

ST JAMES'S
HOSPITAL



RELOCATION
WELCOME
PACK

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Welcome to St James's Hospital

ST JAMES'S
HOSPITAL



My name is Julie and I would like to take this opportunity to welcome you to St James's Hospital. I am the Relocation Liaison Officer for St James's Hospital which means I am here to help and support you through many aspects of your relocation to Dublin.

Relocating can be a very challenging experience so we want to support you in any way we can.

In this booklet you will find some valuable information to help with your relocation.

I look forward to meeting you when you arrive. Please do not hesitate to contact me should you have any questions or concerns on relocationliaisonsupport@stjames.ie

Many thanks,

Julie Connaughton
Relocation Liaison Officer
Human Resources
St James's Hospital
James Street
Dublin 8
Telephone: +353 1 4151136

Contact us

Main Switch - 014103000

Human Resources - 014102559

humanresources@stjames.ie

Nurse Jobs – nursejobs@stjames.ie

Careers – careers@stjames.ie

NCHD recruitment – medicalmanpower@stjames.ie

The benefits of working in St James's Hospital



Professional development



Education and development



Promotional opportunities



Staff Recognition Awards



Staff Wellbeing Programme



Flexible working arrangements



Pension Scheme



Free onsite parking



Subsidised staff restaurant



Cycle to Work Scheme



Tax saver commuter tickets



Onsite banking facilities



Health Services Credit union



Easy links to public transport and train stations



20 minute walk to city centre



Relocation package

We offer a generous relocation package for staff who relocate to Ireland, which you may qualify for following the commencement of your employment with us.

[Click here](#) for more information.

**Sending many
“good luck” wishes
to you! Now, go on
and wow everyone.**



Arriving in Dublin

Travel options to and from Dublin Airport



From Dublin Airport

When you arrive at Dublin Airport you can avail of a few different transfer options. Click on the transport links below to plan your journey from Dublin Airport to Dublin City Centre.

[Click here](#) to plan your journey from Dublin Airport.



Taxis

A taxi is another travel option from Dublin Airport. Taxis in Ireland are regular cars with a TAXI sign on the roof. You can locate the taxi rank outside of the Arrivals area. The cost of a taxi is considerably more than travelling by bus. For information on the cost of a taxi, [Click here](#).



Airport Bus

The Dublin Express Bus, number 782, is the most straightforward bus to travel into the city centre from Dublin Airport. The bus stops at Heuston Train Station, which is the closest stop on this route to St James's Hospital and the surrounding area. It is approximately a 15-minute walk to/from St James Hospital to Heuston Station. This bus will continue to Dublin City Centre where you can connect with Dublin Bus for other locations in Dublin and the Greater Dublin area.

[Click here](#) for more information.



Travelling by train to Dublin

If you are travelling to Dublin by train, you might arrive at Heuston Station or Connolly Station. For train information, [Click here](#).



Travelling by bus to Dublin

If you are travelling to Dublin by bus, [Click here](#) for more information for timetable and fare information.



Dublin Bus

Dublin Bus is Dublin's public bus service. For information on Dublin Bus routes around Dublin City and suburbs, [Click here](#).



Prepaid travel cards

The easiest way to pay for public transport throughout Dublin is by using a prepaid travel card known as a 'TFI Leap Card'. This travel card can be used on buses, Luas trams, trains and DART services. [Click here](#) for more information.



Immediate short-term accommodation

Before your arrival in Dublin, you might need to arrange immediate short-term accommodation for yourself. I have provided a list of options below including hotels, student accommodation, hostels and host families. If you are travelling with a fellow colleague, perhaps you can share a room together and lessen the cost for both of you?



Bed and Breakfast accommodation

Name: Ethan House

Address: 531 South Circular Road, Dublin 8

Contact: Richard (+353) 85 8337801



Hotels

- Premier Inn, Temple Bar, Dublin City Centre
Premier Inn, The Liberties
[Click here](#) for more information.
- Camden Street Hotel, 84/87 Lower Camden Street, Dublin 2
[Click here](#) for more information.
- Maldron Hotel Kevin Street, Portobello, Dublin 8
[Click here](#) for more information.



Student accommodation units

- Destiny Student Accommodation, 8-10 New Mill, The Liberties, Dublin 8. (Very close to St James's Hospital)
[Click here](#) for more information.
- Stay Altido – Highlight Student Accommodation., Thomas Street, Dublin 8 (Ten-minute walk to St James's Hospital)
[Click here](#) for more information.



