



# Saint Joseph's Shankill

## *Dedicated to Dementia Care*

Saint Joseph's Shankill, part of the Saint John of God Hospital clg. , is the only care home in Ireland solely dedicated to dementia care. Our vision is to lead the way in dementia care in Ireland, providing the highest quality, person centred supportive care to our residents, where their home, happiness and feelings matter most to us. At Saint Joseph's Shankill we aspire to lead the way in dementia care in Ireland. Over the last two years we have transformed from a traditional style, medical modelled nursing home into six new homes or 'lodges' as they are known. We are an accredited Meaningful Care Matters 'Butterfly Home'. We are part of the Irish Hospice Foundation's CEOL Programme focusing on person centred end of life care and Winners of the NHI Excellence in Dementia care Award 2018.

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| <b>THE POST:</b>       | <b>Staff Nurse</b><br>Appointment is to Saint Joseph's Shankill, Crinken Lane, Shankill, Co. Dublin. The post holder will be assigned to one or two of the six lodges in Saint Joseph's – Carrigeen, Rathmichael, Delgany, Avoca, Glendalough and Kilcrouney Lodges, as the service requires. These lodges specialise in providing care for 60 residents and two respite residents living with dementia. |
| <b>Reporting to</b>    | <b>Director of Nursing through their line management and CNM 2.</b>  |
| <b>Responsible to</b>  | <b>Chief Executive, St John of God Hospital clg, Saint Joseph's Shankill</b>   |
| <b>Ethical Clause:</b> | You are required to respect and operate within the tradition, character and ethics which govern the work of the Saint John of God Hospital clg Saint Joseph's Shankill and Hospitaller Ministries.   |

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| Purpose of the Post  | The staff nurse will assess, plan, implement and evaluate care to the highest professional and ethical standards within the model of nursing care practiced in Saint Joseph's Shankill. |
| Principal Duties and | <b><u>PROFESSIONAL RESPONSIBILITIES</u></b>   |

