6. Be able to recognise and assist in the provision of immediate care of emergencies that may arise in the palliative care setting (e.g. spinal cord compression, hypercalcaemia, major haemorrhage), and know when to escalate
7. Be able to anticipate (where possible) and recognise a need for change in the focus of care and treatment goals at critical decision points in the course of a life limiting condition
8. Be able to help the person with a life-limiting condition and their family adapt to a transition from life prolonging treatment to a focus on palliative care
9. Be able to anticipate, recognise and respond effectively to signs and symptoms of imminent death
10. Take a lead in providing guidance and support to the individual and their family, preparing them for what to expect during the normal dying process
11. Ensure last offices are attended to in the context of the individuals beliefs, culture and religious practice
12. Understand the process for verifying and pronouncing death
13. Be aware of circumstances where a coroner's examination is required.

## **Domain 4 - Care Planning and Collaborative Practice**

As a RGN caring for people with life-limiting conditions, you should:

1. Be able to facilitate and participate in key events in the care of the person with a life-limiting condition, such as family meetings and advance care planning
2. Demonstrate ability to recognise that the person with a life-limiting condition may lose capacity to make decisions at end-of-life
3. Understand that in situations where a person lacks capacity to make decisions, the nurse acts as an advocate to ensure decisions made are in the best interests of the person and follow the current Code of Conduct for each Nurse and Midwife

4. Be able to address questions regarding issues of organ donation or post mortem
5. Understand the importance of timely referral to primary care and palliative care teams in the management of the person with palliative care needs
6. Demonstrate an awareness of the need for communicating with primary care teams and other teams that may impact on the delivery of care to people with life-limiting conditions and their families.

#### **Domain 5 - Loss, Grief and Bereavement**

As a RGN caring for people with life-limiting conditions, you should:

1. Demonstrate an understanding of normal and pathological responses to the diagnosis/prognosis of a life-limiting condition and an ability to address the immediate management of such issues or make appropriate referral.

#### **Domain 6 - Professional and Ethical Practice in the Context of Palliative Care**

As a RGN caring for people with life-limiting conditions, you should:

1. Be aware of and act according to the current code of professional conduct for Nurses and Midwives, as it applies to the care of people with life-limiting conditions • Demonstrate an understanding of the difference between managing a life-limiting condition and providing end-of-life care.

### **7. OUTLINE OF JOB DUTIES AND RESPONSIBILITIES**

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

#### **General**

1. Comply with the Mission Statement, Ethos and Values of St. Francis Hospice Dublin.
2. 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.
3. Comply with national, regional and local guidelines, policies, protocols and legislation.
4. Adhere to the Policies & Procedures of St. Francis Hospice Dublin at all times.
5. Be aware of ethical policies and procedures.
6. Familiarise yourself with statutory regulations relating to the custody and administration of medications.
7. Work within his/her scope of practice and take measures to develop and maintain the competence necessary for professional practice.
8. Maintain a high standard of professional behaviour and be accountable for his/her area of practice.
9. Ensuring compliance with Health and Safety procedures in relation to all Hospice activities.
10. 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.
11. Be aware of the principles of risk management and be individually responsible for risk management/health and safety issues in their area of work
12. Comply with SFHD policies to minimise risk with particular reference to infection control, data protection and open disclosure.
13. Actively engage in continuous personal development and mandatory training.
14. Present and act in a professional manner at all the times.
15. Foster and develop a spirit of teamwork and participate in team-building activities.
16. Maintain a high standard of work performance, attendance, appearance and punctuality.

17. 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.
18. Working effectively as part of a multi-disciplinary team.
19. Maintain professional standards of data protection and confidentiality at all times in line with local policies and Data Protection legislation.
20. Participate in committees and working groups as requested.
21. Participate fully in audit, standard setting, quality assurance, research projects and clinical supervision.
22. Contribute to the development of the unit through participation in ward meetings and handovers, multidisciplinary meetings and psychosocial meetings.
23. Participate in an annual performance review.
24. Act up as Ward Manager if requested.
25. 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>