



LauraLynn
IRELAND'S CHILDREN'S HOSPICE

PERSON SPECIFICATION

&

JOB DESCRIPTION

- **Clinical Nurse Specialist -**
- **Occupational Health -**

LAURALYNN

LauraLynn, Ireland's Children's Hospice was formed in 2011 following the merging of the long-standing Children's Sunshine Home and the LauraLynn Foundation, and now comprises LauraLynn Hospice Service and The Children's Sunshine Home Disability Services. Our Disability Services are based on our campus in Leopardstown, Dublin 18 and our Hospice Services operate from our campus in Dublin and community teams in Dublin, Mallow Cork, and Ballinasloe Galway.

LauraLynn Hospice provides specialist palliative and supportive care services to meet the needs of children with life limiting conditions and their families. Our Model of Care is centred around five pillars - direct care, family support, symptom management, end of life care and bereavement support.

Our Disability Services comprises Willow View – a residential care service that is home to six adults with intellectual disabilities and Hazel House - a respite service for children with medical complexity.

While our disability services are funded by the Health Services Executive (HSE) our hospice service is mainly funded through fundraised income and private donations, supplemented with some statutory funding.

VISION

Children and their families have the care and support they need at all stages of their journey.

MISSION

To take a leading role in improving the quality of life of those in our care, by delivering specialist care and support that is accessible and equitable.

Our mission will be underpinned by Advocacy, Research and Education and will be achieved through collaboration with our healthcare colleagues, statutory bodies, donors and funders, and the children and families in our care.

VALUES

- Compassion
- Collaboration
- Excellence

Benefits

- Active wellbeing supports including an inhouse occupational health service and a free 24/7/365 employee assistance programme (EAP) for staff and their immediate family members
- Subsidised canteen
- Free car parking
- VHI group scheme
- Membership to HSSU Credit Union
- Bike to work scheme
- Strong sense of purpose and meaning
- Flexible working options
- Learning & development opportunities
- Pension Scheme
- Comprehensive induction programme
- Extensive in-house person-centred training programme for nursing, clinical and care staff
- Generous annual leave

PERSON SPECIFICATION

JOB TITLE:	CLINICAL NURSE SPECIALIST (CNS) IN OCCUPATIONAL HEALTH (OH)
GRADE:	CLINICAL NURSE SPECIALIST (CNS)
DEPARTMENT:	LAURALYNN SERVICES
REPORT TO:	DIRECTOR OF NURSING (PROFESSIONALLY) & HEAD OF HR (OPERATIONALLY)

FACTOR	ESSENTIAL	DESIRABLE
EDUCATION & EXPERIENCE	<ul style="list-style-type: none"> Registered nurse in the General division on the active Register of Nurses/Midwives held by the NMBI (Nursing and Midwifery Board of Ireland) Minimum of 5 years (full-time or an aggregate of 5 years' full time) post registration experience A minimum of 1 years' post qualification experience in Occupational Health Evidence of Continuous Professional Development A level 8 post registration Quality and Qualifications Ireland (QQI), National Framework of Qualifications (NFQ) major academic award relevant in Occupational Health, or related subject such as Occupational Health, Safety & Welfare. <p align="center">OR</p> <ul style="list-style-type: none"> In the process of completing a relevant master's degree or PG Diploma/Higher Diploma level (QQI) major award, relevant to Occupational Health, or related subject, at level 8 or above (having successfully completed the required number of relevant modules that equates to a formal recognised post-registration qualification.) 	<ul style="list-style-type: none"> Experience in delivering education Experience in policy and procedure development Experience with quality assurance, audit and nursing research
SKILLS/ABILITIES	<ul style="list-style-type: none"> Ability to formulate plans of care based on findings and evidence-based standards of care and practice guidelines. Ability to follow up and evaluate plans of care. Evidence of teaching in the clinical area Ability to evaluate, audit and review practice. Have the ability to practice safely and effectively fulfilling his/her professional responsibility within his/her scope of practice 	<ul style="list-style-type: none"> Evidence of initiating or managing a change process Resource Management skills Counselling Skills.

	<ul style="list-style-type: none"> • Computer literacy and good IT skills • Leadership Skills • Work autonomously using initiative and generating own work. • Excellent communication & interpersonal skills 	
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> • In depth knowledge of the role of CNS • Health promotion principles/coaching/self-management strategies • Principles of clinical governance and risk management as they apply directly to CNS (OH) • Audit and research processes • GDPR / information Management • Relevant Health & Safety Regulations. • Knowledge of Children First National Guidelines for the Protection and Welfare of Children 2017 	<ul style="list-style-type: none"> • Up to date knowledge and experience of Immunisations • Current and emerging strategies for improvement of Occupational Health Care.
VALUES & BEHAVIOUR	<ul style="list-style-type: none"> • Possess the LauraLynn values of compassion, collaboration and excellence and demonstrate these in the course of their employment. • Be a LauraLynn ambassador at all times, in and out of work by representing the organisation in a positive and professional manner. • Support and collaborate with marketing, communication and fundraising teams to raise awareness of the services that LauraLynn provide. 	