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| Responsibilities | <ol style="list-style-type: none"> <li>1. The staff nurse will Practice Nursing according to: <ol style="list-style-type: none"> <li>a) The Professional Code of Practice as laid down by the Nursing and Midwifery Board of Ireland (NMBI)</li> <li>b) Nurses and Midwives Act 2011 (NMBI)</li> <li>c) Professional Clinical Guidelines</li> <li>d) Health Act 2007 (Regulations 2013)<br/>National Quality Standards for Residential Care for Older People in Ireland.</li> <li>e) St. John of God Order Policies, Saint Joseph's Shankill Policies and Procedures and best evidenced practice.</li> <li>f) Current legislation</li> </ol> </li> <li>2. Implement the care philosophy, objectives and goals of their unit/department/organisation to deliver appropriate high quality care.</li> <li>3. Be competent to deal with any allegation, suspected or confirmed abuse of any resident in accordance with the Safeguarding Vulnerable Adults Policy</li> <li>4. Follow appropriate lines of authority within the Nurse Management structure.</li> <li>5. Participate as an inter-disciplinary team member in all aspects of resident's care.</li> <li>6. Demonstrate a high degree of motivation and assume responsibility for their own professional development and contribute to the development of others</li> <li>7. Promote good interpersonal relationships with residents, their named representative, their family/social network supports and the interdisciplinary care team in accordance with ethical standards.</li> <li>8. Demonstrate flexibility by assisting in other areas of the centre as required e.g. Day Care Unit</li> <li>9. Participate in regular performance review with their line manager, identifying key performance objectives and appropriate plans/measures to achieve areas for</li> </ol> |
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|  | <p>improvement and appropriate plans/measures to achieve them in a supportive environment.</p> <p>10. Respect and maintain the privacy, dignity and confidentiality of the residents and their relatives, in relation to all the centres' activities.</p> <p>11. Professional Expectations:</p> <p>The nurse must comply with the Code of Professional Conduct as laid down by the NMBI. The nursing profession demands a high standard of professional behaviour from its members and each registered nurse is accountable for his or her practice. The nurse must work within his/her scope of practice and must take measures to develop and maintain the competence necessary for professional practice. The nurse must be aware of ethical policies and procedures which pertain to his/her area of practice. Residents' confidentiality must be maintained at all times.</p> <p><b><u>CLINICAL RESPONSIBILITIES</u></b></p> <p>The staff nurse will : -</p> <ol style="list-style-type: none"><li>1. Assess, plan, implement and evaluate individualised residents care within the agreed nursing model.</li><li>2. Collaborate with the interdisciplinary team in the co-ordination and delivery of residents care.</li><li>3. Be an advocate for the individual residents and for his/her family/named representative.</li><li>4. Ensure that care is carried out in an empathetic and ethical manner and that the dignity of the resident is given proper consideration.</li><li>5. Collaborate with the resident, their family/named representative, and the inter-disciplinary team to facilitate appropriate continuity of care.</li></ol> |
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|  | <ol style="list-style-type: none"><li>6. Maintain appropriate and accurate written records and reports regarding residents care in accordance with local guidelines and within current legislative requirements.</li><li>7. Ensure that current legal requirements for the safe administration and storage of medicines are adhered to in accordance with best practice</li><li>8. Participate in innovation and change in the approach to residents care delivery, and contribute to service planning process, based on best practice and under the direction of nursing management, particularly in relation to new research findings and advances in treatment.</li><li>9. Have a sound knowledge of clinical standards and participate in residents care audits.</li><li>10. Participate in the setting of professional standards. Understand and co-operate with the need to measure and audit the effectiveness of care given in order to provide quality care.</li><li>11. Participate in the setting of professional standards. Understand and co-operate with the need to measure and audit the effectiveness of care given.</li><li>12. Participate in research programmes and understand the need for evidence-based practice.</li><li>13. Participate in clinical audit and review</li></ol> <p><b><u>ADMINISTRATION /MANAGEMENT RESPONSIBILITIES</u></b></p> <p>The staff nurse will:</p> <ol style="list-style-type: none"><li>1. Manage the nursing care for a caseload of residents</li><li>2. Take management responsibility for the unit when required.</li><li>3. Delegate where appropriate to members of the care team</li></ol> |
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|  | <ol style="list-style-type: none"> <li>4. Guide and supervise care given by Health Care Assistants (HCA's).</li> <li>5. Ensure that all care given is in line with evidence based practice and local policies, procedures and guidelines.</li> <li>6. Maintain effective interpersonal relationships with residents, their families/named representatives, visitors and colleagues.</li> <li>7. Communicate as appropriate with all staff and participate in staff meetings.</li> <li>8. Manage the resources provided in an effective and economic manner.</li> <li>9. Co-operate in the rostering of nursing and support staff ensuring appropriate skill mix and optimum use of nursing resources.</li> <li>10. Ensure compliance with health and safety and risk management procedures and participate in their development, to comply with the statutory obligations, in conjunction with relevant staff.</li> <li>11. Accurately record and report all complaints to appropriate personnel according to Saint Joseph's Shankill policy.</li> </ol> <p><b><u>EDUCATIONAL RESPONSIBILITIES</u></b></p> <p>The staff nurse will: -</p> <ol style="list-style-type: none"> <li>1. Develop teaching skills and participate in the planning and implementation of orientation and teaching programmes for all nurses and health care staff</li> <li>2. Act as a Mentor, Preceptor or clinical assessor for staff and support staff in the clinical arena.</li> <li>3. Contribute to the identification of training needs pertinent to the clinical area.</li> </ol> |
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|  | <ol style="list-style-type: none"> <li>4. Identify and contribute to the continual enhancement of learning opportunities in the clinical area.</li> <li>5. Participate in the clinical/workplace induction of all new nursing and support staff.</li> <li>6. Develop leadership ability in order to act as an effective role model.</li> <li>7. Take responsibility for own learning and development needs and actively contribute to the learning and development of the interdisciplinary team.</li> <li>8. Provide education and information to residents/family named representative as required.</li> </ol> <p><i>THIS JOB DESCRIPTION IS A GUIDE TO THE GENERAL RANGE OF DUTIES AND IS NOT INTENDED TO BE EITHER RESTRICTIVE OR DEFINITIVE. IT WILL BE SUBJECT TO PERIODIC REVIEW WITH THE EMPLOYEE CONCERNED.</i></p> |
| <p>Eligibility Criteria<br/>Qualifications and/<br/>or experience</p>    | <p>Candidates must, on the latest date for receiving completed application forms:</p> <ul style="list-style-type: none"> <li>➤ Be registered in the General Division of the Register of Nurses kept by the NMBI or be entitled to be so registered</li> <li>➤ Have the clinical and administrative capacity to properly discharge the functions of the role</li> </ul>   |
| <p>Skills,<br/>competencies,<br/>qualifications and/or<br/>knowledge</p> | <p>The staff nurse will practice nursing care safely and effectively, fulfilling her/his professional responsibility within her/his scope of practice. The following skills , competencies and professional knowledge are central to the role:</p> <p><u>Clinical/ Professional Knowledge:</u></p> <p>The staff nurse will;</p> <ul style="list-style-type: none"> <li>➤ Practice in accordance with legislation affecting nursing practice</li> <li>➤ Practice within the limits of own competence and take</li> </ul>  |

