# Role Profile

<table>
<thead>
<tr>
<th>Role Title</th>
<th>Staff Nurse Theatre</th>
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<tbody>
<tr>
<td><strong>Purpose of the Role</strong></td>
<td>The post holder works as part of the multi-disciplinary team, establishing and maintaining good working relationships aimed at delivering high standard of care. She/he is required to develop additional clinical skills pertinent to the specialty. The post holder is responsible for managing the care of patients and the needs of their families, ensuring that quality is maintained. He/She is expected to participate in appropriate education and research requirements.</td>
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<tr>
<td><strong>Department/Directorate</strong></td>
<td>O.R.I.A.N. Directorate.</td>
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<tr>
<td><strong>Reports to</strong></td>
<td>Clinical Nurse Manager II and Clinical Nurse Manager III Professionally accountable to Directorate Nurse Manager (ADON) and the Director of Nursing.</td>
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<tr>
<td><strong>Key Direct Reports</strong></td>
<td>Support Staff, Student Nurses as appropriate</td>
</tr>
<tr>
<td><strong>Grade</strong></td>
<td>Staff Nurse</td>
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<tr>
<td><strong>Salary Scale</strong></td>
<td>€30,234 - €43,800 – 10% reduction may apply as per Department of Health Circular 02/2011</td>
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<tr>
<td><strong>Job Reference Number</strong></td>
<td>14821/13</td>
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<tr>
<td><strong>Enquiries To:</strong></td>
<td>Ms. Mary O’Brien, Acting Theatre Manager CNM III, Tel: 01 – 4103509, 4162411, Bleep 765, E mail <a href="mailto:maobrien@stjames.ie">maobrien@stjames.ie</a></td>
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## Key Duties and Responsibilities

**CLINICAL RESPONSIBILITIES:**

1. To be accountable and responsible for own actions and know the content of the Scope of Practice for Nursing and Midwifery, Code of Professional Conduct, St. James's hospital policies, guidelines, competencies relevant to practice.
2. To provide nursing care to patients by the use of an individual system of care and working with nursing standards that have been agreed.
3. To keep the nurse in charge of the unit aware of any relevant changes, which occur.
4. To develop an understanding of the specialty and following an induction programme eventually be able to assist in all relevant procedures.
5. To promote and uphold nursing standards by identifying/recommending changes which will enhance the quality of care.
6. To interpret the significance of the patient’s clinical observations and record and plan desired changes in care with senior staff.
7. To maintain professional confidentiality and ensure that all clinical and legal documents are accurate and legible.

**MANAGERIAL:**

1. Monitors all complaints/incidents. Informs Theatre Manager on same to

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enable:

- a full investigation of same
- Counselling of staff as appropriate
- the possible instigation of measures to negate a re-occurrence
- constant evaluation of standards of patient care, and particularly nursing care with the department.

2. To maintain supervision of junior nursing staff during each span of duty, providing direction and supports as necessary.
3. To undertake management experience with the support of mentor or clinical nurse manager.
4. To adhere to hospital policies and maintain effective links with support services and other departments.
5. To assist with the development and maintenance of standards of care and quality Assurance programmes.
6. To maintain a sound working knowledge of emergency policies, including cardiac arrest protocol, fire emergency, control of infection policy, static electricity, explosion hazards, major disaster plan.
7. Ensures that all staff are aware of the Contingency Plans in the event of a Total loss of Power, Fire and Evacuation.

**PROFESSIONAL:**

1. To accept responsibility for own personal/professional development and be aware of current trends and strategies in nursing.
2. To manage the total nursing care of patients competently and be responsible for professional actions.
3. To display and uphold nursing standards and identify changes, which will enhance the quality of care.
4. To help develop a culture conducive to the establishment and maintenance of good staff morale.
5. To promote good industrial relations in accordance with personnel policies.

**EDUCATION AND RESEARCH:**

1. To promote a learning environment and encourage professional development.
2. To follow current developments in nursing which will increase professional knowledge and skills.
3. To identify potential areas for nursing research within specialty, which will benefit patient care.
4. To be aware of own learning needs and ensure that a learning programme is negotiated with mentor.
5. To attend appropriate study days/courses that will promote professional developments.
6. To participate in own performance review with the Theatre Superintendent.
7. To be able to teach and act as a Mentor (after appropriate training) to other nursing staff.
8. To participate in the revision of Policies/Guidelines/Competencies.

