



HERMITAGE MEDICAL CLINIC

A Community Hospital for our Patients' Needs

JOB DESCRIPTION

Job Title:	Staff Nurse – Radiology
Professionally accountable to:	Director of Nursing
Key working relationships:	Radiology Services Manager, Radiology Consultants, Radiologists, Clinical Nurse Manager in Cath Lab, Staff Nurses, Administration and all hospital staff.
Key reporting relationships:	Director of Nursing and Radiology Services Manager

1. Role Summary

As a member of the front line Nursing team, the Staff Nurse in Radiology Department will be required to work as a member of the Radiology Department and perform duties as assigned by the Director of Nursing.

The Staff Nurse will demonstrate excellent clinical skills, quality patient care initiatives and facilitate effective interpersonal communication with colleagues.

He/She will provide comprehensive nursing care to patients using evidence-based practice and adjusting resources to ensure safety and continuity of care.

2. Essential Criteria

- The Candidate must be registered in the general division of the Register of Nurses maintained by An Bord Altranais.
- Have at least 3 years recent relevant post-registration nursing experience (full-time or equivalent hours part-time) in an acute hospital setting and a minimum of one years nursing experience in Radiology Department nursing is desirable.
- A recognised post-registration nursing course - Higher Diploma or Post Grad course is desirable but not essential.
- Hold an up-to-date Basic Life Support course or be in pursuit of same
- Have good clinical and professional ability, and excellent communication skills.
- Competence in the use of information technology.
- To have submitted a copy of Nursing Registration Certificate or Degree, and of any specialist qualification documentation to the HR Department or to the Director of Nursing.
- **Submit each year, in January, to the HR Department or to the Director of Nursing, a copy of current Professional Registration (PIN).**

3. Key Responsibilities

- Provide and maintain a high standard of nursing care in accordance with Hospital Policies, Procedures and guidelines and scope of nursing practice framework.
- Contribute as a key member of the Multidisciplinary team in the provision of holistic care of patients, acting with professionalism at all times.
- Deliver skilled clinical care to Radiology Patients and participate in monitoring, planning, delivering and evaluating individualised patient care, ensuring a patient centred focus.
- Assist in the setting of standards, development of new policies and procedures and contribute to the provision of quality care to patients.
- Work closely with nursing and Radiology colleagues, administration, health care assistants and student nurses and visiting clinical students.
- Deal with patients and families in a courteous, supportive manner, being conscious of the stress illness can cause them.
- Ensure that patient confidentiality is respected and that the dignity of the patient is assured and maintained at all times having regard to the Mission, Philosophy and Ethical Code of the Hermitage Medical Clinic.
- Adhere to nursing Policies on Documentation of Nursing care on the Meditech Patient Information system and the maintenance and safe custody of patient records.
- Liaise with and ensure good relationships with all members of the multidisciplinary team in the hospital.
- Take responsibility for co-ordinating the care of patients in the Department.
- Assist in the Supervision and delegation of patient care to nursing support staff as appropriate.
- Observe and comply with Hospital Policies and Procedures and Health and Safety regulations.
- Be responsible for the safe administration, custody and documentation of medications.

4. Essential Job Functions and Performance Standards

1. Clinical

- Promote the delivery of a high standard of care to all Radiology patients. Encourage evidence-based practice and assist in the dissemination and implementation of research findings.
- Be responsible for the nursing care of all patients in the Department.
- Ensure that controlled drug records are kept in accordance with standard recognised legal and professional practice.
- Ensure safe practice is adhered to in the storage and administration of all medications in accordance with local policy and Department of Health / An Bord Altranais guidelines, keeping patient and staff safety a priority.
- Supervise the nursing practice of less experienced staff members of the nursing team and participate in the educational aspects of that practice.

- Be aware of the multifaceted needs of radiology patients and provide a holistic support service for them and their families.
- Keep accurate, comprehensive, up-dated records and written reports as required and guided by An Bord Altranais recommendations.
- Attend all mandatory training days including Safe Manual Handling, techniques, Infection Prevention and Control, Fire prevention and drills, ensuring instructions regarding Fire precautions are followed in the event of a fire.
- Ensure correct and economical use of Department stocks and material and the safe and correct use of all equipment.
- Ensure the safe keeping of patient's belongings in accordance with hospital policy where necessary.
- Document all necessary care given on the Meditech Patient information system.
- Be willing to be deployed to other areas of the hospital if requested to do so.
- Document and report to the CNM, in a timely and comprehensive manner, any incidents, accidents, near misses or complaints and participate in any subsequent investigation as requested.
- Participate in staff meetings, team meetings and committees as required.

2. Training and Education

- Assist with the orientation and induction of new staff and be available to provide orientation as deemed necessary, helping them to integrate as members of the team.
- Assist in the training of nursing support staff together with the Education Officer.
- Identify and inform the Education Officer of any training and professional development requirements.
- Be fully aware of and follow all Radiation Safety Guidelines.

3. Self Development

- Take personal responsibility for own professional development and keep up to date with evidence based practice and research. Attend and participate in staff development programmes on an ongoing basis.
- Read current literature and recent nursing research, participate in in-service education and represent the HMC at relevant conferences when appropriate and keep abreast of new developments in Radiology nursing and actively engage in professional development.
- Share new professional knowledge gained with other staff members.
- Be aware of legislation governing or affecting the Nursing Profession, including the Nurses' Act (1985) and Nurses and Midwives Bill (2010), Health & Safety Legislation, Radiation Safety Legislation or any other relevant legislation or guidelines.
- Participate in the development of new ideas for the improvement of patient care.
- Maintain and update a personal development portfolio
- Keep up to date with Fire Prevention, Moving and Handling, Infection Prevention and Control, Major Incident, Radiation Safety, Waste Disposal, Risk Management and participate in in-service education sessions eg Administration of IV Medications, IV Cannulation, Haemovigilance, and Control and Basic Life Support.

2. Confidentiality

In the course of your employment you may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and, unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required

Please note the following conditions:

- a) The Hospital Board is not responsible for loss or theft of personal belongings.
- b) Fire orders must be observed and staff must attend fire lectures as per policy.
- c) All incidents within the department must be reported immediately.
- d) In line with the Safety, Health and Welfare at Work Act (1989/2004), smoking within the Hospital building is not permitted.
- e) All staff must avail of Pre Employment Occupational Health Screening , Hepatitis B Vaccination and Occupational Health recommendations.
- f) The use of personal mobile phones are prohibited in clinical care areas.

This Job Description is intended as a basic guide to the scope and responsibilities of the position and it is subject to regular review and amendment as necessary. You will be required to be completely flexible in this position and you may also be required to work overtime on occasion and are expected to facilitate when requested.