

SOUTH INFIRMARY-VICTORIA UNIVERSITY HOSPITAL
Old Blackrock Road, Cork



Job Description for the post of:

Staff Nurse – Pre-Admission Assessment Unit

Permanent Full-time - 39 hours per week

This document sets out the manner in which applications are accepted for the above post in addition to setting out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information.

Application Process:

4 copies of an up-to-date Curriculum Vitae (unbound) and 4 copies of a Cover Letter should be submitted to:

**The Human Resources Manager
South Infirmary-Victoria University Hospital
Old Blackrock Road
Cork**

The latest date for receipt of applications is:

1.00pm, Friday, 22nd June 2018

Please note successful candidates will be required to submit documentary evidence of all qualifications referred to on application when requested to do so post interview.

The South Infirmary -Victoria University Hospital is an equal opportunities employer

The South Infirmery-Victoria University Hospital

We at the South Infirmery-Victoria Hospital are committed to providing the highest quality service to all our patients in a friendly, safe and caring environment. We endeavour to provide an effective, efficient service in a timely manner with equal access for all our patients. We aim to provide individual patient centered care to each patient and their families and promote patient participation in their care. We encourage good interpersonal relationships. We promote staff and service development through education, motivation and encouragement. We are committed to providing an effective learning environment for future health service staff.

We are a 192 bed Voluntary Teaching Hospital affiliated to University College Cork and catering for approximately 38,500 discharges and 72,500 outpatients each year. We are part of the South/South West Hospital Group.

The Hospital is the Regional Centre for E.N.T. and Dermatology Services. The Hospital also plays a very prominent role in Endocrinology and Rheumatology services in the region. Services are continually developing and expanding at the Hospital.

The following medical disciplines are specialties in the Hospital:

- Anaesthesiology
- Combined Clinic in E.N.T. and Radiotherapy held at regular intervals
- Dermatology
- E.N.T. including an extensive Head & Neck service
- Endocrinology
- General Surgery
- Gynaecology
- Medical Oncology
- Ophthalmology
- Oral & Maxillofacial Surgery
- Orthopaedic Surgery
- Paediatrics - Consultation Service
- Pain Medicine
- Plastic Surgery
- Radiology
- Rheumatology

The SIVUH is primarily an elective hospital with a particular concentration on day surgery, short length of stay and day of surgery admission. There are 9 theatres in total in the complex; 4 General Theatres, 2 Orthopaedic Theatres, 1 Day Surgery, 1 Theatre in the Victoria Wing, and 1 Ophthalmology Theatre. In addition there is an Endoscopy Suite, Pain Management Procedure Rooms and a Minor Procedures Room.

The SIVUH has an extensive Day Surgery service including a Peri-operative Assessment Clinic which is supported by SIVUH Consultant Anaesthetist staff. In addition there is a Pre-Admission Assessment Unit.

Informal enquires

Can be directed to the relevant Head of Department / Line Manager

Our website is accessible on
www.sivuh.ie

Details of the Post

Title / Grade:

The title and grade of the post is Permanent Staff Nurse – Pre-Admission Assessment Unit.

Responsible To:

The post holder will be responsible to the Director of Nursing.

Report to:

The post holder will report to the Designated Line Manager.

Working Relationships:

Liaise with all Medical, Nursing, Health & Social Care professionals, Heads of Departments, Clerical/Administrative staff, other hospitals and services as required.

Qualifications:

A candidate must, on the latest date for receiving completed applications for the post:

- (i) Be appropriately registered in the General Division of the active register of nurses maintained by the Nursing and Midwifery Board of Ireland (NMBI) (Bord Altranais agus Cnaimhseachais na hEireann).
- (ii) Have 4 years post-registration clinical experience in medical and surgical nursing.
- (iii) Recent experience in a surgical environment
- (iv) Knowledge of the model of Care for Elective Surgery Pre-Admission Units
- (v) Evidence of on-going professional development
- (vi) Have knowledge and experience of research based practice
- (iii) I.T Skills/Experience
- (iv) Have experience of Resource Management
- (v) Have experience/knowledge of Risk Management

Desirable:

- (i) Third level qualification
- (ii) Experience in pre-assessment.
- (iii) Experience in audit
- (vii) Competence in phlebotomy and ECG.
- (viii) Experience in teaching and assessing

Note:

If being processed for appointment, **original documentation** will be sought for:

- (i) All qualification requirements for the post.
- (ii) Any additional qualification(s) that you may be awarded marks for at interview.

In the event that a number of years experience is required for a post, you will be requested to:

- (i) Provide documentary evidence that you possess same.