Hostels

Please [Click here](#) to book any of the following hostels:

- Ashfield Hostel, 19/20 D'Olier Street, Dublin 2, Eircode D02K129
- Abigail's Hostel, 7-9 Aston Quay, Dublin 2. D02DX56 Approx.
- Booking.com

[Click here](#) will show you the availability of plenty of short-term accommodation options.



Host families and rooms for rent

- www.roomforrent.ie
[Click here](#) for more information.
- www.hostfamilydublinireland.ie
[Click here](#) for more information.
- www.dublinhostfamilies.com
[Click here](#) for more information.



Long-term accommodation resources

For long-term rental options, it is recommended you use *daft.ie* and *MyHome.ie* as these are the most reputable sites for rental accommodation.



[Daft.ie](#) is the main hub for rental properties in Ireland, where you can search for any type of accommodation. The easiest way to search when you are not familiar with the location, names or postcodes in Dublin would be to search using the 'map' function on the website. This will show you where on the map accommodation is available and the distance to work and amenities you are interested in. Depending on your budget and if you are on your own, you can choose to rent a full property or a shared property.

Shared property

A shared property would mean a bedroom in a shared apartment or house.

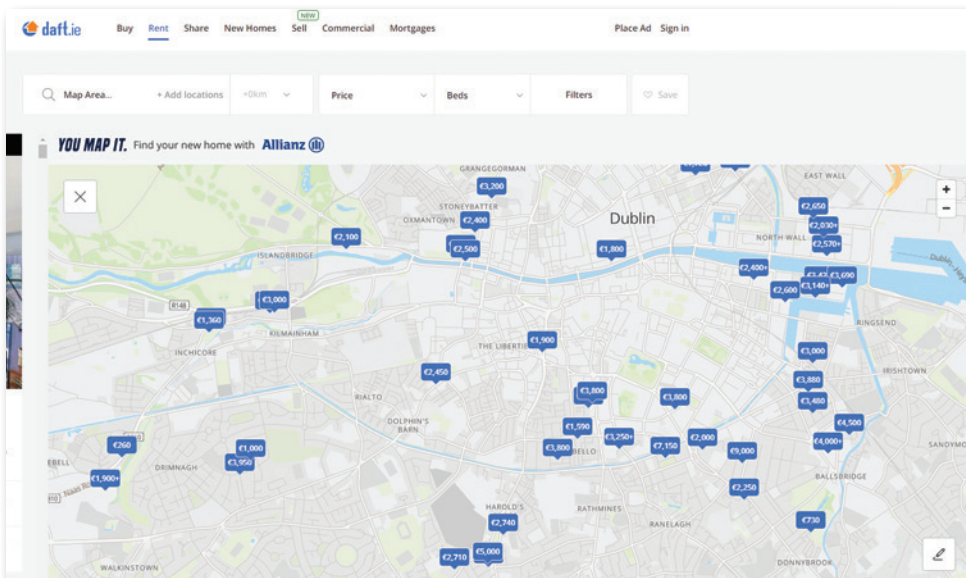
Shared accommodation is a very popular

and cost-effective option. [Click here](#) for more information.

**Please take note of the property 'availability' when you find a property or room you are interested in. Is it available for one year or only six months? This is important to check!

Search by map

On the map, zoom in to Dublin City and continue zooming so you can see the proximity of the accommodation to St James's Hospital. This will give you a better opportunity to see where the accommodation is based and will allow you to plan your commute from a property. Daft.ie allows you to see the rent amount on the 'location pins', which is a great guide also.





Myhome.ie works in the same way as Daft.ie. You can search by location, budget or property type.

Shared accommodation is also available on myhome.ie, [Click here](#) for more information.



On the map, zoom in to Dublin City and continue zooming so you can see the proximity of the accommodation to St James's Hospital. This will give you a better opportunity to see where the accommodation is based and will allow you to plan your commute from a property.

