Role Profile

<table>
<thead>
<tr>
<th>Role Title</th>
<th>Staff Nurse: GUIDE Clinic</th>
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<tbody>
<tr>
<td><strong>Purpose of the Role</strong></td>
<td>The successful candidate will work as part of the Multidisciplinary Team to deliver a high standard of care to patients with sexually transmitted infections and infectious diseases within the GUIDE clinic, St. James’s Hospital. The post holder is responsible for managing the care of patients in the Outpatient and Day Ward settings, ensuring the delivery of quality and safe care. She/he will be required to develop additional extended clinical skills relevant in this area of nursing.</td>
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<tr>
<td><strong>Department/Directorate</strong></td>
<td>Medical Directorate (Ambulatory Care Pillar)</td>
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<td><strong>Reports to</strong></td>
<td>Clinical Nurse Manager III Professionally accountable to the Director of Nursing.</td>
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<td><strong>Key Direct Reports</strong></td>
<td>Support Staff, student nurses as appropriate</td>
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<tr>
<td><strong>Grade</strong></td>
<td>Staff Nurse</td>
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<tr>
<td><strong>Salary Scale</strong></td>
<td>€27,483 - €43,800 (LSI x 1)</td>
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<tr>
<td><strong>Job Reference Number:</strong></td>
<td>34306/16</td>
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<tr>
<td><strong>Enquiries To:</strong></td>
<td>Bernadette Hand, CNM III, Phone:01 4103769, Email: <a href="mailto:bhand@stjames.ie">bhand@stjames.ie</a></td>
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<tr>
<td><strong>Closing Date:</strong></td>
<td>Sunday, 13th November 2016</td>
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**Key Duties and Responsibilities**

A staff nurse is a registered nurse who is involved in direct patient care with the responsibility of providing the highest standard of evidence based nursing care in partnership with other health care professionals.

- Their role is to promote health, prevent disease, and help patients cope with illness.
- Responsibilities include assessing, planning, delivering and evaluating highly specialised nursing care, using a holistic approach.
- When providing direct patient care, they observe, assess, and record symptoms responses, and progress.
- They also supervise and assess student nurses and other junior staff in the clinical area.
- The Registered nurse must adhere to Code of Professional practice and behaviours
- The nurse will provide assistance during procedures and examinations of a personal and intimate nature.
- Develop competence in providing information on health promotion and education to patients
- Maintain confidentiality relating to patients and their contacts.
- Develop skills such as venepuncture and smear test taking.
- Ensure that all patients are treated as individuals and due account taken of their health needs.
personal, cultural beliefs and doctrines.

- They must adhere to hospital policies and protocols in order to ensure a safe working environment.
- The above list is not exhaustible and may expand according to service requirements.

* 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.

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

**Required:**
- Registered General Nurse with The Nursing Midwifery Board of Ireland (NMBI), or eligible to register *
- Minimum of six months experience in medical/surgical nursing in an acute hospital setting within the past 4 years
- 1 year post registration experience in the acute hospital setting.
- 1 year experience in Infectious Diseases / STI Nursing.

* If you trained outside the EU or EEA, and English is not your first language or primary language of expression you will need to demonstrate that you have completed the International English Language Testing System (IELTS) Academic Test and achieved an overall score of 7.0. Please attach a copy of the IELTS test report with your completed application form.

**Desirable:**
- Relevant post registration course or experience
- Cervical Cytology Screening

### Technical/Clinical Competencies

**Required:**
N/A

**Desirable:**
- Basic IT skills
- Basic Life Support
- Teaching and assessing skills
- Venepuncture

### SJH Behavioural Competencies

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<tr>
<th>Competency</th>
<th>Required Level</th>
<th>Appropriate Descriptors</th>
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| Professionalism | 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 | 1 | * Clearly and confidently articulates ideas* |

The following "Descriptors" are a further clarification of the behaviour required. Candidates should use these descriptors as a "guide" when assessing their suitability for this role and also when preparing an example of where they have demonstrated this competency in the past for inclusion in the required Standard Application Form.
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**

| 1 | Is patient- and customer-centred at all times
|   | Is flexible/adaptable to meet unexpected demands

**Team Player**

| 1 | Is tolerant of diverse values and beliefs
|   | Considers how one’s behaviour might impact others
|   | Knows when and where to ask for help

**Continuous Learning and Development**

| 1 | Is receptive to constructive feedback; acknowledges own limitations
|   | Learns quickly and gets up to speed with new ideas or procedures

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**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.**

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**Particulars of Office**

1. The appointment will be **Full-Time, Permanent & 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 month’s notice**, 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
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)
- Short listing 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.

To apply for this position
The Application Form is available under Nursing Posts of Careers webpage. Alternatively, please contact the Human Resources Directorate for an application form, Phone: 01 4162559 or Email: humanresources@stjames.ie. Please note closing date Sunday, 13th November 2016 for receipt of completed application forms. C.V.s will not be accepted.

A panel may be formed from which future vacancies will be filled

St. James’s Hospital is an Equal Opportunities Employer