



DAUGHTERS OF CHARITY

Disability Support Services

JOB DESCRIPTION

JOB TITLE:	STAFF NURSE
RESPONSIBLE:	Through Senior Nursing Personnel To Service Manager
EMPLOYING AUTHORITY:	DAUGHTERS OF CHARITY

FUNCTION

Staff Nurse works under the direction of the senior nursing personnel/administrator and within the agreed unit guidelines. Supports senior personnel and management in the implementation of total care and safety of the clients and in teaching and supervising the student nurses.

Responsibility for the total care and safety of the person with an Intellectual Disability in a 24 hour setting, while at the same time ensuring that each person with an Intellectual Disability is treated with the utmost respect and encouraging recognition of each person with an Intellectual Disability as an individual with sacred and inviolable rights and ensuring that their rights, comforts and needs are given priority, working in accordance with the policy of the Daughters of Charity.

DUTIES AND RESPONSIBILITIES

PROFESSIONAL

1. Maintaining the highest standards of nursing care for people with an intellectual disability.
2. Helping to create a homelike environment for the person with an Intellectual Disability, placing an emphasis on their social education and development needs within the guidelines formulated by senior personnel / administrator.
3. Carrying out procedures and therapies carefully. Observing and reporting in accordance with essential standards.
4. Being familiar with all clinical procedures.
5. Ensure that correct procedures as per policy of the centre and An Bord Altranais are adhered to in relation to the storage, administration and safe keeping of drugs.
6. Supervises the professional work of nursing staff e.g. care staff, student nurses and others on the unit.
7. Assisting in the preparation and arranging of meals, diets and feeding programmes for the persons with an Intellectual Disability.

...../Staff Nurse

8. Making written and verbal reports as required, and participating actively in unit handovers to senior nursing staff day and night.
9. Maintaining a high standard of work performance, good attendance, appearance and punctuality at all times.
10. Taking part in the regular assessment of the intellectually disabled and co-operating and liaising with members of other disciplines on all matters affecting the care of the person with an Intellectual Disability.
11. Ensuring good working relationships with colleagues and other employees, visitors and the person with an Intellectual Disability.
12. Taking charge of the unit when necessary and acting up if required.
13. Ensuring good working relationship with multi-disciplinary team.
14. Carrying out the duties appropriate to the role of nurse, which senior personnel determine from time to time, in the various units of the service, on day or night duty.
15. Create and maintain a suitable environment for the person with an intellectual disability with particular emphasis on the holistic development of the individual.
16. For persons with Intellectual Disability
 - (a) Fostering and encouraging independence and initiative, providing variety and individuality in their life styles, supervising their health, hygiene, assisting them in advice and instruction, where appropriate, and supervising and developing the person with an Intellectual Disability's capacity to care for themselves.
 - (b) Ensuring that they attend at the appropriate training, activity programme or work place at the time stipulated; assisting as necessary in these programmes to report on progress of training when required.
 - (c) Encouraging and participating, where appropriate in social and recreational activities within and outside of the centre.
17. Assisting the medical staff and ascertaining medical treatments. Using vigilance and acute observation in recognising signs and symptoms, so as to prevent disease and promote health for each person with an Intellectual Disability.
18. Above all, ensuring that each person with an Intellectual Disability is treated with the utmost respect and dignity.
19. Taking the lead role in client care through the assessment, planning and implementation of client programmes. Familiarising other staff with same as necessary.

...../Staff Nurse

ADMINISTRATION

20. Ensures that fire drill and fire precautions are adhered to in the absence of senior personnel.
21. Reporting accidents, incidents or complaints, in line with agreed policy.
22. Ensuring that all records pertaining to the particular unit are kept up-to-date and readily available to all nursing and medical personnel.
23. Communicating effectively with persons with an Intellectual Disability, their parents and relatives and reporting accurately the information to senior personnel / administrator as required.
24. Taking some responsibility for maintaining unit stores, equipment and clothing.
25. Assisting in maintaining good order and organisation in the unit so that the person with an Intellectual Disability and staff can enjoy a clean, safe, comfortable and quiet environment.
26. Planning for the conservation and economical use of supplies.
27. Ensuring accountability for finances of people with an Intellectual Disability.
28. Ensuring safe keeping of personal possessions of people with an Intellectual Disability.
29. Taking part in special projects and developments within the centre, if required to do so.

EDUCATION

30. Participating in orientation programmes for new staff and students.
31. Instructing and supervising junior staff; ensuring they are conversant with unit policies. Ensuring that new employees get adequate clinical experience and supervision.
32. Participating in the educational programmes for nursing staff in designated areas.
33. Keeping up to date in the area of Intellectual Disability and attending national and local study, day or other educational activities, taking responsibility for one's own professional education.
34. Keeping clinically and professionally competent. Ensuring that registration is up to date as outlined by An Bord Altranais and submitted to Personnel at beginning of each year.

PERSONNEL

35. Ensure good working relationships are maintained with colleagues.
36. Participating actively in unit meetings in relating to the care of person with an Intellectual Disability.
37. Maintain a high standard in relation to confidentiality in all areas of work at all time.
38. Participate in service Annual Performance Review System.