Dublin 8

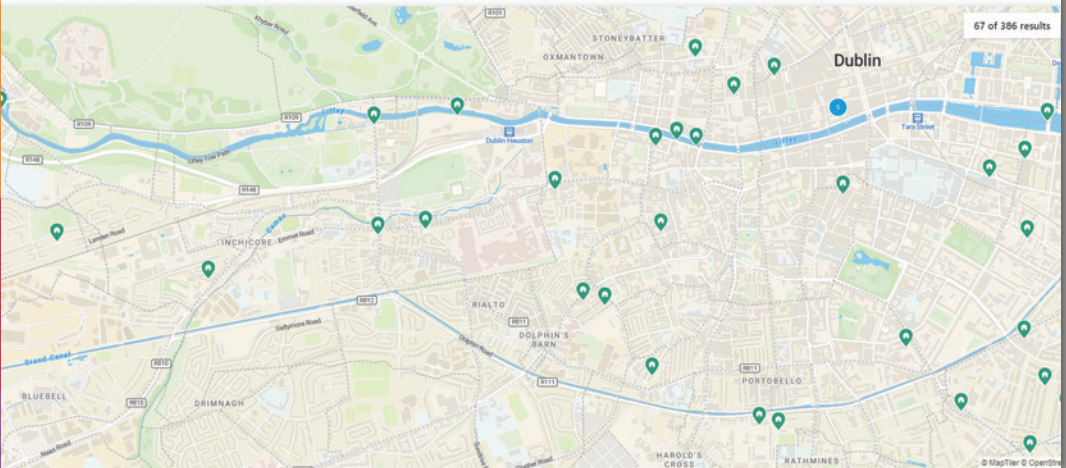
13pp Areas

Max Price

Min Beds

Search

67 of 386 results



Hospital platforms



St James's Hospital Intranet

When you start in St James's Hospital you will have access to the hospital's internal website for hospital staff, the *staff intranet*. The intranet is a very useful in-house resource for information, news and updates for staff.

Staff regularly advertise properties or rooms to rent here, so it is worth checking regularly.



On-campus notice boards

There are notice boards located around the hospital. Many staff members advertise rooms to rent on the boards, especially in ward break rooms and on corridors.



Talk to people

Talk to your new colleagues. They might have a room to rent or know someone who does. It's also a great way to get to know people.

What to consider when searching for a long-term property

Budget

- How much rent can you afford to pay?
- Will your rent be paid weekly, fortnightly or monthly?
- Allow a budget for utilities, transport and living expenses.

Location

- What area of Dublin would you like to live in?
- How close is it to the hospital?
- What amenities are there in the area?
- Do you know people in this area and is it safe and secure?
- If you have family, do you need to consider schools in the area?

Transport

- What type of transport is available to you and how frequent is the transport?
- Is it best to travel by car, bus, Luas, train or cycling? Is there parking for a car or a bike shed?
- Beware of properties that are low on rent but high on commuting costs. Consider your options.

Property type

- Are you looking for one or two bedrooms or more?
- Does your accommodation need to be furnished or unfurnished?
- Are you looking to share with some friends?
- Would you like to rent a room-only in a property?

Breakdown of the rent

- What is included in the rent? Examples are; refuse bin costs, utilities, TV licence and car parking.

Amenities

- Is the location convenient for you?
- Are there any local shops, parks, playgrounds, restaurants or sports facilities?

Deposit

- How much is the deposit? (always get a receipt!)
- Who holds the deposit? Is it the landlord or the letting agent?

Lease Agreement

- Do you need to sign a fixed-term lease?
- If house sharing; are you jointly and severally liable for rent and bills with other tenants?

About the Letting

Please note the below is a list of documents you may need to have ready to apply for a property.



Documents you may need to secure a property

- Details of employment – your work contract.
- A reference from a previous landlord, where possible.
- A copy of a bank statement showing that you have funds to support yourself.
- A copy of your passport
- PPS (Personal Public Service) number
- A deposit and the first month's rent. A deposit value is usually the same amount as a full month's rent, but check this with the agent or landlord.

Important

It is important to check who the property is being rented by. Is it being rented out by the property owner (landlord) or through a *letting agency*?

Questions to ask:

- Who do you contact if issues arise?
- Who manages the property, the landlord or the agency?
- Who is receiving the rent?
- What type of lease is in place? Ensure you have a copy of the lease.

There are two organizations in Ireland to support tenants and landlords when renting.

