

**Paediatric Repatriation Nurse
Job Specification & Terms and Conditions**

Job Title, Grade Code	Paediatric Repatriation Nurse Grade Code: 2136: – (staff nurse) REGISTERED SICK CHILDRENS Salary Scale: (01.10.2024) €35,919 37,871 38,868 40,186 41,847 43,507 45,158 46,587 48,019 49,445 50,876 52,294 53,851 LSI
Campaign Reference	NAS 2024-1111
Closing Date	On or before 2pm on Monday 25 th of November.
Proposed Interview Date (s)	Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice.
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) 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. <i>*Of note the NAS-CCRS are in the development stage and will be moving location in the coming years.</i>
Informal Enquiries	Ms Isabel Flanagan / Ms Lorraine Heery National Paediatric Retrieval Coordinators, NASCCRS Isabel.Flanagan1@hse.ie / lorraine.heery@hse.ie Mobile: 087-1525271 / 087-1136096
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: <ul style="list-style-type: none"> • National Neonatal Transport Programme (NNTP) 0 to 6 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. <p>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</p>

	<p>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.</p> <p>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.</p>		
<p>Reporting Relationship</p>	<p>Professionally & clinically accountable to:</p> <p>Director of Nursing NASCCRS Laurel Unit Cherry Orchard Hospital Ballyfermot Dublin 10</p> <p>Operationally reports to:</p> <table border="0"> <tr> <td>IPATS Consultant on duty NASCCRS Laurel Unit Cherry Orchard Hospital Ballyfermot Dublin 10</td> <td>National Paediatric Retrieval Coordinators NASCCRS Laurel Unit Cherry Orchard Hospital Ballyfermot Dublin 10</td> </tr> </table>	IPATS Consultant on duty NASCCRS Laurel Unit Cherry Orchard Hospital Ballyfermot Dublin 10	National Paediatric Retrieval Coordinators NASCCRS Laurel Unit Cherry Orchard Hospital Ballyfermot Dublin 10
IPATS Consultant on duty NASCCRS Laurel Unit Cherry Orchard Hospital Ballyfermot Dublin 10	National Paediatric Retrieval Coordinators NASCCRS Laurel Unit Cherry Orchard Hospital Ballyfermot Dublin 10		
<p>Purpose of the Post</p>	<ul style="list-style-type: none"> 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. 		
<p>Principal Duties and Responsibilities</p>	<p>Autonomy in Clinical Practice</p> <p>The Repatriation Nurse will be required to:</p> <ul style="list-style-type: none"> Assess, plan, implement and evaluate the care of babies and children during clinically supported transport. Provide advice and support for parents and carer's. Coordinate nursing activities within the transport team to ensure smooth operational running Provide safe care of infants and children during transfer. Maintain appropriate records, adhering to the Nursing and Midwifery Board of Ireland (NMBI) and Health Information and Quality Authority (HIQA) guidelines on record keeping. 		

- Work collaboratively with other professions and agencies to ensure the child's needs are met especially in relation to ongoing care and discharge planning arrangements and transfer.
- Ensure the safe administration of medications in keeping with NASCCRS policy.
- Be a credible role model able to demonstrate good practice to junior staff to maintain local, national and professional standards.
- 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 Effectiveness

- Works independently, refers to senior staff when needed, organise own work on a day to day basis, ensuring that the child receives the highest standard of care.
- Take personal responsibility for establishing and maintaining good working relationships with families and colleagues, ensuring that attitudes are appropriate, non-judgmental and professional.
- Plan and carry out safe inter hospital transfer for children referred to IPATS Repatriation service.
- Contribute to the development and maintenance of effective communication systems between the IPATS Repatriation service and referring units.
- Take a lead role in providing advice/information to colleagues in all aspects of transfers.
- Make effective use of resources within the IPATS service.
- Participate in the development and implementation of policies and procedures applicable to the service, which influences high quality patient care and high quality staff performance.
- Ensures continued registration with the NMBI, be aware of NMBI Code of Conduct and be accountable for their practice
- Ensure that a professional and updated portfolio is maintained as per NMBI guidance.