Character

A candidate for and any person holding the post must be of good character.

Health

A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirements as to health, the successful candidate, before being appointed, shall undergo a pre employment health assessment. The Medical Examination will be provided by the Hospital.

OVERALL PURPOSE OF THE POST

To assess the physical, social and psychological needs of patients and to plan quality and safe individual patient care in relation to elective admission accordingly.

To provide pre-operative, intra-operative and post-operative information to the appropriate persons, thus ensuring the patient's journey is as seamless as possible where cancellations of procedures are minimal and patient discharge is optimised.

To ensure delivery of high standards of care in accordance with up-to-date evidence based professional practice and SIVUH hospital policies.

In conjunction with the CNM2 general/Orthopaedic pre-assessment unit to produce monthly reports on activity.

MAIN DUTIES/RESPONSIBILITIES

Clinical Practice:

- To obtain a detailed history from patients in order to assess their suitability and fitness for surgery and anaesthesia according to local guidelines
- To order and perform diagnostic tests within set protocols e.g. NICE guidelines, IPC guidelines and PAAU PPPG
- To ensure all test results are available for day of surgery.
- To recognise the significance of any observation made and use them to highlight situations to the relevant disciplines any which may be detrimental to the health and well being of the patient.
- Refer patients who may need anaesthetic to an anaesthetist.
- Refer patient back to primary care or another healthcare professional to optimize the patients' medical condition prior to surgery if necessary.
- To provide patients and families with appropriate education/information/advice/guidance and support, thus enabling patients and families to understand their condition and participate in treatment plans, post-operative care and discharge process.
- Collaborate with the patient, their family, the interdisciplinary team & community resource providers, to facilitate appropriate planning and follow up care.
- Manage and promote community liaison, linking closely with GP Practices and Community nurses, Social Workers and other Nurse Specialists as required.
- Adopt a collaborative approach to patient assessment through the co-ordination of care and interventions provided by other members of the interdisciplinary team.
- Adhere to SIVUH protocols for the management of DNA's in pre-operative assessment.
- Manage all results that come to the department according to clinical need & action as required.
- Act as a Pre-assessment resource for Healthcare Professionals within the hospital.
- Foster an effective clinical learning environment.
- Participate in the development of effective safety procedures to comply with statutory obligations, in conjunction with relevant staff.
- Participate in the identification, development and delivery of education, training and development programmes for nursing and non-nursing staff.
- Contribute to the formulation, development and implementation of policies and procedures at area and hospital level.
- Engage in a continuous cycle of audit, implementation and evaluation.
- Contribute to the service review and development by gathering, populating, collating and reporting on data generated from Pre-

Admission activity.

- To ensure adequate patient education material is available and participate in the development of new material as required
- Consistent with hospital nursing policy use a framework and model of nursing to assess individual patient needs.
- Participate in the development of new clinical practices or .in accordance with evidence based practice.
- Participates in research in accordance with approved procedures as advised by the Director of Nursing.
Attends and participates in hospital meetings where appropriate.
- Demonstrate, through personal clinical competence, the value and efficiency of delivering care based on researched evidence of best practice.

DETAILS OF RESPONSIBILITY

OPERATIONAL AND STAFF MANAGEMENT

- Develop clinical leadership competencies.
- Implement a systematic method for the assessment of needs and ensure proper documentation of same.
- Liaise with .PAAU clerical staff to ensure that notes and relevant documentation are ready for the patient pre-operative assessment and subsequent admission.
- To occasionally take charge of the department over a period of duty if required.
- To ensure that all equipment and supplies used within the department are effectively and resourcefully stocked and maintained.
- To participate in departmental meetings as appropriate and provide feedback to team members as appropriate.
- Keep the CNM2 General/Orthopaedic pre-assessment informed of changes in circumstances that may affect the delivery of care.
- Support, supervise and coach nursing staff and other support staff in carrying out their allocated clinical duties to the required standard where required.
- Develop general department management skills and clinical expertise.

PERSONNEL

- Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice.
- Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services.
- Recognise and report behaviour that undermines equality under SIVUH hospital policy.
- Acknowledge others' different perspectives and recognise each member of the multi-disciplinary as equal and relevant.

