

## **Staff Nurse – All areas**

Tallaght University Hospital (TUH) is one of Ireland's largest acute teaching hospitals, adult, psychiatric and age-related healthcare on one site. The Hospital has 450 adult beds with over 4,000 people on staff and more than 60 different nationalities represented. The Hospital is a provider of local, regional and national specialties. It is a designated trauma unit incorporating the National Pelvic and Acetabular Unit, a regional Urology Centre and the second largest provider of renal dialysis services in the country.

One of the two main academic teaching hospitals of Trinity College Dublin - TUH specialise in the training and professional development of staff in areas such as Medicine, Nursing, Health and Social Care Professionals. TUH is part of the Dublin Midlands Hospital Group which serves a population of over 1.2 million across seven counties.

The Hospital is an exciting and dynamic place to work, in the midst of implementing a new hospital strategy, the team have already delivered on the opening of a new Renal Dialysis unit, Reeves Day Surgery Centre, a step down facility in the community, a new ICU and the development of a supraregional Endometriosis Service. It is an exciting time to join the TUH team and one of Ireland's main teaching hospitals with so many plans to enhance patient care. The Hospital believes in investing in their team and offers excellent education and research opportunities.

The Hospital is a public, voluntary teaching hospital funded by the Health Service Executive, It opened on June 21st 1998 bringing together over 600 years of medical and nursing care and education from the Adelaide, Meath and National Children's Hospitals.

A key aim is to improve access to our services. The strategy includes a combination of care pathway redesign, digital enablement and capacity investment actions aimed specifically to improve wait times. This strategic approach will consolidate the Hospital's position as a leader in integrated care. Given our unique position with a vibrant community and the growing Tallaght health quarter we will strive to fulfil the potential truly to be a hospital without walls.

Tallaght University Hospital currently has vacancies for registered staff nurses across a number of clinical areas including:

- Medical
- Acute Floor
- Surgical
- Critical Care
- Theatre
- Emergency Department
- Renal services
- Interventional Radiology

## **QUALIFICATIONS**

### **1. Each candidate must on the latest date for receiving completed application forms for the office -:**

- Be a Member of the General Division of the active register of the Nursing and Midwifery board of Ireland.
- Demonstrate evidence of continuing professional development at the appropriate level.
- Have excellent communication and interpersonal skills.
- Experience in acute care sector.
- Have a clinical and administrative capability to properly discharge the functions of the role.

### **2. Age Restrictions in Relation to Applications**

Age restriction shall only apply to a candidate where they are not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed applications for the office occurs.

### **3. 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 as would indicate a reasonable prospect of ability to render regular and efficient service.

### **4. Be of good character.**

### **5. Garda Vetting**

Garda Vetting is sought for all employees and prospective employees of Tallaght University Hospital. Given the specialised nature of the services provided, your appointment will be subject to satisfactory Garda Vetting and re-vetting in circumstances where the Hospital deems it appropriate. The Hospital will then process the necessary documentation to endeavour to obtain satisfactory Garda clearance for you. You are obliged to disclose previous and any criminal convictions acquired during the course of your employment. Should the Hospital obtain information from the Garda Vetting Unit to indicate that your Garda clearance report is not satisfactory and / or if you have supplied the hospital with false or misleading information in relation to your Garda clearance status, the Hospital reserves the right to withdraw or terminate this contract in accordance with Tallaght University Hospital Garda Vetting policy.

### **6. Mandated and Designated Persons under Children First Act 2015**

Schedule 2 of the Children First Act 2015 specifies the classes of persons defined as Mandated Persons for the purposes of the Act. This includes a range of disciplines that are employed by the hospital including all medical practitioners, registered nurses, physiotherapists, psychologists, social workers and others. This includes staff working in adult services. All mandated persons have two main legal obligations under the Children First Act 2015. Mandated persons, under the legislation are required to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of

being harmed. The Act defines harm as assault, ill-treatment, neglect or sexual abuse, and covers single and multiple instances. Mandated persons are also required to assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report. Designated Officers are required to receive reports of suspected child abuse or neglect from any person who is of the opinion that (a) a child has been or is being assaulted, ill-treated, neglected or sexually abused, or (b) a child's health, development or welfare has been or is being avoidably impaired or neglected. Full detailed list of mandated and designated staff together with details of their roles and responsibilities can be found on <https://www.tusla.ie/children-first>. It is the responsibility of all staff employed by TUH to be aware of their roles and responsibilities under the legislation and to complete mandatory Children First Training.

