



LauraLynn

IRELAND'S CHILDREN'S HOSPICE

PERSON SPECIFICATION

&

JOB DESCRIPTION

**Staff Nurse
Adult Disability Service**

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 LauraLynn Disability Services. All services are run from our main campus in Leopardstown, Dublin 18.

Our Hospice Service provides specialised palliative care to children with life-limiting conditions and support to their whole family. We also offer a range of bereavement care, supports and events.

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

LauraLynn is a learning organisation with a volunteer ethos, with highly trained volunteers supporting staff in all aspects of the organisation's service.

VISION

To make every day better for those in our care

MISSION

To provide a Community of Care that delivers:

- Evidence-based, personalised services to children with palliative care needs, complex care needs & complex disabilities and
- Related family support services and
- A home to our residents where quality of life is paramount

VALUES

- Compassion
- Collaboration
- Excellence

Benefits

- Strong sense of purpose and meaning
- Flexible working options
- Learning & development opportunities
- Generous annual leave
- Subsidised canteen
- Free car parking
- Bike to work scheme
- Active wellbeing supports including an inhouse occupational health department and a free 24/7/365 employee assistance programme (EAP) for staff and their immediate family members.

PERSON SPECIFICATION

JOB TITLE: Staff Nurse

Department: Adult Disability Service

Report to: CNM1

FACTOR	ESSENTIAL	DESIRABLE
EDUCATION & EXPERIENCE	<ul style="list-style-type: none"> • Newly qualified/pre-registration nurses • Registered with the Nursing & Midwifery Board of Ireland • RNID, RCN, RPN or RGN Qualification 	<ul style="list-style-type: none"> • Ideally will have at least one years' experience of working as a Staff Nurse within the area of intellectual disability. • Good understanding of intellectual disability, complex care needs & HIQA regulations. • A minimum of 1-year post qualification experience working in a disability setting.
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Experience of working within multi-disciplinary teams • Initiative and motivation • Ability to work independently • Communication and interpersonal skills • Problem-solving and decision-making skills • Planning, organisation and time management 	<ul style="list-style-type: none"> • Knowledge of organisational policies and procedures. • Full clean driving licence
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> • Good knowledge of the organisation and delivery of disability services and of recent studies, reviews, reports which are relevant to the work area • Working knowledge of information technology 	<ul style="list-style-type: none"> • Understanding of intellectual disability, complex care needs & HIQA regulations • Knowledge of social role valorisation and supporting individuals to live their best lives.

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DEVELOPMENT AND PERFORMANCE REVIEW

2 Months – Pre-performance assessment

4 Months – Performance assessment

FUNCTION

To ensure the provision of an excellent standard of support to the adult's living in the Disability Residential Service, that is consistent with the mission, vision, values and strategic plan of LauraLynn, Ireland's Children's Hospice.

In carrying out these duties confidentiality surrounding the adult must be maintained at all times.

DUTIES AND RESPONSIBILITIES

Main Areas of Responsibility:

1. Clinical Practice
2. Education/Professional Development
3. Research/Information Technology
4. Health and Safety
5. Quality, Risk & Safety Responsibility
6. Specific Responsibility for Best Practice in Hygiene

1. Clinical Practice

- To ensure the provision of excellent, evidence-based nursing care for adults with severe profound learning difficulties and accompanying physical disabilities.
- To be a Clinical expert within the speciality and to be a role model to other staff.
- Ensure that each adult is assessed and that their care is planned, implemented and evaluated in consultation with their Circle of Support and that this is accurately documented.
- Promote Person Centred Care and ensure the provision of a welcoming caring and safe environment for the adults.
- To act as an advocate for the adult ensuring the provision of appropriate information and support services.
- To communicate complex and sensitive information effectively to the adult, their families, and other staff, overcoming any barriers to understanding and providing support during distressing or emotional events.
- Develop and maintain the clinical skills and knowledge necessary to provide clinically effective, holistic, evidence based nursing care and support. This includes expanded role responsibilities, within the Scope of Professional Practice, following appropriate training.
- To be competent in the administration of medications and adhere to LauraLynn's Medication Policy at all times.
- Communicate effectively, promoting open and trusting relationships.