Should any issues arise during a tenancy or you have any concerns or questions you can contact the following agencies. Both organizations are in place to help landlord and tenants with any concerns or issues

The Residential Tenancy Board (RTB) is a government agency designed to liaise with tenants and landlords should any issue arise during a tenancy. Issues relating to rent increases, tenancy agreements, and landlord and tenant obligations are all addressed on their website: [Click here](#) for more information.

Threshold supports tenants with housing problems and offers free advice. [Click here](#) for more information.

Citizens Information

Citizen Information – Here you will find indebt information on renting and your rights and what questions to ask. [Click here](#) for more information.



Setting up your new residence

Once you have secured a property you will more than likely need to buy some basic household essentials which are not included in the property, for example: Bedding, towels and some crockery etc. Below is a link to a guide for shopping centres in Dublin [Click here](#) for information on shopping centres in Dublin.



Navigating the postcodes of Dublin

Dublin is divided into postcodes and each postcode has a number of locations within it. I have listed the areas within each post code for you to be aware of when you are navigating the rental market and community. [Click here](#) for a full list of Dublin postcodes. Dublin city is divided by the River Liffey. All areas north of the River Liffey have an uneven numbered postcode, and all of the areas south of the River Liffey have an even numbered postcode.

Dublin 8

- James Street (St James's Hospital)
- Thomas Street
- Rialto
- Kilmainham
- The Coombe
- Inchicore
- Portobello
- Island Bridge
- South Circular Road (SCR)
- Dolphin's Barn

Dublin 12

- Drimnagh
- Bluebell
- Crumlin
- Walkinstown

Dublin 6W

- Terenure
- Templeogue
- Harold's Cross
- Kimmage

Dublin 16

- Knocklyon
- Templeogue
- Rathfarnham

Dublin 14

- Clonskeagh
- Dundrum
- Churchtown
- Goatstown
- Windy Arbour

Dublin 24

- Tallaght
- Firhouse
- Old Bawn
- Citywest

Greater Dublin

- Lucan
- Adamstown

Dublin 1

- City Centre
- Amiens Street
- O'Connell Street
- Parnell Street
- North Wall

Dublin 3

- Marino
- East Wall
- Fairview

Dublin 11

- Finglas
- Ballymun
- Glasnevin

Dublin 13

- Baldoyle
- Donaghmede
- Clongriffin

Dublin 15

- Blanchardstown/Coolmine
- Castleknock/Ongar
- Ashtown



Travel options to St James's Hospital

Bus

The hospital is easily accessible by Dublin Bus. The 123 bus comes directly into the campus and serves from the northside of the city to the southside (Marino to Walkinstown).

The Dublin Bus website can assist you with further information on the bus service for all areas of Dublin. [Click here](#) for more information or Live Departures | Transport for Ireland for live bus times [Click here](#)

Train and Luas

The Train and Luas are a good option if you are living further out of the city centre towards the suburbs and Greater Dublin area.

Luas Red Line

This Luas line services the campus directly with two stops at Fatima and St James's Hospital. It also serves Heuston Station, Connolly Station and Busáras regularly. Heuston and Connolly Stations provide commuter access to DART and Intercity rail lines.

Luas Green Line

The Luas Green Line does not access the campus directly but it connects with the Red Luas Line in the city centre. [Click here](#) for more information.

Train

Heuston and Connolly Train Stations offer access to commuter and intercity rail services. Heuston Station is located close to St James's Hospital and both stations can be accessed via the Luas Red Line. [Click here](#) for more information.

Staff car parking

Car parking in the hospital is managed by Park Rite. Their customer service desk is located in the underground car park. If you need to call them, dial (01) 410 3864 or using a phone in the hospital, dial extension 3864.

There is limited onsite parking available for staff and spaces are available on a 'first come first served' basis. Staff are obliged to use the underground car park between 6pm and 9am and parking here is free of charge during these hours only. All staff looking to avail of the onsite or offsite parking must display a valid staff parking permit. To apply for a permit, you will need a St James's Hospital staff number. Applications are made on the intranet under *Hospital Forms*.