Education and Training

- Continue to update and develop own clinical/theoretical knowledge relating to the specialty and other areas of nursing to ensure care is innovative, research based and of a high standard.
- Ensure competency in the use of equipment used within the IPATS service and attend mandatory training in accordance with the NASCCRS transport guidelines.
- Undertake Paediatric Life Support and/or Advanced Paediatric Life Support course and maintain four yearly registrations.
- Participate in meetings, study sessions and working groups, when required, to achieve outcomes which have a positive effect on the service and own personal development.
- Participate in regional/national events in order to further knowledge and share best practice.
- Assist in promoting a positive learning environment.
- Identify own personal and professional needs through the personal development review and clinical supervision process.

- Act as a role model for the development of knowledge and clinical skills within the IPATS team.

Communication

- Communicate directly with parents/carers to discuss their child's transfer and discuss any procedures that may be planned.
- Provide clear, concise written statements when required for example: clinical/nonclinical incident, complaints, child protection reports and summaries under the guidance of the Paediatric Transport Coordinator.
- Ensure all written documents are completed, adhere to NMBI and HIQA guidelines.
- Promote and maintain good and effective communication with patients, relatives and Regional centres to empower them to deliver required treatment for the child's well-being.
- Communicate with the Paediatric Transport Coordinator and Clinicians regarding any problems, untoward occurrences or accidents, ensuring all are reported in a timely fashion as per NASCCRS polices, procedures and guidelines.
- Accurately complete patient records, using both paper and computerised systems.
- Be aware of the NASCCRS complaints policy and your role in the complaints procedure.

Audit

- Participate in the collection of data to support audit of practice – locally, nationally and internationally.
- Create and distribute reports as agreed with the transport team.
- Participate in multi-disciplinary development, projects and audits within the NASCCRS service, involving research, audit, and quality, and risk management.

Research

- Support and participate in research within the IPATS team.
- Keep up to date with emerging thinking/findings from other transport teams.
- Contribute to the development of the Transport service in collaboration with the NASCCRS management team.

Other

- Adhere to departmental and HSE HR policies, regulations and legislation.
- Ensure a safe environment for self and colleagues.
- Perform such other duties appropriate to the post as may be assigned from time to time by the Paediatric Transport Coordinator.
- Have a working knowledge of the 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.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

	<p>The above Job Description 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 him/her from time to time and to contribute to the development of the post while in office.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>1. Statutory Registration, Professional Qualifications, Experience, etc</p> <p>(a) Eligible applicants will be those who on the closing date for the competition:</p> <p>(i) Are registered, or are eligible for registration, as a Registered Children's Nurse in the Division of the Register of Nurses and Midwives, with the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).</p> <p style="text-align: center;">And</p> <p>(iii) Have a minimum five years post registration nursing experience including a minimum of four years' clinical experience in an acute paediatric setting.</p> <p style="text-align: center;">And</p> <p>(b) Candidates must possess the requisite knowledge, leadership and management ability for the proper discharge of the duties of the office.</p> <p>2. Annual registration</p> <p>(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).</p> <p style="text-align: center;">And</p> <p>(ii) Practitioners must confirm annual registration with NMBI to the NASCCRS by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p>3. Health</p> <p>Candidates 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.</p> <p>4. Character</p> <p>Candidates for and any person holding the office must be of good character.</p> <p><i>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).</i></p> <hr/> <p><i>The service has determined the relevant division of the NMBI register for this role is: Children's Nurse Division for Paediatric role</i></p>

