|  |
| --- |
| **Job Specification; Sample Content****Public Health Nurse (2828)** |
| **The following template provides sample content for the above role.****Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Reporting Relationship** | ***For Example:***Your professional reporting relationship for clinical governance and clinical supervision will be to the Director of Public Health Nursing through the line management structure. |
| **Purpose of the Post**  | ***For Example:***The Public Health Nurse will deliver and coordinate a broad based integrated prevention, education and health promotion nursing service as part of the Primary Care Team, delivering an integrated model of care in accordance with national agreements. |
| **Principal Duties and Responsibilities** | ***For Example:****The Public Health Nurse will:***Professional Responsibilities*** Practice Nursing according to the Code of Professional Conduct and Practice as laid down by the Nursing and Midwifery Board of Ireland (NMBI) and Professional Clinical Guidelines.
* Comply with national, regional and local Health Service Executive (HSE) guidelines, policies, protocols and legislation.
* Work within their scope of practice and take measures to develop and maintain the competence necessary for professional practice.
* Maintain the highest standard of professional behaviour and be accountable for their practice.
* Be aware of ethical policies and procedures which pertain to their area of practice.
* Respect and maintain the privacy, dignity and confidentiality of the client / patient subject to the safety, health and welfare of the client/family not being put at risk.
* Follow appropriate lines of authority within the Nurse Management structure.
* Be on the Nursing and Midwifery Board of Ireland (NMBI) live register for PHN.

**Clinical Practice*** Fulfil their statutory obligations within the legislation and HSE policies as appropriate to the role.
* Promote the health, welfare and social wellbeing of the community (children, family, older persons, persons with disabilities, the chronically ill etc.).
* Manage a defined caseload based on primary care teams and evaluate and develop services within this caseload through a population health approach.
* Manage the care of an assigned caseload following a best practice and evidence based framework.
* Assess, plan, implement and evaluate individual care plans within an agreed framework and in accordance with best practice.
* Maintain and manage appropriate and accurate records and reports regarding client care in accordance with the Nursing Board Nursing and Midwifery Board of Ireland (NMBI) guidelines, child health and child care legislation, mental health legislation and other legal and local requirements.
* Monitor and evaluate outcomes of care and health promotion interventions for individual clients / patients.
* Report and consult with senior nursing management on clinical/social issues as appropriate.
* Refer clients / patients to other services as required.
* Promote, monitor and supervise care to ensure that it is carried out in an empathetic and ethical manner and that the dignity, spiritual and cultural needs of the client / patient are respected.
* Actively participate as a multi-disciplinary team member in all aspects of service delivery and lead on issues as required within Primary Care.
* Promote good interpersonal relationships with clients/patients, their family, social and community network supports in the promotion of person-centred care.
* To initiate collaborative working with the client / patient, their family and the multi-disciplinary team, external agencies and services to facilitate the development of an appropriate care plan to ensure continuity of care.
* Provide education and information to the client / patient, their family as required and be an advocate for the individual patient / client and for their family
* Delegate and supervise the work of appropriate staff in accordance with the nursing aspects of the care plan.
* Participate in clinical team meetings, case conferences and strategy meetings, taking a lead role when required / work as a key worker for particular cases, as required.
* Participate in innovation and change in the approach to client / patient care delivery particularly in relation to new research findings, evidence based practice and advances in treatment.
* Promote a positive health concept with clients and colleagues and contribute to the health promotion and disease prevention initiatives of the Health Service Executive.
* Develop services to communities based on the assessed needs of that community in conjunction with the multi-disciplinary team and with input and participation from the community (depending on national eligibility criteria).
* Provide nursing support to persons with a disability and their carers on an on-going basis.
* Provide nursing support to families following bereavement, family disharmony or break-up within scope of practice.
* Liaise with hospitals on discharge planning and perform home assessments prior to discharge from hospital or other institution where need identified.
* Effectively manage requests for home nursing following discharge from hospital or other institutions.
* Promote and participate as required in the primary and booster immunisation programmes.
* Visit homes following early discharge/birth notification and for on-going child maternal and family health services.
* Liaise with and advise parents or guardians on all aspects of child health with particular emphasis on the benefits of breast-feeding.
* Provide and participate in developmental screening/examination and pre-school health service.
* Participate as required in the school health service and in subsequent follow-up activities.
* Provide regular preventative services for older people with a view to maintaining older people in dignity and independence at home in accordance with the wishes of the older person.
* Initiate and operate clinics which provide a nursing service to clients and to participate in relevant and appropriate medical clinics as required.
* Identify and assess the need for the home help service.
* Identify and assess the need for the supervision of the home care attendant service.