Offsite parking for staff

- You must display your valid staff parking permit to park at any of the offsite car parks. Parking here is free, however, failure to display your valid permit could result in your vehicle being clamped, for which you will need to pay a release fee.
- The mortuary car park is located beside the St James's Hospital Luas stop and operates from 6am - 9.30pm, Monday to Friday.
- The staff car park at the Royal Hospital Kilmainham operates from 7am - 10pm, Monday to Friday. A courtesy bus operates every ten minutes during peak hours, Monday to Friday. The car park is a ten-minute walk from the hospital.
- Thomas Street Car Park operates from 7am - 10pm, Monday to Friday and is a ten to 15-minute walk to the hospital. A courtesy bus operates Monday to Friday every ten minutes during peak hours. Parking permits must be displayed.
- The Good Counsel Liffey Gaels GAA & Camogie Club, located on Davitt Road in Drimnagh and immediately adjacent to the Suir Road Luas Stop, offers St James's Hospital staff parking for an annual fee. For more information, contact the Security Department.
- Emergency on-call parking, i.e.: if you are called into the hospital from outside, is available to use, however, a valid staff parking permit must be displayed.

Smart Travel Incentives

The Smart Travel Office is here to assist staff commute to work in a more convenient, efficient and economical manner. Some of the services provided by Smart Travel are:

Taxsaver Scheme

A Taxsaver ticket offers you a convenient way to commute to work. This ticket can save you 28.5% or 52% off the cost of a monthly or annual commuter ticket for bus, rail and Luas services. The cost of the tickets is deducted on a fortnightly basis via your salary sacrifice arrangement.

For more information on the Taxsaver scheme and transport options, see the Smartertravel section on the staff intranet or [Click here](#) for more information.

Cycle to Work Scheme

The Cycle to Work scheme allows employees to ease the cost of buying a bike and bike accessories. You can purchase a bike and accessories up to the value of €1,250 or €1,500 for an electric bike (e-bike), while saving up 52% of the cost. For more information, you can visit the Smartertravel section on the intranet or email Smartertravel@stjames.ie

Bike repairs

The hospital offers a monthly Cycle Clinic, a free bicycle repair service which is available to hospital staff and takes place on the second Thursday of the month. The clinic is located at the main concourse entrance from 9am to 5pm.

To avail of this service, you must book in advance, by emailing info@cycleclinic.ie

eBikes Scheme

Staff have access to a fleet of e-bikes via a company called Bleeper. The e-bikes can be used to travel between sites or to trial if you are thinking of purchasing an electric bike.

You can find more information on the eBike scheme on the intranet under Smartertravel, or contact Barry McKenna on extension 4254 or email bmckenna@stjames.ie

Cycling to work

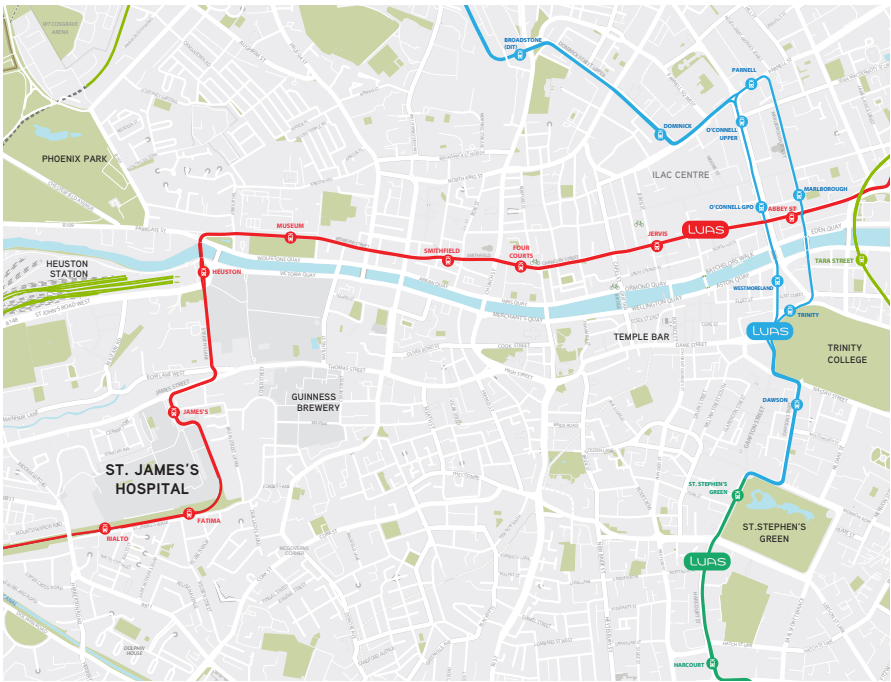
There are a number of secure bike parking facilities located around the hospital. Your staff ID will allow you access:

- Central Cycle Hub, outside the hospital's main entrance
- Back of Hospital 1
- Hospital 5, MISA entrance
- Opposite the Central Pathology Laboratory (CPL)
- Hospital 4 courtyard
- Back of Hospital 4, opposite the Robert Mayne Day Hospital

Please ensure your bike is securely locked at all times.



smartertravel >>>
>>> St James's Hospital



Professional registrations



Nursing and Midwifery Board of Ireland (NMBI)

[Click here](#) for more information.