EDUCATION, DEVELOPMENT/TRAINING

- To act as a knowledge resource and mentor for junior nursing staff and nursing students.
- To advise patients on the promotion of health and the prevention of illness and ill health.
- To maintain own personal & professional development, keeping personal professional portfolio up to date.
- Participate in the development of departmental orientation for staff within own department.
- Practice Nursing within the code set for the profession by Nursing and Midwifery Board of Ireland (NMBI).
- Conform to NMBI domains of competence.
- Comply with stated Hospital Policies and Procedures.
- Attendance at appropriate meetings/conferences

- Identify teaching/learning opportunities within the department.
- Ensure that the code of confidentiality is always upheld.
- Promote the role of the Preadmission Assessment Clinic services among appropriate health care professionals throughout the Hospital.
- Provide day-to-day guidance and instruction when appropriate to all staff caring for the patient.
- Participate in in-service and training programmes for staff in the Preadmission assessment of patients.
- Identify and contribute to the continual enhancement of learning opportunities in the area.
- Keep abreast of the current developments in the care and treatment of the Preadmission assessment of Patients.
- Promote and disseminate Preadmission Assessment research findings.

SAFETY, HEALTH, WELFARE and QUALITY CARE

- Maintain a working environment that enhances and promotes the health and safety of patients staff and visitors
- Working with the Orthopaedic/General pre-assessment CNM2 ensure risk assessments are relevant and appropriate
- Be responsible for maintaining a high quality service to patients. This will be achieved by continual professional development, adherence to National Service Frameworks and NICE and clinical guidance.
- Act as the patients advocate within the pre-operative setting.
- Respond to patients and relatives concerns at clinic level and refer on to Orthopaedic/General pre-assessment CNM2 as appropriate.
- To assist with regular audits of the service, ensuring actions identified are used to enhance and promote the service.
- Adhere to all hospital guidelines, policies & procedures and best practise. This includes Nursing, Infection Control guidelines, Hygiene and decontamination.
- To work in a manner with due care and attention to safety of self, patients, staff and other persons in the workplace with reference to the Health ,Safety at Work Act 2005.
- To report immediately to Line Managers/nominated persons, any accidents or incidents involving patients, staff and/or members of the public in line with hospital policy
- Maintain appropriate and accurate written records regarding patient care.
- Ensure that all hospital policies, procedures and guidelines for the Pre-Assessment of patients are developed, implemented, audited & results disseminated.
- Perform such other duties appropriate to the post as may be assigned from time to time by the Clinical Nurse Manager II, Assistant Director of Nursing, Director of Nursing, Chief Executive, or deputy on his/her behalf

Note:

The rate and pace of change in the health service is such that the post holder will be required to update their knowledge and skills to fit the changing requirements of the service. Therefore this job description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs as required.

The post holder will be required to be flexible in this position and must be prepared to undertake any other duties as may be assigned by the Head of Department/Line Manager dependent on service needs. Such duties can be outside the area of one's normal work and may be for other associated Departments as the Hospital may require.

PARTICULARS OF THE POST

1. Remuneration

Salary Scale: €28,768 to €45,248 (LSI) per annum.

Salary payment frequency will be monthly.

Incremental credit may be granted in respect of recognised experience.

Recognisable experience refers to “previous service in a similar grade in the Civil Service, Local Authority Service, Health Service and other public service bodies or agencies, in Ireland or abroad”. New employees wishing to claim incremental credit for previous employment/s must submit details (documentary evidence) within the first year of their employment, otherwise the Hospital will not be liable for retrospective payments. New employees experiencing difficulty with a previous employer in obtaining any letters/documentation in this regard should notify the Salaries & Wages Department as soon as possible within the first year of employment.

2. The post is permanent, whole-time and pensionable.

3. Annual Leave

Annual leave and public holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997 and in conjunction with Hospital policy and in compliance with national circulars governing leave. Public holidays are dealt with in accordance with the provisions of the Organisation of Working Time Act, 1997 as reflected in the Annual Leave and Public Holiday policy. The annual leave entitlement is 24 days per annum pro-rata.

Note: *0-5 years service: 24 days per annum*

5-10 years service: 25 days per annum

More than 10 years service: 27 days per annum (pro-rata)

4. Working Hours

Full-time hours are 39 hours per week. Flexibility in consideration of service needs is required. You will be required to work the agreed roster/ on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8 am to 8 pm over seven days to meet the requirements for extended day services as may be introduced by the hospital.

5. Superannuation

There are various Superannuation Schemes in operation. You will be a member of the scheme relevant to you based on your entry date to the public service and previous service if any. You will be issued with the relevant superannuation information directly from the Superannuation Section, Wages & Salaries Department in due course.