- To be aware of the uses, safety precautions and handling of equipment in the LauraLynn.
- Assist in the development and review of policies and standards for nursing practises and the safe use of equipment and any new equipment introduced to the LauraLynn.
- Ensure healthcare records are updated and documented routinely

2. Management

- To undertake delegated responsibility for the department in the absence of the Clinical Nurse Manager
- Attend and participate at team meetings/handovers/huddles, share information as appropriate.
- Adhere to best practise at all times
- Think laterally around obstacles and take corrective action to prevent and/or report on issues, in consultation with CNM.
- Support induction and monitoring of agency/relief staff.
- Ensure the provision of appropriate supervision and support to Post Graduate and Under Graduate Student Nurses.
- Support the provision of effective communication between all members of the multidisciplinary team, other departments, relatives and visitors.
- Ensure quality care is given, by being familiar with agreed Policies and Procedures.
- Assist in ensuring the safety of the department and the risk management process by actively participating in clinical audit, clinical risk and quality issues, including the managing and reporting of incidents.
- To ensure that all staff know where to access LauraLynn's policies and clinical procedure guidelines and that staff adhere to these at all times.
- Participate in events or publications that promote LauraLynn.
- Assist with ensuring compliance with HIQA National Standards for Residential Services for Children and Adults with Disabilities and the Health Act 2007 (Care and Support of Residents in Designated Centres for Persons (Children and Adults) with Disabilities) Regulations 2013 and other quality initiatives.
- Communication to families, staff teams and Clinical Teams

3. Educational/Professional Development

- To promote a progressive attitude to the continual improvement of care and support being provided to the adult through research and evidence-based practice.
- To actively assist in the education and practical training of Postgraduate and Undergraduate Student Nurses and Health Care Assistants at every opportunity, through formal and informal teaching to provide the mentorship/Preceptorship/teaching and assessing as required.
- Supervise and orientate staff new to the area.
- Maintain own professional development and mandatory training.
- Demonstrate a professional approach to work and act in accordance with The Nursing & Midwifery Board of Ireland's Professional Conduct at all times.
- To have the knowledge of and adhere to policy and professional standards. To ensure that team members do likewise.
- To maintain confidentiality surrounding the adult at all times.
- Ensure documentation is complete and up to date, in line with LauraLynn guidelines.
- To identify own learning needs and ensure own professional development is maintained by keeping up to date with practice developments. Participate in staff appraisal, staff development and in service training activities.

4. Research/Information Technology

- Be aware of new research with intellectual disability nursing and palliative care and apply evidence-based research finding to practice.
- Participate in research programmes.

- Identify and develop tools to provide ongoing audit of current practice.
- Ensure the most effective and efficient use of developments in information technology for both the delivery of care to the child and administrative support in a manner which integrates well with systems throughout the organisation.
- Participate in the collection, interpretation and presentation of data and information on the department's activities.

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 \(lauralynn.ie\)](https://lauralynn.ie/Flexible-Working-Policy.pdf).

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.

SPECIFIC RESPONSIBILITY FOR BEST PRACTICE IN HYGIENE

Hygiene in healthcare is defined as *“the practice that serves to keep people and the environment clean and prevent infection. It involves preserving ones health, preventing the spread of disease and recognising, evaluating and controlling health hazards”*.

- It is the responsibility of all staff to ensure compliance with LauraLynn hygiene standards, guidelines and practices.
- Department heads/managers have overall responsibility for best practice in hygiene in their area
- It is mandatory to attend infection control training yearly

The above job description is not intended to be a comprehensive list of duties and responsibilities 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 when in office. This job description may change in line with the changing needs and objectives of the organisation.

DIGNITY AND WELFARE OF PATIENTS:

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 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 patients to their line manager or head of department.

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.

HYGIENE:

Being a health institution hygiene plays a central role in maintaining a clean and healthy environment for our service users, families, visitors and staff. All employees of LauraLynn must always be mindful of their responsibility to maintain a high standard of hygiene including personal hygiene and as part of their role within the organisation.

HEALTH AND SAFETY:

LauraLynn is committed to providing a healthy and safe working environment for all staff. Each staff member has a legal obligation to carry out his/her duties in a safe and responsible manner in line with the policy as set out in the LauraLynn safety statement.

HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)

In order to reduce the risk of HCAIs, compliance with Infection Prevention and Control policies and the attendance at infection control training, are essential for all staff members. It is paramount that each staff member practice good hand hygiene techniques. Staff members have a responsibility to report any obstacles to maintaining high standards of Infection Control and hand hygiene to their line manager or Infection Control Team

QUALITY:

To ensure the provision of the highest possible quality of service to our patients, 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:

Full Time Salary Range, €35,419 to €53,318 per annum gross, **in line with June 1st 2024*. Payment is made on a monthly basis (last Thursday) by credit transfer.

HOURS:

37.5 hours per week.

ANNUAL LEAVE:

24 – 27 days, 180 – 202.5 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.