CORU

CORU is Ireland's multi-profession health regulator.

[Click here](#) for more information.

The Pharmacy Regulator

The Pharmaceutical Society of Ireland (PSI) is a public body established in law to protect the health, safety and wellbeing of patients and the public by regulating pharmacists and pharmacies in Ireland.

As the pharmacy regulator, PSI sets the standard for pharmacists' education and training in Ireland and creates the standards and supports to promote good professional practice in pharmacy.

[Click here](#) for more information.

Visa, Work Permits & Revenue

Work permits and Visas

It is important to understand how to apply for any necessary work permits or visa's to in order to work in Ireland. [Click here](#) for more information.



Personal Public Service Number

Your PPS Number is a unique number to you which allows you access to social welfare benefits, public service information in Ireland. You will need this number to register with the Revenue Commissioners. PPS numbers are issued by the Department of Social Protection (DSP). You can apply for a PPS number on MyGovID Portal below.

How to apply for a PPSN

[Click here](#) for more information.

Banking

When you arrive in Ireland, you will need to set up an Irish bank account. Below are some recommended options for banking in Ireland.



AIB

Download the AIB app to your phone and follow the instructions. Our Human Resources Department (HR) will have given you full instructions on how to arrange this. [Click here](#) for more information.



Bank of Ireland -

[Click here](#) for more information on how to open a current account online.



Health Services Staffs Credit Union

The Health Services Staffs Credit Union (HSSCU) is a non-profit agency and is owned and controlled by its members. They provide free online banking and a mobile banking app. They have an array of accounts including; current accounts, insurances, savings accounts and more. [Click here](#) for more information.



Hospital information

Occupational Health Department

Occupational Health is aimed at promoting physical and psychological wellbeing and preventing illness and injury arising from work activity. Occupational Health is not a GP service and should only be accessed for work-related issues and injuries.

Please ensure you return your Occupational Health Pre-Employment Medical (PEM) Form to occhealthadmin@stjames.ie as soon as possible.

Please also ensure that you have your provided immunisation history information from your previous employer, particularly your varicella (chickenpox) immunisation history (vaccination or blood test history).

All vaccination or immunisation history documents must have your name and date of birth on each result page. Any delay in submitting results may affect your employment start date.

Contacts for the Occupational Health team:
occhealthnurses@stjames.ie
occhealthadmin@stjames.ie

Uniforms

Uniforms are to be purchased at your own expense. If your role requires you to wear a uniform, you can contact the suppliers below. The required standard uniform for a staff nurse is as follows:

- Navy trousers
- Light blue tunic with a navy trim (any design)
- Black shoes/ footwear

Suppliers list:

Medco – [Click here](#) for more information.

Diamond Designs – [Click here](#) for more information.

Phillips Work Wear – [Click here](#) for more information.

Laceys - [Click here](#) for more information.

Leddys uniforms – [Click here](#) for more information.

Scrubs

For theatre/ endoscopy/ the Intensive Care Unit (ICU) or the Coronary Care Unit (CCU), scrubs will be provided by the hospital. You can access scrubs by using your swipe card at the scrubs machines. You will also need to register with sjhscrubs@celticlinen.ie. Please enter your full name, occupation, department, preferred size and the number on the back of your swipe card.



Onsite facilities

Shower and changing facilities

The staff shower and changing facilities, known as 'Central Change', are located on the lower ground level of the hospital. There are male and female facilities including shower rooms and lockers. On rainy days there is a drying room for wet garments. For more information and to enquire about a locker please contact Sharon Weston at sweston@stjames.ie or Carol Dolan at cdolan@stjames.ie.

Staff Restaurant

The hospital has a staff canteen called The Orchard Restaurant which is subsidised by the hospital. Payment can only be made with your staff ID card and via an app called 'Upay'. Cash or bank cards are not accepted inside the canteen. For more information, please see the Staff Restaurant section on the intranet. [Click here](#) for more information.

