

**Staff Nurse (Children’s) Paediatric Repatriation Nurse**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade Code** | **Staff Nurse (Children’s) Paediatric Repatriation Nurse**  (Grade Code: 2136) |
| **Campaign Reference** | **NRS14730** |
| **Closing Date** | Monday 12th May 2025 at 12 noon |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **National Ambulance Service - Critical Care Retrieval Services (NAS-CCRS)**  There is currently 1 permanent whole time vacancy available in NAS-CCRS Paediatric service. The post holder will be based in Laurel Unit, Cherry Orchard Hospital, Ballyfermot, Dublin 10.  The post holder will spend time across multiple sites and will be required to travel across Ireland for the post. Job Sharing may be a possibility for this post. Any queries in relation to this should be directed to the IPATS Coordinator  A panel may be formed as a result of this campaign for **Staff Nurse, Paediatric Repatriation Nurse within National Ambulance Service – Critical Care Retrieval Services** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Ms Isabel Flanagan, IPATS Coordinator  Email: [Isabel.Flanagan1@hse.ie](mailto:Isabel.Flanagan1@hse.ie) / [Lorraine.heery@hse.ie](mailto:Lorraine.heery@hse.ie)  Mobile: 087-1525271 |
| **Details of Service** | The National Ambulance Service – Critical Care & Retrieval Services (NAS-CCRS) is now a service within the NAS.  In March to June 2018, the NTMP transitioned into the NAS and is now a clinical directorate of NAS known as NAS-CCRS. The CD NAS-CCRS clinically reports to the Clinical Director NAS and operationally to the Director NAS. The transition of governance structures, funding and organisation of individual services is occurring over a phased basis. The service is supported by an administration team, which links within the NAS, partner hospitals and service users to facilitate the service. The NAS-CCRS operates three specialist retrieval services across the three patient cohort groups:   * National Neonatal Transport Programme (NNTP) 0 to 4 weeks corrected gestational age or 5kgs in weight. * Irish Paediatric Acute Transport Service (IPATS) 4 weeks corrected gestational age to 16 years. * Mobile Intensive Care Ambulance Service (MICAS) 16 years and above.   In November 2023, a nurse led paediatric repatriation service commenced to support the movement of children along the hub and spoke framework of Children’s Health Ireland (CHI) outlined in the Paediatric Model of Care. The goal is to identify children within CHI who are fit for transfer back to their referring regional centre for the remainder of their care, once it has been clearly established that they no longer require tertiary level services and the Regional team is in a position to accept from a bed and medical manpower perspective.  This not only supports families receiving care closer to home, but facilitates smoother movement of children along the hub and spoke of CHI and regional centres as per the paediatric model of care. Development of this service was done with Regional and CHI nursing and medical consultation, along with clear referral and guideline development. The service is centrally coordinated with clinical governance & oversight provided by IPATS. |
| **Reporting Relationship** | The post holder:   * Is professionally accountable to the Director of Nursing NAS-CCRS or designated officer. * Will report to the IPATS Retrieval Coordinator or designated officer on a day to day basis. |
| **Key Working Relationships** | IPATS Team  Clinical teams NAS-CCRS  NAS  CHI Bed management teams and clinical teams  Clinical Teams Paediatric Units Nationally  National Emergency Operations Centre (NEOC) |
| **Purpose of the Post** | The post holder will assess, plan, implement and evaluate care to the highest professional and ethical standards within the model of nursing care practiced in the NAS-CCRS. The Staff Nurse will provide holistic, person-centred care, promoting optimum independence and enhancing the quality of life for service users.  The Repatriation Nurse will be a key member of the IPATS service and work in collaboration with key stakeholders pertaining to the paediatric repatriation service. They will have a strong clinical patient focus providing professional / clinical leadership and management that promotes efficiency, innovation, team work and continuous quality improvement within IPATS. The post holder will be skilled, knowledgeable and competent practitioner in the overall management and transport of the paediatric patient. |
| **Principal Duties and Responsibilities** | *The Staff Nurse (Children’s) will:*  **Professional Responsibilities**   * Practice Nursing according to the Code of Professional Conduct as laid down by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) and Professional Clinical Guidelines. * Adhere to national, regional and local Health Service Executive (HSE) guidelines, policies, protocols and legislation. * Work within their scope of practice and take measures to develop and maintain the competence necessary for professional practice. * Maintain a high standard of professional behaviour and be accountable for their practice. * Be aware of ethical policies and procedures which pertain to their area of practice. * Respect and maintain the privacy, dignity and confidentiality of the patient. * Follow appropriate lines of authority within the nurse management structure.   **Clinical Practice**   * Deliver the nursing care of an assigned group of patients within a best practice / evidence based framework. * Manage a designated caseload. * Promote the health, welfare and social wellbeing of patients within our services. * Actively participate as a multi-disciplinary / inter-disciplinary team member in all aspects of service delivery including case conferences, clinical meetings, team meetings. * Assess, plan, implement and evaluate individual person centred care programmes within the transport environment. * Develop and promote good interpersonal relationships with patients, their families / social network supports and the interdisciplinary care team, in the promotion of person centred care. * Ensure that care is carried out in an empathetic and ethical manner and that the dignity and spiritual needs of the patient are respected. * Promote and recognise the patients’ social and cultural dimensions of care and the need for links with their local community. * Collaborate and work closely with the patient, their family, the multi-disciplinary / inter-disciplinary team, external agencies and services to facilitate discharge planning, continuity of care and specific care requirements. * Provide appropriate and timely education and information to the patient, their family and be an advocate for the individual patient and for their family. * Report and consult with senior nursing management on clinical issues, as appropriate. * Maintain appropriate and accurate written and electronic nursing records and reports regarding patient care in accordance with local / national / professional guidelines. * Participate in innovation and change in the approach to patient care delivery particularly in relation to new research findings, evidence based practice and advances in treatment. * Participate in clinical audit and review. * Participate in community needs assessment and ongoing community delivery of care as appropriate. * Undertake Key Worker role as appropriate. * Promote a positive health concept with patients and colleagues and contribute to health promotion and disease prevention initiatives of the Health Service Executive. * Delegate to and supervise the work of other grades of staff within the remit of their role, as appropriate. * Demonstrate flexibility by rotating / assisting in other units / care settings as required in order to meet nursing resource needs and the requirements of the integrated services programme (ISP). * Refer clients to other services, as required. * Ensure the safe administration of medications in keeping with NASCCRS policy. * Ensure that transport equipment and environment is maintained as per NASCCRS guidelines to ensure that safe and effective patient care is delivered at all times. * Participate in quality improvement initiatives to ensure that views of the family who use our service influence the development of a high quality service.   **Clinical Governance**   * Participate in clinical governance structures within the local / regional / national clinical governance framework. * Contribute to ongoing monitoring, audit and evaluation of the service, as appropriate. * Accurately record and report all complaints to appropriate personnel according to local service policy. * Participate in the development of policies / procedures and guidelines to support compliance with current legal requirements, where existing, for the safe storage and administration of medicines and other clinical products. * Participate in the development of policies / procedures and guidelines with health, safety, fire, risk and management personnel and participate in their development in conjunction with relevant staff and in compliance with statutory obligations. * Observe, report and take appropriate action on any matter which may be detrimental to patient care or wellbeing. * Be aware of, and comply with, the principles of clinical governance including quality, risk and health and safety and be individually responsible for clinical governance, risk management / health and safety issues in their area of work. * Participate in the development, promotion and implementation of infection prevention and control guidelines. * Adhere to organisational dress code. * Assume responsibility for and coordinate the management of transfers in the absence of the lPATS Coordinator.   **Education, Training & Development**   * Take responsibility for own competency and learning and development needs and actively contribute to the learning and development of the interdisciplinary team. * Complete all mandatory training as deemed necessary by the Director of Nursing and Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland). * Provide feedback to the IPATS Coordinator or the designated officer with regard to compilation of proficiency assessments for students in the clinical setting. * Develop and use reflective practice techniques to inform and guide practice as part of their daily work. * Identify and contribute to the continual enhancement of learning opportunities within a population health framework. * Participate in the clinical / workplace induction of all new nursing and support staff. * Contribute to the identification of training needs pertinent to the clinical area. * Develop teaching skills and participate in the planning and implementation of orientation, training and teaching programmes for nursing students and other health-care staff, as appropriate. * Having undergone appropriate training, act as a mentor / preceptor or clinical assessor for students. * Participate in the development of performance indicators in conjunction with the IPATS Coordinator or Senior manager * Participate in innovation and change in the approach to service user care delivery, and contribute to the service planning process based on best practice and under the direction of Nurse Management / Nurse Practice Development, particularly in relation to new research findings and advances in treatment. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **Health & Safety**   * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility.   **Administration**   * Ensure that records are safeguarded and managed as per HSE / local policy and in accordance with relevant legislation. * Work closely with colleagues across the integrated services programme in order to provide a seamless service delivery to the client within the integrated services programme. * Maintain records and submit activity data / furnish appropriate reports to the Director of Nursing, as required. * Contribute to policy development and formulation, performance monitoring, business planning and budgetary control. * Maintain professional standards including patient and data confidentiality. * Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements. * Contribute to ongoing monitoring, audit and evaluation of the service, as appropriate * Ensure that the care setting is maintained in good order using appropriate models, that supplies are adequate and that all equipment is in good working order and ready for immediate use. * Ensure that equipment is safe to use and report any malfunctions in a timely manner. * Assist with ordering of supplies as required and ensure the appropriate and efficient use of supplies is made and exercise economy in the use of consumables.   **The above Job Specification 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 them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**  **1. Professional Qualifications, Experience, etc**  (a) Eligible applicants will be those who on the closing date for the competition:   * Be registered in the Registered Children’s Division (RCN) of the Register of Nurses & Midwives maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or be entitled to be so registered   **And**   * Have the clinical and administrative capacity to properly discharge the functions of the role   **2. Annual registration**  (i) On appointment, practitioners must maintain live annual registration in the relevant  Nursing Division of the Register of Nurses and Midwives maintained by the Nursing  and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na  hÉireann).  And  (ii) Practitioners must confirm annual registration with NMBI to the NASCCRS by way of the annual Patient Safety Assurance Certificate (PSAC).  Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by:  Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland)  **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.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience in Paediatric Nursing of Children with complex needs  Possess up to date medication policy certification.  Possess valid and current certification for Paediatric life support (PLS)  Have undertaken or agree to undertake, within an agreed timeframe:   * Advance Paediatric Life Support (APLS) course |
| **Other requirements specific to the post** | **N/A** |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * Demonstrates practitioner competence and professionalism in order to carry out the duties and responsibilities of the role. * Practices nursing care safely and effectively, fulfilling their professional responsibility within their scope of practice. * Practices in accordance with legislation affecting nursing practice. * Displays evidence-based clinical knowledge in making decisions regarding client care. * Demonstrates a commitment to continuing professional development. * Demonstrates a willingness to develop IT skills relevant to the role. * Experience of the following: * Tracheostomy tube management * Percutaneous endoscopic gastrostomy (PEG) tube care * Nasogastric (NG) tube care * Oral and nasopharyngeal suctioning * Oxygen therapy including high flow oxygen therapy * Assessment of indwelling intravenous catheters   **Planning and Organising Skills**   * Demonstrates evidence of effective planning and organising skills. * Demonstrates the ability to manage deadlines and effectively handle multiple tasks. * Demonstrates an awareness of resource management and the importance of value for money. * Demonstrates flexibility and adaptability in their approach to work, is open to change and new ways of working.   **Building and Maintaining Relationships**   * Demonstrates the ability to work on own initiative as well as part of a team. * Demonstrates the ability to build and maintain relationships including the ability to work effectively as part of a multi-disciplinary team. * Demonstrates an awareness and appreciation of the patient / client and their families * Uses diplomacy and tact in fraught situations and can diffuse tense situations comfortably. * Demonstrate a high level of interpersonal verbal and communication skills. * Demonstrate ability to develop positive working relationships internally and externally. * Ensures that care is carried out in an empathetic and ethical manner.   **Analysis, Problem Solving and Decision-Making Skills**   * Demonstrates evidence-based decision-making and shows effective analytical and problem solving skills. * Uses a range of information sources and knows how to access relevant information to address issues. * Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions. * Demonstrate resilience and composure.   **Commitment to Providing a Quality Service**   * Demonstrates a commitment to providing a quality service. * Demonstrates evidence of the ability to care for clients in a non-judgemental manner. * Demonstrate ability to reflect and report appropriately on incidents and situations and to debrief self and others in order to learn and find better ways of doing things. * Pays attention to detail, ensures that all records and data are up to date and available when required. * Demonstrate a personal commitment to, and actively works on, self-development and performance improvement.   **Communication Skills**   * Demonstrates excellent communication skills (written and verbal) so as to effectively carry out the duties and responsibilities of the role. * Demonstrate a strong degree of self-awareness, seeking feedback from colleagues. * Communicates in a clear, effective and sensitive manner, listening and ensuring that messages are clearly understood / tailors the method as appropriate. * Anticipates and recognises the emotional reactions of others when delivering sensitive messages. * Demonstrates the ability to influence others effectively. * Is assertive as appropriate. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |



**Staff Nurse (Children’s) Paediatric Repatriation Nurse**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time. Job Sharing may be a possibility for this post. Any queries in relation to this should be directed to IPATS Coordinator  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is of the 1/03/2025  36,919 38,871 39,868 41,186 42,847 44,507 46,158 47,587 49,019 50,445 51,894 53,340 **54,928 LSI**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)