## **PARTICULARS OF OFFICE**

1. The appointments are fulltime, part-time, permanent and pensionable. A panel will be formed from which future vacancies will be filled.

2. **Remuneration:**

Remuneration is in accordance with the salary scale approved by the Department of Health & Children. Current remuneration with effect from 1st June 2026 is:

€38,166 by 13 increments to €56,592 (Incl. 1 LSI)

*Salary scales will be updated in line with nationally agreed pay agreements and will be updated accordingly and retrospective payments applied as applicable.*

3. **Pension Arrangements and Retirement Age**

There are three superannuation schemes currently in operation for staff in Tallaght University Hospital:

- (a) Voluntary Hospital Superannuation Scheme (Non-New Entrant)
- (b) Voluntary Hospital Superannuation Scheme (New Entrant)
- (c) Single Public Service Pension Scheme

Please read carefully the summary of the criteria for the three superannuation schemes below. This will assist you in identifying which scheme membership is applicable to your employment circumstances.

- (a) If you have been continually employed in the public service prior to the 1st April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (Non-New Entrant) with a Minimum Retirement Age of 60 and a Maximum Retirement Age of 65.
- (b) If you have been continually employed in the public service post the 1st April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the

Voluntary Hospital Superannuation Scheme (New Entrant) with a Minimum Retirement Age of 65. There is no Maximum Retirement Age.

(c) If you have commenced employment in the public service as a new entrant or you are a former public servant, returning to the public service after a break of more than 26 weeks, you will be included in the Single Public Service Pension Scheme effective from the 1st January 2013 with a minimum retirement age of 66 (rising to 67 and 68 in line with state pension changes). The maximum retirement age under this scheme will be age 70.

**4. Duties:**

The Staff Nurse will perform such duties as are outlined in this job description.

**5. Hours of work:**

Normal working hours are 37.5 worked over 7 days. Your contracted hours of work are liable to change to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.

**6. Probation:**

The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period progress or otherwise will be monitored and at the end of the probationary period the service will (a) be certified as satisfactory and confirmed in writing or (b) if not satisfactory, the probationary period may be extended by 3 months.

**7. Annual Leave:**

Annual leave entitlement is 24 - 27 working days (pro rata), depending on length of service, plus 10 Bank Holidays per annum as they occur. The annual leave year runs from 1st of April to 31st March each year.

**8. Sick Leave:**

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

**9. Termination of Office:**

The employment may be terminated at any time by one months' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/91. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

**GENERAL ACCOUNTABILITY**

- Maintain throughout the Hospital awareness of the primacy of the patient in relation to all Hospital activities.
- Ensure the provision of a high standard of care to the patient and families is consistent with the mission, vision, values and strategic plan of the Hospital.

- Encourage recognition of the patient as an individual, ensuring patients' needs and comfort are given priority.
- Work within the Scope of Practice
- Comply with all existing Hospital policies
- Demonstrate knowledge of the Hospital/Departmental emergency plans
- Ensure the provision of a high standard of care to the patient and families is consistent with the mission, vision, values and strategic plan of the Hospital.
- Demonstrate behaviour consistent with the Values of the Hospital.
- Must have a sense of responsibility with regard to the development, supervision and teaching of postgraduate and student nurses, junior staff nurses and care attendants.
- Support the Clinical Nurse Managers in the implementation of Hospital Policy in all matters.
- Identify and implement operation of Hospital Policy in all matters.
- Play an active role in patient and family education and be actively involved in Health Education and promotion.
- Be responsible to the CNM's and the Assistant Director of Nursing.
- Be professionally accountable to the Director of Nursing.
- Commitment to continuous professional development including completion of relevant internal training programmes available through our Centre for Learning & Development Prospectus.

## **SPECIFIC ACCOUNTABILITY**

### **Clinical Responsibilities**

- Ensure a high standard of care delivered safely in accordance with the Hospital policies and procedures.
- Encourage recognition of the patient as an individual, ensuring patient's needs and comfort are given priority.
- Assess, plan and deliver patient care, together with the Multidisciplinary Team.
- Communicate with relevant team regarding patients' condition and relaying information and changes in Doctor orders to the Clinical Nurse Manager.
- Facilitate the arrangements necessary and participate where appropriate, in education and training of other Hospital staff as the need arises. This includes students at both undergraduate and post-graduate level and junior staff.
- Promote evidence based practice.