* The above Role Profile 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. This Role Profile will be subject to review in the light of changing circumstances.

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### Academic/Professional Qualifications and/or relevant Experience

**Required:**
- Registered General Nurse with An Bord Altranais or eligible to register with An Bord Altranais
- A minimum of six months experience in General Medical / Surgical Nursing in an acute hospital working in the clinical environment within the last 3 years

**Desirable:**
- Experience in Peri-operative Nursing.
- Post Graduate Qualification in Peri-operative Nursing

### Technical/Clinical Competencies

**Required:**
- Basic IT Experience
- Basic Life Support

**Desirable**
- N/A

### SJH Behavioural Competencies

<table>
<thead>
<tr>
<th>Competency</th>
<th>Level</th>
<th>Appropriate Descriptors</th>
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<tr>
<td><strong>Required</strong></td>
<td></td>
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| Professionalism                     | Level 1| - Understands their own Scope of Practice  
|                                    |       | - Understands the need to apply hospital and/or professional **standards, policies and procedures** to their area of practice |
| Communication                       | Level 1| - Clearly and confidently **articulates** ideas and opinions and their underlying rationale  
|                                    |       | - Draws on a variety of communication **methods** to fit situation/circumstances  
|                                    |       | - Listens openly, using questions to check for understanding/avoid **misinterpretation** |
| Quality Service                     | Level 1| - Is patient- and **customer-centred** at all times  
|                                    |       | - Is **flexible/adaptable** to meet unexpected demands |
| Team Player                         | Level 1| - Is tolerant of **diverse** values and beliefs  
|                                    |       | - **Considers** how one’s behaviour might impact others  
|                                    |       | - Knows when and where to ask for **help** |

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<tr>
<td><strong>Desirable</strong></td>
<td>Level 1</td>
<td>- Is receptive to <strong>constructive feedback</strong>;</td>
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and Development | acknowledges own limitations  
| |  
| | • **Learns quickly** and gets up to speed with new ideas or procedures  

## Proficiency in the English language

A level of proficiency in the English language, written and spoken, is a requirement of all roles within St. James’s Hospital. You will be required to self assess your proficiency level in the Standard Application Form. **In addition, your proficiency in spoken English will be assessed during the interview process appropriate to the role available.**

## Particulars of Office

1. The appointment to this post will be Temporary/Permanent, Full Time and Pensionable.  
2. Annual Leave allowance is 24 – 27 days per annum. **Please note that annual leave allowances may be amended in line with directives from the Department of Public Expenditure and Reform in accordance with the Standardisation of annual leave and related allowances in the public sector.**  
3. The person appointed must not give less than one months, in writing, of intention to resign.  
4. Normal working hours will be **39** hours per week.  
5. 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 8.00am - 8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.

## General Conditions

1. The Hospital Board will not be responsible for the loss or theft of personal belongings.  
2. Fire orders must be observed and staff must attend fire lectures annually.  
3. All accidents within the department must be reported immediately.  
4. In accordance with the “Safety, Health and Welfare at work act 1989”, all staff must comply with all safety regulations.  
5. In line with the Tobacco Regulations Act 1990 **Smoking** within the hospital buildings is **Not Permitted.**

## Infection Control & Hygiene

It is the responsibility of all staff across the hospital to ensure that infection control and hygiene standards are adhered to and maintained at all times.

## Confidentiality

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services 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 when no longer required.

## 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.

### Recruitment Process

- Approval to Hire (VAF process)
- Hiring Manager – Role Profile
- Advertising
- Application Process (Standard Application Form)
- Shortlisting of Candidates will be based on information provided in Standard Application Form
- Interview Process
- All applicants who move to the 2nd stage of the Selection process (i.e. post interview) will be subject to Reference Checking X 2, Self Declaration, Garda Clearance and Occupational Health Screening (Questionnaire)
- All external successful candidates who take up appointment will be required to attend a 1 week Mandatory Induction Programme.

### For External Applicants:

Staff Nurse Application Form available under Nursing Posts section of Careers webpage. Alternatively, please contact the Human Resources Directorate for an application form, Ph: 01 4162559 or Email: humanresources@stjames.ie.

### For Internal Applicants:

To apply for this position please log on to the internal Core E-Recruitment System on the Intranet.

*Panel may be formed from which future vacancies may be filled*

*St. James’s Hospital is an Equal Opportunities Employer*