

**New Graduate Staff Nurse Disability Service**

**Job Specification, Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title and Grade Code** | **New Graduate Staff Nurse Disability Service**  (Grade Code: 213T) |
| **Campaign Reference** | N.002.2024 |
| **Closing Date** | Rolling Campaign |
| **Proposed Interview Date (s)** | TBC |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Community Healthcare Organisation (CHO) Area 1 – Donegal  A panel may be formed as a result of this campaign from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Yvonne Houston  Donegal Disability Service Manager  Tel: 074 91 04691  Email: [IDSDGL@HSE.IE](mailto:IDSDGL@HSE.IE) |
| **Details of Service** | Donegal disability service provide a wide range of services for children and adults with an Intellectual Disability, Physical & Sensory Disability and Autism across Residential, Respite, Day and Community settings. Disability Services work in partnership with individuals with disabilities, their families, carers, and locally based organisations, statutory and non-statutory organisations to enable each individual with a disability to achieve his / her full potential, in accordance with their wishes.  A key element of Disability services provision is the promotion of citizenship and inclusion for individuals with disabilities. Services across Donegal are needs-led and delivered by using a multi-disciplinary and person centred approach to care. |
| **Reporting Relationship** | Clinical Nurse Manager 2 or designated Officer.  Responsible to Director of Nursing or designated Officer. |
| **Purpose of the Post** | The Staff Nurse (Disability Service) will assess, plan, implement and evaluate care to the highest professional and ethical standards within the model of nursing care practiced in that care setting. |
| **Principal Duties and Responsibilities** | *The Staff Nurse (Intellectual Disability) 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 the patient. * Follow appropriate lines of authority within the nurse management structure.   **Clinical Practice**   * Deliver the nursing care of an assigned group of patients within a best practice / evidence based framework. * Manage a designated caseload. * Promote the health, welfare and social wellbeing of patients within our services. * Work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020. * Actively participate as a multi-disciplinary / inter-disciplinary team member in all aspects of service delivery including case conferences, clinical meetings, team meetings. * 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 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. * Participate in community needs assessment and ongoing community delivery of care as appropriate. * Undertake Key Worker role as appropriate. * Promote a positive health concept with patients 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.   **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. * Participate in the development, promotion and implementation of infection prevention and control guidelines. * Adhere to organisational dress code. * Assume responsibility for and coordinate the management of the unit / care setting in the absence of the Clinical Nurse Manager.   **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). * Participate in performance evaluation / review with their line manager, identifying areas for improvement and appropriate plans / measures to achieve them. * Provide feedback to the Clinical Nurse Manager or the designated officer with regard to compilation of proficiency assessments for students in the clinical setting. * 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 Clinical Nurse Manager. * 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. * Work closely with colleagues across the integrated services programme in order to provide a seamless service delivery to the client within the integrated services programme. * Maintain records and submit activity data / furnish appropriate reports to the Director of Nursing, as required. * Contribute to policy development and formulation, performance monitoring, business planning and budgetary control. * Maintain professional standards including patient 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 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 him / her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**   1. **Professional Qualifications, Experience, etc.**   Candidates must:   1. Be registered in the Intellectual Disability Nurse Division of the live Register of Nurses kept by An Bord Altranais or be entitled to be so registered;   And    (b) Have the clinical and administrative capacity to properly discharge the functions of the role. Note: Post holders must maintain annual registration with An Bord Altranais (NMBI).  Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by:  Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland)  **or**  I am a current 4th year Disability nursing degree student due to Graduate in 2024  **2. Age**  Age restriction shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). Candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.  **3. Health**  Candidates 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.  **4. Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience in the area of mental health, as relevant to the post. |
| **Other requirements specific to the post** | Will be indicated at expression of interest stage if applicable e.g. access to transport etc. |
| **Skills, competencies and/or knowledge** | **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:*   * Demonstrate evidence of effective planning and organising skills. * Demonstrate the ability to manage deadlines and effectively handle multiple tasks. * Demonstrate 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:*   * Demonstrate the ability to work on own initiative as well as part of a team. * Demonstrate the ability to build and maintain relationships including the ability to work effectively as part of a multi-disciplinary team. * Demonstrate 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. * Demonstrates a quality focus to their work * Demonstrate resilience and composure.   **Communication Skills**  *For example:*   * Demonstrate 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 |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. 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.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |



**New Graduate & Staff Nurse Disability**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | A panel may be formed as a result of this campaign from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  The post is pensionable. The tenure of these posts will be indicated at “expression of interest” stage.  .  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is as at 1/10/2023:  33943 - 35876 -36863 -38168 -39813- 41456- 43091- 44506- 45924- 47335- 48748- 50135-**51628**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection for Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation:   * To report child protection concerns at or above a defined threshold to TUSLA. * To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.   You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | Have a working knowledge of 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. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)