### **Management Responsibilities**

- Be prepared to undertake the role of Team Leader responsible for organising and managing a number of qualified and unqualified nursing staff.
- Assist with the orientation of all new staff to the Unit.
- Endeavour to keep abreast of recent trends in healthcare development by reading widely
- Follow hospital policy with regards to accidents, incidents and complaints.
- Liaise with other hospital staff and departments in order to promote and maintain good working relationships and high standards of care and service for patients.

- Maintain custody of controlled drugs, check and witness administration of such drugs. Ensure that controlled drug records are kept.
- Take responsibility to ensure that the correct quota of all material is in supply in the unit.
- Be willing, in an emergency, to be redeployed to another area, when requested
- Be knowledgeable in the safe and careful handling of all equipment used on the unit and attend mandatory in services.
- Be aware of the need to detect and report faulty equipment to CNM to ensure repairs are carried out.
- Be neat in appearance and wear Hospital uniform at all times
- Ensure a safe environment for staff and patients.
- Ensure adherence to infection control policies.
- Promote self training and training of junior staff with regard to Cardiac Resuscitation, Minimal Lifting and be aware of the policies regarding fire procedures and Disaster Plan.
- Supervise duties of all non-nursing personnel
- Take part in and contribute to, audit programmes as required.
- Lead, by example, a professional, punctual and dedicated team.
- Create and promote open communications, healthy working relationships, and stimulate initiative among Multidisciplinary Team.
- Participate in regular staff meetings to ensure information is disseminated and issues discussed.

### **Information Technology**

- Ensure that the team makes the most effective and efficient use of developments in information technology for both patient care and administrative support in a manner, which integrates well with systems throughout the organisation.
- Ensure that all staff are trained in the use of computer systems, which are used in the management of patient episodes in the Hospital, e.g.: EPR, Pims, Order comms, Symphony, sap, core.

### **Health & Safety**

- Ensure the compliance of all your staff with the Safety, Health and Welfare at Work Act, 2005.
- Comply and enact Health and Safety responsibilities as outlined in Hospital policies, protocols and procedures relevant to your area.
- Prepare risk assessments and departmental safety statements as required.

### **Hygiene/Infection Control**

- Ensure you are aware of your responsibility for Hygiene awareness. Hygiene is defined as “The practice that serves to keep people and environments clean and prevent infection.”
- Act as a role model and actively promote infection control and prevention and ensure that staff in your area familiarise themselves with the hospital infection control policies and guidelines as outlined in the Infection Control Manual.
- Ensure that staff in your area are aware that they work in an area where there is potential for transmission of infection.

- Ensure that all your staff are advised that they have a responsibility to prevent the transmission of infection particularly in relation to hand hygiene.

### **Quality, Safety and Risk Management**

- Support the delivery of the Quality, Safety and Risk Management Programme, including the appropriate identification, reporting and management of risks and incidents throughout the hospital.

### **Confidentiality**

- You will be aware of the confidential nature of Hospital work and in particular, the right of patients to confidentiality. To this end, you will not discuss workings of the Hospital or its patients or disclose any information of a confidential nature except as required to do so in the course of your work. No records, documents or property of the Hospital may be removed from the premises of the Hospital without prior authorisation. You must return to the Hospital upon request and, in any event, upon the termination of your employment, all documents or other property of the Hospital which are in your possession or under your control.

### **Data Management**

- Ensure compliance with the obligations required by the Data Protection Act 2018.

### **Development of Hospital Groups**

- The Hospital Structure is currently under review and therefore, reporting relationships may change. The development of Hospital Groups may require the post-holder to adopt a different reporting relationship and additional accountabilities. Full consultation will take place in advance of any such change.

**NOTE:** The extent and speed of change in the delivery of health care is such that adaptability is essential at this level of appointment. The appointee will be required to maintain, enhance and develop their knowledge, skills and aptitudes necessary to respond to this changing environment. They will also be required to participate in and support the Hospital's Digital transformation strategy which may impact work processes and role profiles in the future. The Job Description must therefore be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis as advancements and developments evolve.