Children’s Health Ireland

Job Specification and Terms & Conditions

<table>
<thead>
<tr>
<th>Job Title and Grade</th>
<th>Urology Spina Bifida (SB) Nurse Specialist CNM2 Grade</th>
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<tbody>
<tr>
<td>Campaign Reference</td>
<td>144267</td>
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<tr>
<td>Closing Date</td>
<td>Wednesday 15th January 2020</td>
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<tr>
<td>Duration of Post</td>
<td>3 years Full Time Fixed Term Contract</td>
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<tr>
<td>Location of Post</td>
<td>CHI at Temple Street, Temple Street, Dublin 1</td>
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<td>Context/Background</td>
<td>Children’s Health Ireland (CHI) is leading on the clinical and operational transformation of acute paediatric healthcare and consists of hospitals at Crumlin, Temple Street and Tallaght. The three children’s hospitals and CHI’s office transitioned from four separate, independently governed entities into one new single organisation effective on 1st January 2019 to govern and operate paediatric services in Dublin. This new organisation will operate as a single service across the existing locations of Crumlin, Temple Street, Tallaght and the CHI office before transitioning to the new facilities at the two paediatric outpatient and urgent care centres at Connolly and Tallaght Hospitals and the new children’s hospital on the campus shared with St James’s Hospital. The Minister for Health appointed a new Board in September 2017, initially on an administrative basis to support CHI’s Chief Executive and management team in the planning and implementation of the Children’s Hospital Programme and to prepare for the transition of services from the existing three children’s hospitals under the governance of the legally established Board, which commenced on 1st January 2019. Children’s Health Ireland Programme is a major programme of work led by CHI, focused on transformative service change to enhance services for children and young people, to integrate the three existing hospitals, while maintaining existing and new services, ensuring patient safety and quality until transition is complete. It will:</td>
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<td>• Operationalise an integrated acute paediatric healthcare network</td>
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<td>• Act as client for the government funded capital project to build the new children’s hospital and the two paediatric outpatient and urgent care centres at Connolly and</td>
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Tallaght Hospitals, and a separately funded research and innovation centre

- Act as client to a major ICT programme to digitize paediatric healthcare
- Commission, transition to and operate the new children’s hospitals and the two paediatric outpatient and urgent care centres.

The new children’s hospital will be at the centre of a new model of care with two new Paediatric Outpatients and Urgent Care Centres (OPD & UCCs) central to the delivery of this new model of care. The POPD & UCCs will be based at Connolly Hospital on the North side of Dublin (due to open Summer 2019) and one at Tallaght Hospital on the South side of Dublin (due to open 2020). The addition of the new OPD & UCC, together with the opening of the new hospital in time, will transform how healthcare is delivered to children in Ireland.

<table>
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<tr>
<th>Reporting Arrangements</th>
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<tr>
<td>This post will report to: Clinical Nurse manager 3</td>
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<tr>
<td>Accountable to: Divisional Nurse Manager</td>
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<tr>
<th>Key Working Relationships</th>
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<tr>
<td>The post holder will work closely with:</td>
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<tr>
<td>- CNS’s and CNM3</td>
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<td>- Urology/Spina Bifida Consultants</td>
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<tr>
<td>- Members of the Multidisciplinary Team</td>
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<td>- Divisional Nurse Manager.</td>
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*Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning & transitioning to steady state.*

<table>
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<th>Purpose of the role</th>
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<td>There are a large number of children with Spina Bifida (SB) who attend this hospital with bladder and bowel dysfunction. This post was developed to assist these children to attain social continence and to support and advise both the children and their families on the options for treatment for both their bladder and bowel dysfunction. The Clinical Nurse Specialist in Urology SB will facilitate care by liaising with the multidisciplinary team and will provide support and educational programs for these children and ensure safe and effective care of these children during their inpatient and outpatient attendances.</td>
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The purpose of the Clinical Nurse Specialist-Urology SB post is to provide a quality service of care through the following:

- The Clinical Nurse Specialist SB Urology will be responsible for a clinical caseload in urology SB /continence throughout the hospital including Urology patients at times.
- The Clinical Nurse Specialist SB Urology will be a resource for colleagues, allied professionals and an advocate for the patient and ensure competence in urology SB/continence.
- The Clinical Nurse Specialist SB Urology will be responsible for the provision of a nursing, education and management consultation service in all areas of SB urology and also work closely with the Urology Nurse Specialist.
- The Clinical Nurse Specialist SB Urology will provide a service which optimises quality and continuity of care for patients with SB urology /continence problems.
- The Clinical Nurse Specialist SB Urology will provide a programme of education and
training for multidisciplinary staff which benefits children and their parents.