Public cafés and restaurants

Café Kylemore and Quiznos are located on the top floor of the main hospital concourse. There are also several coffee shops located throughout the hospital; in the MISA building and Hospitals 1 and 2, as well as in the main concourse.

Camino Rest

The Camino Rest is a non-denominational space, located just off the hospital's concourse and is designed to support the spiritual wellbeing of patients, visitors and staff.

Open to all religions and belonging to everyone, the space can accommodate a wide variety of spiritual and faith-based practices.

Londis

Londis is a convenience shop and is located on the ground floor of the main hospital concourse. Opening hours are 7am – 10pm, Monday to Sunday.

Pharmacy

A late-night Pharmacy is located on the top floor of the main hospital concourse.

Opening hours are:

8am – 8pm, Monday to Friday

10am – 6pm, Saturday

11am – 6pm, Sunday

Banking services

A Bank of Ireland branch is located on the top floor of the main hospital concourse. There are cash machines (ATMs) located on the ground floor of the concourse beside the post box and in the Londis shop.



Miscellaneous



GP and doctor services

It is recommended you register with a GP in your area. However, should you need to see a GP or require medical assistance before you get to register with a doctor, you attend any of the below walk-in clinics:

Jervis Medical, Dublin City Centre, Dublin 1.
01 8735959

[Click here](#) for more information.

Talbot Medical, Dublin City Centre, Dublin 1.
018727087

[Click here](#) for more information.

Jubilee Medical, Dublin City Centre, Dublin 1.
087 7418330

[Click here](#) for more information.

Dame Street Medical, Dublin City Centre,
Dublin 2. 01 6790754

[Click here](#) for more information.

Clare Street Medical, Dublin City Centre,
Dublin 2. 01 6624044

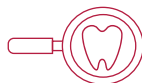
[Click here](#) for more information.

Park West Medical, Dublin 12.
01 6204399

[Click here](#) for more information.

To find a GP to register with, the HSE has a list of registered GP practices on its website.

[Click here](#) for more information.



Dental Services

Harcourt Dental, Dublin 2.
01 4751313

[Click here](#) for more information.

To find a dentist to register with a dentist,
[Click here](#) for more information.

Communities and groups

Moving to Ireland is a big step. International Citizens is a great website for access to information on living in Ireland. [Click here](#) for more information.



Well Being

Dublin Live is a very useful website and has an array of information on living in Dublin and how to get settled. [Click here](#) for more information.



Local Attractions:

St James's Hospital has the advantage of being close to many recreational attractions: Kilmainham Gaol
[Click here](#) for more information.

Dublin Zoo
[Click here](#) for more information.

Phoenix park
[Click here](#) for more information.

Guinness Store House
[Click here](#) for more information.

Jameson Brewery
[Click here](#) for more information.



Siilo is the official secure messaging application for St James's Hospital. It is designed especially for healthcare professionals to share information, in real time, in a secure encrypted environment. This is the only messaging platform allowed for staff to share hospital or patient information. For information on how to install the app and register to the St James's Hospital network, [Click here](#) for more information.

Useful websites

Hospital Website

www.stjames.ie

Public Transport Information

www.transportforireland.ie

Accommodation and Letting Information

www.daft.ie

www.myhome.ie

Tenants and Landlords rights and obligations

www.rtb.ie

www.threshold.ie

www.citizensinformation.ie

Smart Travel Tax incentive information

www.taxsaver.ie

Professional Registration Websites

www.nmbi.ie

www.coru.ie

www.thepsi.ie

Revenue and Visa registration
information

www.mygovid.ie

www.enterprise.gov.ie

Banking information

www.boj.ie

www.aib.ie

www.hsscu.ie



News

Why not follow St James's Hospital on our social media platforms?



facebook.com/StJamessHospitalDublin



[@stjamesdublin](https://twitter.com/stjamesdublin)



linkedin.com/company/stjamesshospitaldublin

Contact us

Main Switch - 014103000

Human Resources - 014102559

humanresources@stjames.ie

Nurse Jobs – nursejobs@stjames.ie

Careers – careers@stjames.ie

NCHD recruitment – medicalmanpower@stjames.ie

www.stjames.ie

**ST JAMES'S
HOSPITAL**