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|  | <p>measures to develop own competence</p> <ul style="list-style-type: none"> <li>➤ Conduct a systematic holistic assessment of resident's needs based on nursing theory and evidence based practice</li> <li>➤ Plan in consultation with the resident/family/named representative taking into consideration therapeutic regimes of all the healthcare team. Implement planned nursing care / interventions to achieve the identified outcomes</li> <li>➤ Evaluate residents progress towards expected outcomes and review plans in accordance with evaluation data and in consultation with the residents/family/named representative</li> </ul> <p><u>Interpersonal and Communication Skills</u></p> <ul style="list-style-type: none"> <li>➤ The staff nurse will demonstrate the following skills;</li> <li>➤ The ability to communicate effectively with others</li> <li>➤ The ability to establish and maintain good working relationships with others (e.g. residents / groups / communities)</li> <li>➤ The ability to effectively collaborate with others in the healthcare team</li> <li>➤ The ability to deliver / ensure the delivery of care in an empathetic and ethical manner</li> <li>➤ The ability to maintain composure in difficult situations</li> <li>➤ The ability to act as a trainer / mentor to others</li> <li>➤ The ability to present written material in a clear, concise and comprehensive manner</li> </ul> <p><u>Organisational and Management of Care</u></p> <p>The staff nurse will demonstrate the following skills;</p> <ul style="list-style-type: none"> <li>➤ The ability to plan and organise resources and nursing care in their area of responsibility</li> <li>➤ The ability to delegate to other nurses activities commiserate with their competence and within their scope of professional practice</li> <li>➤ The ability to be flexible in their approach to work and the ability to adapt to situations as they arise</li> <li>➤ The ability to demonstrate discretion in the decision making process regarding residents care</li> <li>➤ A problem solving approach to care, utilising critical</li> </ul> |
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|  | <p>thinking</p> <ul style="list-style-type: none"> <li>➤ A willingness to accept responsibility for an assigned area, when required</li> <li>➤ A quality focus in their approach to work</li> <li>➤ The ability to be self motivated, and to use own initiative</li> </ul> |
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| Shortlisting | <p>Shortlisting may be carried out on the basis of information supplied in your application form.</p> <p>The criteria for short listing are based on the requirements of the post as outlined in the post specific requirements duties and skills, competencies and/ or knowledge section of this job specification and the information supplied in the competency based application form if used.</p> <p>Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process</p> |
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Be familiar with and adhere to the current code of ethics for nurses in Ireland.

Adhere to Saint Joseph's Shankill policy on attendance, punctuality and regulations regarding sick leave.

The extent and speed of change in the delivery of health care is such that adaptability is essential in this position. The incumbent will be required to maintain and enhance their professional knowledge, skills and attitudes necessary to respond to a changing situation.

Saint Joseph's Shankill has a strong commitment to volunteering. Volunteering is a two-way process which benefits volunteers and the organisation. The volunteer team make moments matter for the people in our care and complements the care provided by our dedicated staff. Your role will involve engaging with and supporting our volunteer team.