JOB DESCRIPTION

JOB TITLE:	Clinical Nurse Specialist (CNS) in Occupational Health (OH)
GRADE:	Clinical Nurse Specialist
DEPARTMENT:	LauraLynn Service
REPORT TO:	DIRECTOR OF NURSING (PROFESSIONALLY) & HEAD OF HR (OPERATIONALLY)

SUMMARY

The Clinical Nurse Specialist in Occupational Health (CNS OH) has a pivotal role in the provision and management of an effective occupational health service which proactively promotes and protects the health and wellbeing of all LauraLynn employees.

With the primary role of providing advice and support on the management of employee health and staff wellbeing in the Service the CNS OH will lead the staff well-being agenda and liaise with the HR department on matters relating to staff occupational health.

DUTIES AND RESPONSIBILITIES

Duties must be undertaken within the code of the Nursing and Midwifery Board of Ireland (NMBI) and care delivered in line with the five core concepts of the role set out in the Framework for the Establishment of Clinical Nurse/Midwife Specialist Posts, 4th edition, National Council for the Professional Development of Nursing and Midwifery (NCNM) 2008.

The CNS will be guided by the following:

1. Clinical focus (Direct & Indirect Care)
2. Wellbeing
3. Advocacy
4. Education and training
5. Audit and research
6. Consultant

1. Clinical Focus

Direct Care

- Provide the delivery of a programme of effective OH care for all LauraLynn employees.
- Coordinate and lead on OH programme.
- Manage, record and report on vaccination programmes for employees, including planning and co-ordinating immunisations programmes for employees.
- Carry out health assessments of employees to ascertain their fitness, advice on adaptations and to identify higher risk individuals and those who will be working with occupational hazards.
- Use the outcomes of employee assessment to develop and implement plans of care/case management in consultation with HR team, Quality, Risk & Safety (QRS) team, employees line manager as appropriate.
- Co-ordinate investigation, treatment therapies and employee follow-up.
- Communicate with employees as appropriate, to assess needs and provide relevant support, information,

education, advice and counselling as required.

- Health assessment:
 - a. Participate in the provision of pre-employment screening services
 - b. Provide immunization programmes
 - c. Be innovative and identify new areas of health assessment
 - d. Provide ongoing health assessment services to employees, including screening and follow up
- Work collaboratively with colleagues to provide a seamless service delivery to the employee as appropriate.
- Identify and promote specific symptom management strategies as well as the identification of triggers which may cause exacerbation of symptoms.
- Provide employees with appropriate self-management strategies and escalation pathways.
- Manage nurse led OH clinics and referrals to OH medical services as appropriate.
- Identify health promotion priorities for employees and support self-care in line with best evidence. This will include the provision of educational and health promotion material, which is comprehensive, easy to understand and meets employee needs.
- Identify and communicate to all staff procedures/practices, which will ensure the implementation of Health and Safety / Occupational Health / Infection Prevention & Control Policies
- Incorporate International, National, HSE, local Policies and Guidelines for Nurses into department practices and standards
- Maintain an accurate and up to date database of OH matters on all employees in consultation with HR
- Protect the confidentiality of employee health matters, only disclosing necessary details to agreed heads of department/HR
- Undertake pre-employment screening for potential new staff

Indirect Care

- Lead in the development of operational plans for OH in the service.
- Identify and agree appropriate referral pathways for employees to OH.
- Participate in case review with OH physicians as required.
- Use a case management approach to employees with complex needs.
- Take a proactive role in the formulation and provision of evidence based PPPGs relating to OH Services.
- Ensure the service for employees within OH is in line with best practice guidelines - Safer Better Healthcare: Standards for OH Services (2017)
- Work closely with Infection Prevention Control CNS /QRS department / Senior Managers on the prevention and control of serious outbreaks within the organisation e.g. COVID / SARS / Pandemic Flu / Norovirus etc.
- Use basic counselling skills when supporting managers & employees. Liaise with the EAP, work collaboratively on the provisions of staff care in the aftermath of critical incidents.

2. Wellbeing

- Chair the well-being committee
- In collaboration with the Head of HR manage the wellbeing agenda across the organisation
- Organise events, information sessions, awareness programmes etc throughout the year under each of the health and wellbeing pillars
- Evaluate and issue reports on progress made on the wellbeing agenda to the head of HR

3. Advocacy

- Develop and support the concept of advocacy, particularly in relation to employee participation in decision

making, thereby enabling informed choice of treatment options.

