



Saint John of God Community Services Liffey Services

Job Description

Post:	Staff Nurse – Residential Services
Location:	Saint John of God Community Services Clg., Liffey Services, or any other location associated with the Services.
Responsible to:	Regional Director
Report to:	Programme Manager/CNM3/Co-Coordinator/ CNM2/CNM1/ Social care leader

Hospitality, Compassion, Respect, Excellence, Trust

Person Specification:

Qualifications:

- Be on the current register as maintained by An Bord Altranais and preferably possess the RNID qualification.

PROFESSIONAL & ETHICAL PRACTICE

Practice nursing according to:

- The Professional Code of Conduct as laid down by the Nursing Board (An Bórd Altranais)
- Professional Clinical Guidelines
- St John of God Community Services Clg., Policies, procedures and Guidelines
- Local policies, protocols and guidelines
- Current legislation as it applies to the role
- Assess, plan, implement and evaluate individualised service user person-centred care programmes within an agreed framework, in accordance with best practice and grounded in recent evidence based nursing research.
- Participate in the development of protocols and guidelines, and the setting of professional nursing standards
- Be competent in relation to all relevant clinical policies and procedures
- Professional Expectations: The nurse must comply with the Code of Professional Conduct as laid down by the Nursing Board (An Bórd Altranais). 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. Service users' confidentiality must be maintained at all times.

Experience:

- Experience as a registered nurse working with people with an intellectual disability desirable
- Knowledge and understanding of HIQA Standards & any other relevant legislative requirements under the Health Act 2007.
- Evidence of continues professional development
- Excellent communication skills both written and verbal.
- Commitment to delivery of care and supports through a person centred/directed approach
- Flexible in all aspects of work
- Full clean driving licence essential
- An understanding of the values and ethos of the organisation and a commitment to implementing these.

Role and Responsibilities:

EDUCATION & STAFF DEVELOPMENT

The Staff Nurse will (where appropriate):

- Participate in the planning and implementation of orientation and teaching programmes both for students and other health care staff in the clinical setting.
- Act as a mentor, preceptor or clinical assessor for learners in the clinical environment, as deemed appropriate.
- Provide feedback to the Clinical Nurse Manager with regard to compilation of proficiency assessments for students in the clinical setting.
- Contribute to the identification of training needs pertinent to the clinical area
- Identify and contribute to the continual enhancement of learning opportunities in the clinical area
- Participate in the induction of new staff in the clinical area and ensure the potential of all staff is identified and encouraged
- Provide education and information to service user / family as required
- Take responsibility for own learning
- May be required to work in a unit or community facility to meet service needs

Service Users

- Staff establish and maintain relationships with service users based on respect and equality and promote their independence

- Monitor overall healthcare, prevention of illness, and promote healthy lifestyles with service users
- General appearance of service users and staff as well as respect for the overall cleanliness, hygiene and standard of assigned area must be considered a priority.
- To implement the Personal Outcome Measures (POMS) process and to ensure Person Centred Plans are developed in consultation with service users, are carefully monitored and reviewed and are available for inspection during reviews.
- To support the Chaplaincy Department to carry out appropriate Pastoral Care Programmes to cater for the spiritual needs of service users, if required.
- To be a proactive advocate and encourage each service user to become a self advocate.
- To promote and support community involvement for service users.
- To ensure that services users receive the highest standard of care, training, education and development in accordance with the Order's policies.
- To provide and maintain high standards of holistic care for each service user.
- To respect the dignity and privacy of all service users.
- To act as a key worker to individual service user.
- To be proactive in evaluating service user care and to ensure efficient planning and liaising with inter-disciplinary colleagues.
- To ensure that medical records and medication regimens are accurate and current.
- To ensure that regular contact is maintained between service users and their families / friends during the respite period.
- To ensure adherence to established clinical, nursing and other policies.
- To ensure all service user documentation is kept up to date and all relevant information is recorded accurately, dated and signed in service users file. (Recording Clinical Nursing Board (An Bórd Altranais))
- To maintain custody of all medical preparations and to ensure the safe administration of medical preparations in accordance with Nursing Board (An Bórd Altranais) and St. John of God Community Services Ltd Services / Local policies.
- To ensure service user monies are managed in accordance with Service Policy Guidelines.
- To ensure the nutritional needs of each service user is met, assisting with the preparation and cooking of meals/special diets, as required.
- To ensure that a high standard of cleanliness is maintained in the house, providing a pleasant and comfortable living environment for all.

Communication

- To communicate with and assist parents, families and visitors in a pleasant and professional manner.
- To communicate relevant information (i.e. progress, absenteeism and illness relating to service users) on a daily basis, to the Supervisor.
- To report and record all relevant details of any incidents and accidents of service users/staff/voluntary workers immediately to Supervisor and assist in the prompt investigation of any incidents and accidents (where appropriate). In absence of the immediate Supervisor, contact must be made with the CNM3/ Co-ordinator and/or Programme Manager.
- To complete the adverse incident form in keeping with organisational policy
- To maintain full and effective communication with the families and all the staff involved in the services users welfare.
- To report absenteeism/lateness to the Supervisor.
- To ensure all relevant information is communicated in an accurate and timely manner to CNM2/CNM1/ Supervisor .
- To communicate on a regular basis with inter-disciplinary team members.

- To prepare and submit verbal and written reports and maintain records and documentation when required.
- To actively participate in house meetings, client reviews, family meetings as required.
- To participate in the process of client referral and placement

Staff

- To encourage and promote a high standard of professionalism, loyalty, teamwork and effective communication amongst staff, valuing and acknowledging the contribution of all staff.
- To be available from time to time outside normal working hours and to perform such other duties appropriate to the post as may from time to time be required by the Director of Services or any other designated person.
- To be flexible and willing to work in various areas of the service as needs arise.
- To attend Probationary Review, Performance Development Review and Supervision meetings as organised by your Supervisor.
- To participate in staff development and in-service training relevant to the post as may be organised from time to time.
- Staff maybe requested at any time to work in another group/area taking into consideration the overall needs of the programme service.
- To comply with dress code regulations at all times.
- To actively participate in the induction, training and supervision of staff as required.
- To efficiently deploy and supervise staff in the absence of the Supervisor.

Service

- To ensure that all files are maintained in a professional manner and in keeping with regulations, policies and best practice where appropriate.
- To utilise facilities, equipment and materials responsibly ensuring minimum waste at all times.
- To participate in other activities within the service as may be required.
- St John of God Community Services Ltd., Kildare Services is entering a major phase of re-development. Applicants should have a clear understanding that they may change assignment location based on the re-location of services in North Kildare.
- New developments should be in line with the overall Service Strategic Plan and all staff should become familiar with this.

CONFIDENTIALITY

Ensure confidentiality is kept as a priority and information is disseminated through the appropriate channels on a need to know basis.

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of service users and/or staff or other Centre/Service business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff or clients or other Centre business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

This job description will be subject to review in the light of experience and/or changing circumstances and will include other duties appropriate to the post as may be determined by the Regional Director.

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