6. Probation

The appointment shall be made subject to the conditions that: The person appointed shall hold the appointment for a probationary period of 9 months which the South Infirmar-y-Victoria University Hospital may, in exceptional circumstances, extend by a maximum of 6 weeks. The specific reasons for the extension shall be made known in writing to the person appointed. Performance and conduct of the person appointed will be monitored on an on-going basis within the probationary period, with written reviews every 3 months, to determine suitability for continued employment. Termination of the appointment within or at the end of the probationary period will be at the sole discretion of the South Infirmar-y-Victoria University Hospital. At the end of a satisfactory probationary period, the South Infirmar-y-Victoria University Hospital shall certify that the Service has been satisfactory and confirm the appointment on a permanent basis.

7. Notice

When resigning, the post holder is required to give one month's notice in writing prior to resigning the post, or in default, to forfeit one month's amount of salary, to be deducted as liquidated damages from any remuneration due at the time of such resignation.

8. **Healthcare Insurance**
VHI / LAYA Healthcare Insurance details are available on the Intranet Human Resources page / HR General. Salary deduction for healthcare insurance can be facilitated for long term temporary (12 months or longer) or permanent employees only.
9. **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 patients and/or staff, or other health 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, patients or other health service 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 / destroyed in accordance with policy, when no longer required.
10. **Safety, Health & Welfare at Work**
The South Infirmery-Victoria University Hospital is committed to ensuring the safety, health and welfare of all employees. In line with the Safety, Health and Welfare at Work Act, 2005, a Safety Statement is provided by the Hospital and all staff must comply with Hospital safety regulations. The post holder has personal responsibility for Health and Safety in the workplace.
11. **Hospital Policies & Procedures (PPPGs)**
Details of the Hospital's policies and procedures, including the Grievance and Disciplinary Procedure will be issued to the post holder upon commencement of employment. All hospital policies and procedures are available on the intranet (hard copy can be accessed via the hospital library) and employees are obliged to read and familiarise themselves and adhere to same at all times. All new employees must complete satisfactory probation/performance monitoring period maximum 9 months prior to being eligible for any benefits under the hospital's sick pay scheme.
12. **Personal and Hospital Property**
Management does not accept responsibility for property lost, stolen or damaged on hospital premises, whether by fire, theft or otherwise. The right to search your person and/or property (including your motor vehicle) while on or departing from the premises is reserved by Management. Where you are found to be in unauthorised possession of articles which are the property of the hospital, the property of an employee, a patient, a visitor, a contractor or a client of the hospital, you may be liable to sanction up to and including dismissal and may also be prosecuted. A witness, i.e. union representative/colleague (whoever is available) may be present during any such search. Please note CCTV is in operation throughout the hospital.
13. **Garda Vetting**
Garda Vetting is sought for all South Infirmery-Victoria University Hospital employees, who may have significant interaction with children and/or vulnerable adults in the course of their duties, either while in the Hospital or in the community. This is done for the protection of these vulnerable groups. Garda Vetting will be sought for the successful candidate(s). Candidates must comply fully with this process. Failure to comply with this process or to provide false or misleading information will result in exclusion from the recruitment process.

This document sets out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information and is subject to review and amendment as required.

Staff Nurse – Pre-Admission Assessment Unit– June 2018

PERSON SPECIFICATION
Staff Nurse Pre-Admission Assessment Unit

Qualifications and Training	
Essential	Desirable
<ul style="list-style-type: none"> ◆ Be registered in the General Division of the live register of nurses maintained by Nursing and Midwifery Board of Ireland (NMBI) (Bord Altranais agus Cnaimhseachais na hEireann). ◆ Evidence on on-going Professional Development 	<ul style="list-style-type: none"> ◆ Third level qualification
Experience	
Essential	Desirable
<ul style="list-style-type: none"> ◆ 4 years post-registration clinical experience in medical and surgical/orthopaedic nursing. ◆ Knowledge of the model of Care for Elective Surgery Pre-Admission Units ◆ Knowledge and experience of evidence based practice 	<ul style="list-style-type: none"> ◆ Experience in pre-assessment. ◆ Evidence of involvement audit and quality cycle ◆ Experience in teaching and assessing ◆ Competence in phlebotomy and ECG
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> ◆ Ability to work with and motivate team ◆ Excellent written and verbal skills ◆ Experience/Awareness of Risk Management ◆ Infection control guidelines. Waste and Environmental management. 	<ul style="list-style-type: none"> ◆ Involvement in preparing and presenting written work / projects. ◆ Experience in audit and quality cycle
Aptitudes & Skills	
Essential	Desirable
<ul style="list-style-type: none"> ◆ Displays leadership skills ◆ Ability to work on own initiative 	<ul style="list-style-type: none"> ◆ IT skills ◆ Has managed change
Personal Qualities	
Essential	Desirable
<ul style="list-style-type: none"> ◆ Excellent communication skills ◆ Approachable ◆ Flexibility to respond to service needs and demands 	