- Respect and maintain the privacy, dignity and confidentiality of the employee.
- Proactively challenge any interaction which fails to deliver a quality service to employees.
- Liaise with QRS team and Moving & Handling Instructors on a regular basis to identify needs / problems in this area.
- Actively promote staff well-being as an integral part of the service
- Act as an advocate for general health needs of staff by communicating, negotiating and representing these to the Head of Human Resources.
- Develop and maintain links with the HSE workplace and wellbeing unit

4. Education & Training

- Maintain clinical competence in client management within OH nursing, keeping up to date with relevant research to ensure the implementation of evidence-based practice
- Provide the employee with appropriate information and other supportive interventions to increase their knowledge, skill and confidence in managing their condition
- Lead on the design, development and implementation of education programmes and resources for employees in relation to OH
- Lead on programmes designed to inform, educate, train and advise employees about health issues at work
- Promote health education programmes and provide guidance in the prevention of disease, e.g. smoking, healthy eating, alcohol, etc.
- Educate employees in the maintenance of physical and mental health and in safe work practices.
- Participate in health counselling and provide counselling services to employees on domestic, work or personal problems when sought. Referral to appropriate agencies where relevant.
- Participate in LauraLynn safety, hygiene and welfare activities.
- Co-ordinate and contribute to in-service training including induction, use of VDUs, ergonomic risk assessments, general health and safety, stress management, etc.
- Create exchange of learning opportunities within LauraLynn in relation to evidence based OH care delivery through journal clubs, conferences etc.
- Be responsible for addressing own continuing professional development needs.
- Oversee education / training programmes for all clinical groups within the service on prevention and first aid management of OBE's, e.g. Induction / Sharps Awareness Week etc.
- Work in collaboration with the QRS department to develop and manage OH maintenance programmes and to minimise risks associated with potential workplace hazards
- Evaluate own personal performance based on attainment of immediate and long-term goals with the Director of Nursing.
- Engage in Performance Achievement Review processes including personal development planning as appropriate.
- Provide support and supportive supervision to Clinical Nurse Managers and front-line staff where appropriate.
- Develop and maintain links with national and regional CNS networks to support the design, development and delivery of education programmes and PPPGs relating to OH.

5. Audit and Research

- Establish and maintain a register of clients within OH.
- Collate, analyse and appropriately present OH data. Identifying trends and recommendations for effective management decision making.

Commented [BC1]: Needs clarification are they linking in with QRS & MH team with problems around advocacy or advocating to the QRS & MH Team on problem regarding Manual Handling etc if so why just MH why not MAPA and other training

Commented [FB2R1]: @Lauri Cryan @Anne-Marie Carroll can you confirm?

Commented [LC3R1]: You need to go back to whoever included this bullet point. I suggest we keep it broad e.g. "Liaise with QRS and trainers on issues / needs as and when required".

- Identify, initiate and conduct nursing and OH audit; use the outcomes of audit to improve service provision.
- Identify, critically analyse, disseminate and integrate best evidence relating to care OH nursing into practice.
- Contribute to nursing research on all aspects of OH nursing.
- Contribute to service planning and budgetary processes through use of audit data and specialist knowledge.
- Monitor, access, utilise and disseminate current relevant research to advise and ensure the provision of informed evidence-based practice.
- Audit expected outcomes including evaluating audit results and research findings to identify areas for quality improvement in collaboration with HR/QRS/Department heads.

6. Consultant

- Provide leadership in clinical practice and act as a resource and role model for LauraLynn
- Generate and contribute to the development of clinical standards and guidelines and support implementation.
- Use specialist knowledge to support and enhance generalist nursing practice.
- Develop collaborative working relationships.
- Liaise with other health service providers in the development and on-going delivery of the National Programmes, e.g. OH Standards.
- Network with other CNS's in OH services and in related professional associations.
- Promote a culture that values respect, diversity and inclusion in the workplace.
- Formulate, implement and evaluate service plans and budgets in consultation with Head of HR/Director of Nursing.
- Produce biannual reports on OH activities
- Co-ordinate / be an active participant at meetings relating to OH matters within the Service and national agencies as appropriate
- Work with HR/line managers in the management of sick leave, fitness to work and safe return to work programmes
- Liaise with the QRS team and present relevant reports on occupational injuries to the Health and Safety Committee
- Ensure that General Data Protection Regulations (GDPR) are adhered to
- Liaise with outside agencies as required
- Produce performance data in line with departmental key performance indicators
- Participate on committees within the service as appropriate
- Use specialist knowledge to advise on nursing procedures and other committees as appropriate
- Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospice matters. Maintain all necessary clinical and administrative records and reporting arrangements.