- The Clinical Nurse Specialist SB Urology will work closely with the Clinical Nurse Specialist in the Urology service, and there will be cross cover between the Urology Clinical Nurse Specialist and the Clinical Nurse Specialist SB Urology Nurse for annual leave or study leave.

### Principal Duties and Responsibilities

#### CLINICAL RESPONSIBILITY

The Clinical Nurse Specialist-SB Urology is responsible for the management of children with SB during inpatient treatment for urology & bowel procedures/training including:

- Assessing, planning, implementing and evaluating care and treatments.
- Acting as an expert resource to colleagues, members of the multidisciplinary team in the ward, outpatients and community including G.Ps, PHNs, teachers, etc.
- Acting as a role model, demonstrating knowledge, skill and abilities at an advanced level to include medications, bladder and bowel care.
- Performing Urodynaminc bladder studies for children with Spina Bifida and other children with neurogenic bladder and bowel.
- Management of urinary and faecal incontinence with coexisting urinary problems.
- Providing support, counselling and education to families.
- Negotiating care with the multidisciplinary team.
- Attending multidisciplinary clinics in outpatients on Admission and discharge planning for treatments and surgical procedures.
- Assisting patients and their families at home by being available by telephone to advise them on areas of treatment.
- Ensure each child is assessed, their care planned, implemented & evaluated in conjunction with the family & surgical team.
- Deliver care within evidence based care pathways within the SB urology service.
- Provide information on support services, counselling, education and telephone advice to families and patients.
- Work with the Clinical Nurse Manager 3 in the development of a quality service in line with Department of Nursing & Hospital Corporate agenda.
- Maintain accurate records including statistical data relevant to all aspects of care.
- Run a Nurse led clinics and SB Clinics. This role will be in conjunction with the SB Clinical Nurse Specialist, and will involve clinic preparation, coordinating the clinic and following up on all issues arising from the clinic.
- Attend pre and post SB Clinic meeting and attend & contribute to the weekly SB Team meeting.
- Contribute to MDT meetings & case reviews.
- Refer to appropriate services as required.
- Develop policy documents, standards of care and protocols in line with best practice guidelines.
- Collaborate with colleagues in CHI at Crumlin and in the future with Child Health Ireland.
- Be aware of developments in paediatric care in particular future developments under the National Care Programmes structure which could impact on the clinical speciality.

#### CHILD AND FAMILY ADVOCACY

- The Clinical Nurse Specialist in Urology SB will act as an advocate for the
child/caregiver and will enable all parties to participate in making decisions related to treatment.

- The Clinical Nurse Specialist in Urology SB will work alongside the family and the multidisciplinary team to promote a quality service for SB children with dysfunctional bladder and bowel.
- Act as a resource for patients & families’ attending CHI at Temple Street.
- Helping to give confidence & skills in dealing with school & everyday activities.
- Providing education and information to staff, community and schools on the continence programmes of the various children concerned.

EDUCATIONAL/ PROFESSIONAL DEVELOPMENT

- Training, educating and supporting patients, families, local hospital and community health professionals in such areas as management of urinary and faecal continence.
- Providing teaching sessions in the clinical area and appropriate student and staff training modules.
- Participating in and instigating various educational programmes for staff and parents.
- Developing education material, information leaflets for parents and children on various procedures and surgical techniques.
- Providing education and information to staff, community and schools on the continence programmes of the various children concerned.
- Participate in Personal & Professional Development appraisal annually, with regular review, agreeing a Personal Development Plan with Clinical Nurse Manager 3.
- Maintain and update a suitable level of knowledge of developments in paediatric care in order to effectively support patients and families.
- Participate in education programmes for staff including MDT.
- Work with the Clinical Nurse Manager 3 and others in identifying Key Performance Indicators and reporting on a monthly basis compliance and progress.
- Be aware of and comply with the policy on staff responsibility for the Protection and Welfare of Children.

