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| **Job Specification; Sample Content****Staff Nurse General (Community) (202X)** |
| **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:*** The post holder will report to the Assistant Director of Public Health Nursing and to the Director of Public Health Nursing, in accordance with the line management structure. |
| **Purpose of the Post**  | ***For Example:*** 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 the relevant care setting. The staff nurse will provide holistic, person centred care, promoting optimum independence and enhancing the quality of life for service users. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Staff Nurse General (Community) will:***Professional Responsibilities*** Practice Nursing according to the Code of Professional Conduct as laid down by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) and Professional Clinical Guidelines.
* Adhere to 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 a high 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 clients of the Public Health Nursing (PHN) service and also the business of the PHN service.
* Follow appropriate lines of authority within the PHN Nurse Management structure.

**Clinical Practice*** Deliver the nursing care of an assigned group of patients within a best practice / evidence based framework.
* Support Public Health Nurses to manage a designated caseload. In certain circumstances the Staff Nurse General (Community) will be responsible for their own allocated caseload.
* Promote the health, welfare and social wellbeing of patients within our services.
* Actively participate as a Primary Care team member in all aspects of service delivery including case conferences, clinical meetings, team meetings etc.
* Assess, plan, implement and evaluate individual person centred care programmes within an agreed framework and in accordance with best practice.
* Develop and promote good interpersonal relationships with patients, their families / social network supports and the interdisciplinary care team, in the promotion of person centred care.
* Ensure that care is carried out in an empathetic and ethical manner and that the dignity and spiritual needs of the patient are respected.
* Promote and recognise the patients’ social and cultural dimensions of care and the need for links with their local community.
* Collaborate and work closely with the patient, their family, the multi-disciplinary / inter-disciplinary team, external agencies and services to facilitate discharge planning, continuity of care and specific care requirements.
* Provide appropriate and timely education and information to the patient, their family and be an advocate for the individual patient and for their family.
* Report and consult with senior nursing management and GP on clinical issues, as appropriate.
* Maintain appropriate and accurate written and electronic nursing records and reports regarding patient care in accordance with local / national / professional guidelines.
* Participate in innovation and change in the approach to patient care delivery particularly in relation to new research findings, evidence based practice and advances in treatment.
* Participate in clinical audit and review.
* Undertake Key Worker role as appropriate within the Primary Care Team.
* Promote a positive health concept with clients and colleagues and contribute to health promotion and disease prevention initiatives of the Health Service Executive.
* Delegate to and supervise the work of other grades of staff within the remit of their role, as appropriate.
* Demonstrate flexibility by rotating / assisting in other units / care settings as required in order to meet nursing resource needs and the requirements of the integrated services programme (ISP).
* Refer clients to other services, as required.
* Provide a nursing service to relevant and appropriated medical and nurse led clinics as deployed.

**Clinical Governance*** Participate in clinical governance structures within the local / regional / national clinical governance framework.
* 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.
* 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.
* Participate in the development of policies / procedures and guidelines with health, safety, fire, risk and management personnel and participate in their development in conjunction with relevant staff and in compliance with statutory obligations.
* Observe, report and take appropriate action on any matter which may be detrimental to patient care or wellbeing.
* Be aware of, and comply with, the principles of clinical governance including quality, risk and health and safety and be individually responsible for clinical governance, risk management / health and safety issues in their area of work.
* Adequately identify, assess, manage and monitor risk within their area of responsibility.
* Participate in the development, promotion and implementation of infection prevention and control guidelines.
* Adhere to organisational dress code.
* Assume the role of Duty Nurse with responsibility for coordinating the management of the health centre as required.

**Education, Training & Development*** Take responsibility for own competency and learning and development needs and actively contribute to the learning and development of the interdisciplinary team.
* Complete all mandatory training as deemed necessary by the Director of Nursing and Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland).
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. Identifying areas for improvement and appropriate plans / measures to achieve them.
* Support the training and education of students who are allocated to the Public Health Nursing service.
* Develop and use reflective practice techniques to inform and guide practice as part of their daily work.
* Identify and contribute to the continual enhancement of learning opportunities within a population health framework.
* Participate in the clinical / workplace induction of all 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 other health-care staff, as appropriate.
* Having undergone appropriate training, act as a mentor / preceptor or clinical assessor for students.
* Participate in the development of performance indicators in conjunction with the Director of Public Health Nursing.
* Participate in innovation and change in the approach to service user care delivery, and contribute to the service planning process based on best practice and under the direction of Nurse Management / Nurse Practice Development, particularly in relation to new research findings and advances in treatment.

**Health & Safety*** 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.
* 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.
* Ensure that they adhere at all times to HSE / local policy in relation to Lone Working.
* Work closely with colleagues across health services in order to provide a seamless service delivery to the clients.
* Maintain records and submit activity data / furnish appropriate reports to the Director of Public Health Nursing as required.
* Contribute to policy development and formulation, performance monitoring, business planning and budgetary control.
* Maintain professional standards including client and data confidentiality.
* 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.
* Ensure that the health care setting is maintained in good order using appropriate models, that supplies are adequate and that all equipment is in good working order and ready for immediate use.
* Ensure that equipment is safe to use and report any malfunctions in a timely manner.
* Assist with ordering of supplies as required and ensure the appropriate and efficient use of supplies is made and exercise economy in the use of consumables.

**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 & Experience** *For example:** Demonstrates practitioner competence and professionalism in order to carry out the duties and responsibilities of the role.
* Practices nursing care safely and effectively, fulfilling their professional responsibility within their scope of practice.
* Practices in accordance with legislation affecting nursing practice.
* Displays evidence-based clinical knowledge in making decisions regarding client care.
* Demonstrates a commitment to continuing professional development.
* Demonstrates a willingness to develop IT skills relevant to the role.

**Planning and Organising Skills***For example:** Demonstrates evidence of effective planning and organising skills.
* Demonstrates the ability to manage deadlines and effectively handle multiple tasks.
* Demonstrates an awareness of resource management and the importance of value for money.
* Demonstrates flexibility and adaptability in their approach to work, is open to change and new ways of working.

**Building and Maintaining Relationships***For example:** Demonstrates the ability to work on own initiative as well as part of a team.
* Demonstrates the ability to build and maintain relationships including the ability to work effectively as part of a multi-disciplinary team.
* Demonstrates an awareness and appreciation of the patient / client and their families
* Uses diplomacy and tact in fraught situations and can diffuse tense situations comfortably.
* Ensures that care is carried out in an empathetic and ethical manner.

**Analysis, Problem Solving and Decision-Making Skills***For example:** Demonstrates evidence-based decision-making and shows effective analytical and problem solving skills.
* Uses a range of information sources and knows how to access relevant information to address issues.
* Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions.
* Demonstrate resilience and composure.

**Commitment to Providing a Quality Service** *For example:** Demonstrates a commitment to providing a quality service.
* Demonstrates evidence of the ability to care for clients in a non-judgemental manner.
* Takes action and informs relevant people when problems arise.
* Pays attention to detail, ensures that all records and data are up to date and available when required.

**Communication Skills***For example:** Demonstrates excellent communication skills (written and verbal) so as to effectively carry out the duties and responsibilities of the role.
* Communicates in a clear, effective and 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.
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