## **PERSON SPECIFICATION**

Staff Nurse



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| <b>Qualifications</b> - Essential | Evidence of current registration on the General division of the register maintained by NMBI  |
| <b>Personal Competencies</b>      | <ul style="list-style-type: none"> <li>• High capacity for responsibility</li> <li>• Team player.</li> <li>• Ability to lead the change process, from problem recognition to change implementation and evaluation.</li> <li>• Ability to co-ordinate and motivate self and others in service delivery.</li> <li>• Ability to form effective interpersonal relationships which are sensitive to the diversity of personnel with whom you work.</li> <li>• Ability to provide residents with both group and individualized nursing care.</li> <li>• Ability to represent and negotiate on behalf of the team.</li> <li>• Well organised with effective time management skills.</li> <li>• Demonstrates initiative.</li> <li>• All posts in Saint Josephs Shankill require 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 as and when required.</li> <li>• Good computer skills including use of electronic patient records, databases word, PowerPoint and excel.</li> <li>• Experience in a healthcare / hospital setting.</li> </ul> |
| Health                            | <ul style="list-style-type: none"> <li>• A candidate for and any person holding this office must undergo medical examination and be free from any defect or disease which would render him/her unsuitable to hold the office and be in a state of health as would indicate a reasonable prospect of ability to attend regular and efficient service.</li> </ul>  |
| Character                         | <ul style="list-style-type: none"> <li>• A candidate or any person holding this office must be of good character. Garda</li> </ul>   |

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|  | clearance is a mandatory requirement. |
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## CONDITIONS OF EMPLOYMENT

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| Post Title            | Staff Nurse  |
| Salary Scale          | General Staff Nurse  |
| Nature of Appointment | Fulltime / Part Time / Relief  |
| Working Week          | <ul style="list-style-type: none"> <li>Appointment is made to the Nursing Department and the working week will Be 39 hours pro rata with working Hours dependant on the service or duties you are assigned to.</li> </ul>  |
| Holidays:             | <ul style="list-style-type: none"> <li>The Order's holiday year runs from 1st January to 31st December and the annual leave allowance is 24 Days. Public holidays will be granted in accordance with the provisions of the Organization of Working Time Act,1977.</li> </ul>   |
| Superannuation        | <ul style="list-style-type: none"> <li>The person employed will be required to join the appropriate pension scheme.</li> </ul>   |
| General               | <ul style="list-style-type: none"> <li>The Centre / Order will not be liable for any expenses incurred by candidates in connection with interview etc., or in relation to employment in this position.</li> <li>Adhere to policy on attendance, punctuality and regulations regarding sick leave.</li> <li>Adhere to the recommended Dress Code and Uniform Standards.</li> </ul>                                |
| Confidentiality       | <ul style="list-style-type: none"> <li>The staff nurse will have access to information concerning the medical or personal affairs of staff and/or residents / clients or other Centre / Service business. Such records and information are strictly confidential and unless acting on the instruction of an authorized person, on no account must information concerning staff or patients/clients or</li> </ul> |

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|                  | <p>other Hospital/service business be divulged or discussed except in the performance of normal duty. In addition, records may never be left in such a manner that unauthorized persons can obtain access to them and must be kept in safe custody when no longer required.</p>   |
| Ethical Clause:  | <ul style="list-style-type: none"> <li>You are required to respect and operate within the tradition, character and ethics which govern the work of the Saint Josephs Centre and Hospitaller Services.</li> </ul>  |
| Health & Safety: | <p>It shall be the duty of every employee, while at work, to take reasonable care for his/her own safety, health and welfare and to report to his/her immediate supervisor, without unreasonable delay, any defects in equipment or system of work which might endanger safety, health or welfare, of which he/she becomes aware.</p> |
| Probation        | <p>A period of probation, appropriate to the appointment, will apply.</p>   |
| Other Working    | <p>Those being considered for posts and those already employed are required to confirm if they are employed in any way outside of their Saint Josephs Centre contract and to secure the approval of the CEO for any additional working. Details of both the number of weekly hours and the nature of employment will be required.</p> |

Please note the following:

- Saint Joseph's Shankill and the Order are not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must be aware of all fire and evacuation policies and attend fire information and training sessions periodically
- All accidents within the department / centre must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within Saint Josephs Centre for staff is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational Health
- The use of staff personal mobile phones during working hours is prohibited.

***Benefits of working at Saint Joseph's Shankill.***

- On site parking
- Defined benefit pension scheme
- Access to excellent learning and development opportunities
- Library facilities in St John of God Hospital, Stillorgan
- Access to health services credit union
- Group discount for health insurance
- Excellent access to public transport including bus routes and DART