RESEARCH AND AUDIT

- Contribute to the development of nursing policies and protocols relevant to area of both urinary and faecal continence.
- Seek to gain and expand knowledge of current research in paediatric urology by reading professional journals, attending updating sessions and disseminating information to other staff and colleagues.
- Foster a sense of research through undertaking research appropriate to paediatric SB urology.
- Carry out literature searches for new information and disseminate to relevant staff.
- Publish work related research and personal projects.
- Identify and implement operational processes to the standards of best practice in order to optimise use of resources and to ensure compliance with statutory requirements.
- Show an interest in learning new techniques and skills and apply these to practice.
- Set up clinical standards of care and ensure they are appropriately audited.
- Identify clinical issues of interest and ensure they are all incorporated into clinical practice through teaching and by example.
- Maintain statistical data of patient/service activity and supply annual reports to the Clinical Nurse Manager 3.
- Continuously monitor and evaluate the role of the Clinical Nurse Specialist in SB
Urology.

- Identify and develop tools to provide on-going audit of current practice.
- Ensure that he/she 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.
- Participate in the collection, interpretation and presentation of data and information on the department’s activities, and be responsible for inputting data & maintaining the current database in conjunction with the Spina Bifida Co-Ordinator.
- Works with the Spina Bifida Co-Ordinator in relation to services and data management under the guidance of the CNM 3.

CONSULTANCY

- To act and be available as a clinical resource.
- The Clinical Nurse Specialist in Urology SB will assist with the evaluation of new products, equipment and services relevant to paediatric urology.
- Provide effective communication between all members of the MDT caregivers & their families.
- Devise & coordinate discharge planning in conjunction with the MDT, ward based Nursing staff and community.

Eligibility criteria, qualifications and experience

Essential Criteria:
- Registered Children’s Nurse.
- Five years post registration experience in nursing.
- Proven track record in continuing professional development.

Desirable Criteria:
- Experience in caring for children with Urodynamic / Continence problems
- Have a relevant Degree/Diploma in management or willingness to undertake same

Knowledge, Skills & Competencies

Leadership & Direction
- Develops networks and communications systems to ensure that they are fully informed in a dynamic and challenging environment.
- Is an effective leader and a positive driver for change; transforms the vision into a framework and structures for moving forward.
- Understands the challenges of leading a complex systems change.
- Balances change with continuity – continually strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence even under increasingly complex and demanding conditions.

Working With & Through Others - Influencing to Achieve
- Has significant experience in engaging with healthcare organisations.
- Demonstrates the ability to work independently as well as work with a wider multidisciplinary / multi-agency team in a complex and changing environment.
Is persuasive and effectively sells the vision; commands attention and inspires confidence.

Sets high standards for the team and puts their work and the work of the organisation into meaningful context.

Has excellent influencing and negotiation skills.

**Managing and Delivering Results**

- Places strong emphasis on achieving high standards of excellence.
- Commits a high degree of energy to well directed activities and looks for and seizes opportunities that is beneficial to achieving organisation goals.
- Perseveres and sees tasks through.
- Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion.

**Critical Analysis & Decision Making**

- Has the ability to rapidly assimilate and analyse complex information; considers the impact of decisions before taking action; anticipates problems.
- Recognises when to involve other parties at the appropriate time and level.
- Is willing to take calculated risks in the interests of furthering the reform agenda.
- Makes timely decisions and stands by those decisions as required.

**Building Relationships / Communication**

- Possesses the ability to explain, advocate and express facts and ideas in a convincing manner, and actively liaise with individuals and groups internally and externally.
- Is committed to building a professional network to remain up-to-date with and influence internal and external politics.
- Is committed to working co-operatively with and influencing senior management colleagues to drive forward the reform agenda.
- Has a strong results focus and ability to achieve results through collaborative working.

**Personal Commitment and Motivation**

- Is personally committed and motivated for this complex role.
- Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role.
- Demonstrates a commitment to further education in health services management.

**Health & Safety**

These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department’s safety statement, which must be read and understood.
Quality, Risk & Safety Responsibilities

It is the responsibility of all staff to:

- Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety.
- Participate and cooperate with Children’s Health Ireland Quality and Risk and Safety initiatives as required.
- Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to:
  - National Standards for Safer Better Healthcare
  - National Standards for the Prevention and Control of Healthcare Associated Infections
  - HSE Standards and Recommended Practices for Healthcare Records Management
  - HSE Standards and Recommended practices for Decontamination of Reusable Invasive Medical Devices (RIMD)
  - Safety audits and other audits specified by the HSE or other regulatory authorities.
- To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospitals continuous quality improvement programme.