**Education, Training and Development*** 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.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Identify key performance objectives to achieve areas for improvement and appropriate plans / measures to achieve them in a supportive environment.
* Provide preceptorship to junior colleagues when required.

**Health and Safety*** Participate in the development of policies/procedures and guidelines to support compliance with current legal requirements for the safe administration and storage of medicines and other clinical products where existing.
* Participate in the development of policies/procedures and guidelines with health and safety risk management personnel and participate in their development in conjunction with relevant staff and in compliance with statutory obligations.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Observe, report and take appropriate action on any matter which may be detrimental to client / patient care or well-being or inhibit the efficient operation of the assignment.
* Be aware of the principles of risk management and be individually responsible for risk management and health and safety issues in their area of work.
* Comply with HSE policies to minimise risk with particular reference to domiciliary visits and lone working.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Administration*** Ensure that records are safeguarded and managed as per HSE / local policy and in accordance with relevant legislation.
* Work closely with colleagues in the acute hospital services in order to provide a seamless service delivery to the client within the primary care structure.
* Maintain records and submit activity data / furnish appropriate reports to the Director of Public Health Nursing as required.
* Contribute to policy development, performance monitoring, business planning and budgetary control.
* Maintain professional standards including patient and data confidentiality, GDPR etc.
* Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements.
* 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.

**The above Job Specification 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 them from time to time and to contribute to the development of the post while in office.** |
| **Skills, competencies and/or knowledge** | ***For Example:****The candidate must demonstrate:***Professional Knowledge and Experience***For example:** Practitioner competence and professionalism – demonstrates the highest level of clinical knowledge to carry out the duties and responsibilities of the role e.g. knowledge and experience of current nursing practice including individualised care planning and case management, concept of clinical audit.
* The knowledge, understanding and application of the clinical skills required to provide safe, efficient and effective service.
* Understanding and/or experience of health promotion and disease prevention.
* Knowledge of relevant legislation (health, social and childcare), strategies and policies, as appropriate to the role.
* A commitment to continuing professional development.
* Demonstrate a willingness to engage with and develop IT skills relevant to the role.

**Organising and Management Skills***For example:** Evidence of effective planning and organising skills including awareness of resource management and importance of value for money.
* The ability to manage deadlines and effectively handle multiple tasks.
* Flexibility and adaptability in their approach to work.
* A strong commitment to the delivery of a quality service.
* Initiative and innovation, identifying areas for improvement, implementing and managing change particularly in relation to new research findings, evidence based practice and advances in treatment.

**Building and Maintaining Relationships***For example:** Demonstrate the ability to work on own initiative as well as part of a team.
* The ability to build and maintain relationships including the ability to work effectively in a multidisciplinary team environment.
* The ability to use diplomacy and tact in fraught situations and can diffuse tense situations comfortably.
* An awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect.

**Analysis, Problem Solving and Decision Making Skills***For example:** Demonstrates sound professional judgment and evidence-based clinical knowledge regarding client / patient care.
* Effective analytical, problem solving and decision making skills.
* The ability to take an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions.

**Communication Skills***For example:** Communicates in a clear, effective sensitive manner, listening and ensuring that messages are clearly understood / tailors the method as appropriate.
* Anticipates and recognises the emotional reactions of others when delivering sensitive messages.
* Demonstrates the ability to influence others effectively, is assertive as appropriate
* Is able to elicit information from others in a non-threatening way and can read between the lines
* Presents written information in a concise, accurate and structured manner.
 |