<p>Post Specific Requirements</p>	<p>Be proficient in:</p> <ul style="list-style-type: none"> • Tracheostomy tube management • Percutaneous endoscopic gastrostomy (PEG) tube care • Nasogastric (NG) tube care • Oral and nasopharyngeal suctioning • Oxygen therapy including high flow oxygen therapy • Familiar in the use of Home non-invasive systems • Assessment of indwelling intravenous catheters
<p>Other requirements specific to the post</p>	<ul style="list-style-type: none"> • Possess valid and current certification for Paediatric life support (PLS) • APLS course (or be willing to undertake) • Up to date with all mandatory & statutory training • Ability to work as an integral part of the Multidisciplinary team • Ability to deal with conflict situations • Accountability – Takes responsibility for own actions and promotes good team working • Openness – Shares information and good practice appropriately • Mutual respect – Treats others with courtesy and respect at all times. • Performs calmly and confidently in stressful situations • Possess up to date medication policy certificate.
<p>Skills, competencies and/or knowledge</p>	<p>Candidates should demonstrate:</p> <p><u>Professional Knowledge</u></p> <ul style="list-style-type: none"> • Demonstrate a high level of practitioner competence and professionalism. • Demonstrate a high level of clinical knowledge and expertise. • Demonstrate knowledge of relevant legislation & standards. • Demonstrate an understanding of key issues and priorities in the health service. • Demonstrate commitment to educational and professional development issues. • Demonstrate excellent critical thinking skills. <p><u>Interpersonal/Communication Skills</u></p> <ul style="list-style-type: none"> • Demonstrate a high level of interpersonal verbal and communication skills. • Demonstrate ability to develop positive working relationships internally and externally. • Demonstrate experience of communicating effectively in multi-disciplinary teams. • Demonstrate ability to build and maintain relationships as part of a team • Demonstrate ability to balance diplomacy and assertiveness <p><u>Sustained Personal Commitment to Providing a Quality Service</u></p> <ul style="list-style-type: none"> • Demonstrate a positive view of nursing and its evolving role in health care. • Demonstrate a personal commitment to, and actively works on, self-development and performance improvement. • Demonstrate a strong degree of self-awareness, seeking feedback from colleagues. • 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.

	<ul style="list-style-type: none"> • Demonstrate an ability to analyse and evaluate information and situations to solve problems and make decisions. <p><u>Management/ Leadership Skills</u></p> <ul style="list-style-type: none"> • Demonstrate skills to effectively manage and implement change. • Demonstrate awareness of critical care retrieval and how it functions. <p><u>Planning & Organisational Skills</u></p> <ul style="list-style-type: none"> • Demonstrate ability to manage and effectively handle multiple tasks.
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<p>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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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.</p> <p>The HSE is an equal opportunities employer.</p>
<p>Code of Practice</p>	<p>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.</p> <p>The CPSA Code of Practice can be accessed via https://www.cpsa.ie/.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.</p> <p>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.</p>	

**Paediatric Repatriation/Transport Nurse
Terms and Conditions of Employment**

Tenure	<p>The current vacancies available are by secondment and part time.</p> <p>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.</p> <p>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.</p>
Remuneration	<p>The salary scale for the post 2136 (STAFF NURSE) REGISTERED SICK CHILDREN'S NURSE €35,919 37,871 38,868 40,186 41,847 43,507 45,158 46,587 48,019 49,445 50,876 52,294 53,851 LSI</p> <p>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.</p>
Working Week	<p>The standard working week applying to the post is to be confirmed at Job Offer stage.</p>
Annual Leave	<p>The annual leave associated with the post will be confirmed at Contracting stage.</p>
Superannuation	<p>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</p>
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p>* <i>Public Servants not affected by this legislation:</i> 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.</p> <p>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.</p>
Probation	<p>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.</p>

<p>Protection for Persons Reporting Child Abuse Act 1998</p>	<p>As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.</p>
<p>Mandated Person Children First Act 2015</p>	<p>As a mandated person under the Children First Act 2015 you will have a legal obligation:</p> <ul style="list-style-type: none"> • To report child protection concerns at or above a defined threshold to TUSLA. • To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report. <p>You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.</p>
<p>Infection Control</p>	<p>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.</p>
<p>Health & Safety</p>	<p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, 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.

	<ul style="list-style-type: none">• Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures².• 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. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>
--	--

¹ A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

² See link on health and safety web-pages to latest Incident Management Policy