...../Staff Nurse

39. Being flexible in working both day and night duty on a rotational basis.
40. Any other duties that may be assigned from time to time.

The above job description is not intended to be a comprehensive list of duties and responsibilities 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 when in office. This job description may change in line with the changing needs and objectives of the Daughters of Charity Disability Support Services.

Core Competencies

Quality Service

- Adopts a person centered approach and supports service users with empathy, compassion and respect.
- Demonstrates a commitment to achieving a high standard result.
- Is flexible and adaptable to meet unanticipated demands.
- Complies with organisational policies and procedures at all times.
- Understands, demonstrates and respects the rights of all service users and families

Planning & Organising

- Demonstrates the ability to plan and deliver the duties of the role in an effective and resourceful manner within a model of person centered care.
- Adopts a systematic approach to planning, organising and managing workload.
- Able to multi task without losing focus.
- Manages competing and changing priorities effectively.
- Demonstrates a flexible and adaptable approach in a changing environment.
- Deals with issues in a timely manner.
- Demonstrates a high level of attention to detail

Professionalism

- Approaches all tasks in a confident manner.
- Shows pride in one's profession.
- Demonstrates honesty and integrity: holds a strong code of ethics.
- Maintains appropriate and professional boundaries.
- Manages personal problems to minimise impact on work or professional relationships
- Respects confidentiality and discretion in all work related matters.
- Pays attention to dress code and professional appearance.
- Shows an enthusiastic and committed attitude to ones work.
- Understands scope of practice.
- Understands the need to apply service and/or professional standards, policies and procedures
- Demonstrates self-belief in own potential and ability.

Continuous Learning & Development

- Shows enthusiasm and motivation for work.
- Willing to use opportunities to improve, learn and develop self.
- Regularly participates in on the job learning.
- Stays current in own field of expertise.
- Is open to constructive feedback, acknowledges own limitations.
- Understands role and boundaries of other disciplines.
- Initiates and undertakes mandatory training.
- Takes responsibility to ensure learning and understanding of new ideas and procedures.
- Self evaluates own performance to continuously improve personal development.

Organisational Knowledge

- Understands the mission and core values of Daughter of Charity Disability Support Services.
- Is aware of the multiple services provided by the Daughters of Charity.
- Familiar with professional bodies.
- Is knowledgeable of regulations and where relevant applies practice in accordance with legislation to area of work.
- Has the skill set to access computer systems and ability to learn new IT system's
- Knowledgeable of professional standards, policies and procedures relevant to discipline.
- Understands how own scope of practice fits with the organisation.

Innovation & Creativity

- Demonstrates a can do attitude.
- Generates new ideas.
- Shows enthusiasm for trying new ways of doing things.
- Voluntarily puts forward suggestions for improvements.
- Promotes improvement ideas to colleagues.
- Takes a creative approach to work by exploring a range of options whilst keeping an open mind.
- Effectively applies existing practices or processes to new work situations to benefit the service and service users.
- Takes appropriate action to address inefficiencies in work processes and establishes improved ways of getting the job done

Leadership Potential

- Successfully modifies behaviour to embrace change.
- Energetic and Inspires others through own positive attitude.
- Creates trust by being honest, reliable and consistent.
- Can be directive without being dictatorial.
- Blends a focus on results with a caring and sensitivity for individuals.
- Demonstrates the ability to be flexible in relation to hours of work and roles and responsibilities.
- Responds positively to new demands and requirements.

Problem Solving & Decision Making

- Makes timely, intuitive decisions to achieve successful outcome.
- Identifies and uses appropriate sources of information when making decisions.
- Supports views with sound logic reasoning.
- Reasons systematically and logically through issues.
- Demonstrates common sense when dealing with every day issues that arise.
- Knows when to ask for help and guidance from supervisor and/or colleagues

Team work

- Contributes consistently and positively to team activities.
- Projects a warm and appropriate professional demeanour at all times.
- Is accepting of diverse values and beliefs.
- Helps others: willing to take on different tasks/roles accordingly to the needs of the team.
- Expresses views and professional opinion at team meetings.
- Knows when and where to consult with other members of the team.
- Is responsive to the needs of other team members: shows empathy.
- Balances listening to others ideas with sharing own thoughts.
- Considers how ones behaviour may impact others.
- Has the knowledge and confidence to identify and personally manage own workplace disagreements locally at an early stage and knows when to seek support of management.

Communication & Interpersonal Skills

- Communicates openly and honestly.
- Shows empathy when handling delicate or sensitive issues.
- Shows patience when dealing with others.
- Considers how ones behaviour may impact others.
- Clearly and confidently articulates ideas and opinions and their underlying rationale.
- Draws on a variety of communication methods to fit/situation circumstances.
- Open listening: asking clarifying questions and makes eye contact.
- Demonstrates positive body language.
- Knows when to speak, what to talk about, with whom, when, and where.
- Communicates effectively in English language, written and spoken, as appropriate to job requirements.
- Numerate and Literate.