It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department.

Specific Responsibility for Best Practice in Hygiene

Hygiene in healthcare is defined as “the practice that serves to keep people and the environment clean and prevent infection. It involves preserving one’s health, preventing the spread of disease and recognizing, evaluating and controlling health hazards.”

- It is the responsibility of all staff to ensure compliance with hospital hygiene standards, guidelines and practices.
- Department heads/ managers have overall responsibility for best practice in hygiene in their area.
- It is mandatory to complete hand hygiene training every 2-years and sharps awareness workshops yearly.

Competition Specific Selection Process

Applicants will be shortlisted based on information supplied in the CV and covering letter submitted. Applications for this post must be accompanied by a covering letter, setting out relevant experience that illustrates how the essential criteria listed above is met. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and/or the knowledge, skills and competencies section of this job specification.
| How to Apply & Informal Enquiries | The closing date for submissions of CV’s with **no gaps** and cover letter of application is Wednesday 15th January 2020 at 5pm.  
For informal enquiries, please contact Emer Aldridge, CNM3 at Emer.Aldridge@cuh.ie  
Information on “Non-European Economic Area Applicants” is available from our website www.chi.jobs or directly from the recruitment team at nursing.recruitment@cuh.ie  
The programme outlined for Children’s Health Ireland may impact on this role and as structures change the job description may be reviewed.  
Children’s Health Ireland is an equal opportunities employer. |
<table>
<thead>
<tr>
<th>Terms and Conditions of Employment</th>
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<tr>
<td><strong>Duration of post</strong></td>
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<td><strong>Remuneration</strong></td>
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| **Annual Leave** | Annual Leave entitlement:  
- 0 to 5 years - 25 days per annum  
- 5 to 10 years – 26 days per annum  
- More than 10 years – 28 days. |
| **Working Week** | The hours allocated to this post a maximum rostered shift working hours per day is 11.75 hours, 39 hours per week, worked over 7 days: [Monday to Sunday]. Your starting and finishing times will be notified to you by your Line Manager. You will be notified of any changes in your hours of duty, in advance, by your Line Manager.  
HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Probation** | All employees will be subject to a probationary period as per the probation policy. This policy applies to all employees irrespective of the type of contract under which they have been employed. A period of 6 months’ probation will be served:  
- On commencement of employment  
- Fixed term to permanent contract  
- Permanent employees commencing in promotional posts will also |
Employees of Children’s Health Ireland are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment.

If you are being rehired after drawing down a public service pension your attention is drawn to Section 52 of the Public Services Pension (Single and Other Provisions) Act 2012. The 2012 Act extends the principle of abatement to retired public servants in receipt of a public service pension who secure another public service appointment in any public service body.

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<tr>
<th>Place of work/location</th>
<th>CHI at Temple Street, Temple Street, Dublin 1</th>
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<tr>
<td>Age</td>
<td>Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.</td>
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<td>Maternity Leave</td>
<td>Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.</td>
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<td>Payment of sick leave</td>
<td>Children’s Health Ireland operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31st March 2014. An employee cannot avail of paid sick leave during their first six months of employment with the hospital.</td>
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<tr>
<td>Pre-Employment Health Assessment</td>
<td>Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital's Occupational Health Service and if required undergo a medical assessment with this department. Any person employed by Children’s Health Ireland 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.</td>
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<td>Validation of Qualifications &amp; Experience</td>
<td>Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.</td>
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<tr>
<td>References</td>
<td>Children’s Health Ireland will seek up to three written references from current and previous employers, educational institutions or any other</td>
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<td>organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.</td>
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<td>Garda Vetting</td>
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<td>Children’s Health Ireland will carry out Garda vetting on all new employees. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees.</td>
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<td>Ethics in Public Office 1995 and 2001</td>
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<td>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€67,135 as of 01.01.2019) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below;</td>
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<td>A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.</td>
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<td>B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.</td>
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<td>C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <a href="http://www.sipo.gov.ie/">http://www.sipo.gov.ie/</a></td>
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