FLEXIBLE WORKING

LauraLynn offers flexible working options to staff depending on the role and needs of the service and in line with the Flexible Working policy. Staff wishing to apply for flexible working should discuss their request with their manager in the first instance. Our policy can be accessed at the following link: [Flexible Working Policy.pdf \(lauralynn.ie\)](#).

PROFESSIONAL DEVELOPMENT AND MANDATORY TRAINING

Maintaining the necessary skills and knowledge is important in this role. This being the case the postholder must ensure their continuous development including abiding by any professional code of practice or ethical code applicable to the role. It is also incumbent on the postholder to ensure all mandatory training deemed necessary is up to date.

HEALTH AND SAFETY

In respect of Health and Safety these duties must be performed in accordance with LauraLynn's health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with LauraLynn policy as set out in the safety statement, which must be read and complied with.

QUALITY, RISK AND SAFETY RESPONSIBILITIES

It is the responsibility of all staff to:

- Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety.
- Participate and cooperate with LauraLynn quality, risk and safety initiatives as required.
- Participate and cooperate with internal and external evaluations of the organisation's structures, services and processes as required, including but not limited to, the national hygiene audit, national decontamination audit, health and safety audits and other audits specified by the HSE or other regulatory authorities.
- To initiate, support and implement quality improvement initiatives in their area which are in keeping with LauraLynn quality, risk and safety requirements.
- Maintain a clean and healthy environment for our service users, families, visitors and staff.
- Maintain a high standard of hygiene including personal hygiene as part of their role within the organisation.
- Attend infection control training yearly.

FLEXIBILITY:

This post requires 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 on occasion as and when required by their manager.

DIGNITY AND WELFARE OF SERVICE USERS:

As a health care provider all staff are expected to behave towards service users and their families in a caring, professional and responsible manner. In line with Children's First legislation and the Trust in Care policy it is the duty and responsibility of all employees of LauraLynn, including this post holder, to report any concerns for the

safety and welfare of service users to their line manager or head of department or to the Designated Liaison Person, which applicable.

DIGNITY AT WORK:

All members of staff at LauraLynn have a right to be treated with dignity and respect and to work in a safe environment which is free from all forms of bullying, sexual harassment and harassment. Thus, all staff, including this post holder, have a responsibility to help maintain such a working environment. All employees must comply with the national/LauraLynn Dignity at Work policy and ensure that their behaviour does not cause offence to fellow workers or any person with whom they come into contact during the course of their work.

CONFIDENTIALITY:

In the course of his/her employment, the person appointed may have access to or hear information concerning the medical or personal affairs of service users or staff or other health service business. Such records or information are strictly confidential and unless acting on instructions of an authorised officer on no account must information 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/destroyed in accordance with policy when no longer required.

DRESS CODE / UNIFORM:

Attire and personal appearance must, at all times, conform to a standard LauraLynn considers appropriate. Staff attached to certain departments may be required to wear a uniform or other protective clothing. Where applicable any such requirements as detailed by the immediate supervisor must be adhered to at all times.

QUALITY:

To ensure the provision of the highest possible quality of service to our service users, all employees at LauraLynn have a responsibility to ensure adherence to and participation in internal and external quality control and assurance programmes on an ongoing basis.

Note: This job description is an outline of current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. As the role develops in the organisation this job description may be reviewed in light of possible new structures and/or changing needs of the organisation.

TERMS AND CONDITIONS

TENURE:

This is a permanent contract of employment.

REMUNERATION:

Clinical Nurse Specialist full time gross salary scale €59,070 - €69,834 as of 01st June 2024. Pro rata 0.5WTE: €29,535 - €34,917

Please note that whilst this position is not HSE/public funded the salary is aligned to the national HSE pay scales. Payment is made on a monthly basis (last Thursday) by credit transfer.

HOURS:

18.75 hours per week, exclusive of unpaid rest breaks. Hybrid working arrangements are available at LauraLynn. This being the case consideration will be given to applying suitable working arrangements where appropriate.

ANNUAL LEAVE:

93.75 – 105 (12.5 – 14 days) working hours per annum.

PENSION SCHEME:

Membership of superannuation (pension) scheme is compulsory. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the determined pension scheme. Further information will be issued upon appointment to the role.

RETIREMENT AGE:

Retirement age will be determined by the superannuation scheme a new employee is aligned to. Further information will be issued upon appointment to the role.

HEALTH:

A candidate 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.

GARDA VETTING:

Arrangements have been introduced, on a national level, for the provision of Garda Clearance in respect of candidates for employment in areas of the Health Services, where it is envisaged that potential employees would have substantial access to children or vulnerable individuals. The successful candidate will be required to complete a Garda Vetting form prior to starting with LauraLynn.