



**Adult Critical Care Retrieval/Transport Nurse
National Ambulance Service Critical Care & Retrieval Services (NASCCRS)
Job Specification and Terms & Conditions**

Job Title and Grade	Adult Critical Care Retrieval & Transport Nurse (MICAS) National Ambulance Service – CCRS <i>Grade Code: 2135</i> Salary scale: as of (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	NAS2024-1112
Whole time Equivalent	0.5 WTE (18.75 hours per week)
Closing Date	On or before Friday 10th January 2025, at 2pm
Proposed Interview Date (s)	Date to be confirmed at a later stage
Taking up Appointment	A start date will be indicated at job offer stage.
Organisational Area	Mobile Intensive Care Ambulance Service (MICAS)
Location of Post	Laurel Unit, Cherry Orchard Hospital, Ballyfermot, Dublin 10
Informal Enquiries	Ms Anna Marie Murphy, Adult Retrieval Coordinator, MICAS Ms Anne McCabe, Director of Nursing, NASCCRS Email: anne.mccabe01@hse.ie Annamarie.murphy1@hse.ie
Details of Service	<p>The National Ambulance Service – Critical Care & Retrieval Services (CCRS) is now a service within the NAS (formerly known as the NTMP). The transition of governance structures, funding and organisation of individual services is occurring over a phased basis. The service is supported by a corporate team which links between the NAS, partner hospitals and service users to deliver the service.</p> <p>MICAS is one of three services within NASCCRS and it has been in operation in Dublin since 1996. It now delivers services from three hubs within Ireland – Dublin (MICAS East), Cork (MICAS South) and Galway (MICAS West). Its collective activity has increased in excess of 150% in the past 3 years, and continues to expand.</p> <p>The post holder will be working directly on the MICAS in Dublin.</p>
Reporting Relationship	Professional reporting to the Director of Nursing, NAS-CCRS Clinically to the Clinical Lead MICAS & National Adult Retrieval Coordinator on a day to day basis
Purpose of the Post	The post holder will work in collaboration with all key stakeholders pertaining to the adult retrieval service. She/he will have a strong clinical patient focus providing professional / clinical leadership and management that promotes efficiency, innovation, team work and continuous quality improvement within the philosophy of care in MICAS. The post holder will be required to be a skilled knowledgeable and competent practitioner in the overall management of the critically ill adult patient.
Principal Duties and Responsibilities	<ul style="list-style-type: none">• Work within the nursing scope of nursing practice as established by the Nursing and Midwifery Board of Ireland (NMBI)

	<ul style="list-style-type: none"> • Coordinate the management of direct patient care in collaboration with the MICAS doctor on duty, Coordinator, NAS and all stakeholders in the delivery of the service on a day to day basis. • Ensure compliance with regulations in relation to custody and administration of medications (HSE, NMBI guidelines) • Adhere to, and ensure compliance with policies, protocols, standards, legislation, codes of practice and professional conduct as outlined by HSE/NAS and MICAS • Ensure that each patient is assessed and their care planned, implemented and evaluated in collaboration with the MICAS team, adhering to all MICAS standards, policies and procedures • Comply with procedures regarding sick leave, study leave and in-service attendance. • Comply with Uniform policy with a focus on PPE/safety requirements in the transport environment • Promote and maintain good and effective communications with patients, families and the multidisciplinary teams in all aspect of the MICAS service • Display a high standard of communication and liaise effectively within the MICAS, referring and receiving multidisciplinary teams • Act as a role model and promote an inclusive and respectful culture • Guide and direct a high standard of holistic care to patients having regard to the ethics and philosophy of the service • Participate in meetings/committees as required and disseminate information appropriately • To continue to promote the continuity of change in line with MICAS, NASCCRS and HSE strategic plans • Develop and support the concept of advocacy maintaining the privacy, dignity and confidentiality of the patient and family • To challenge any interaction which fails to deliver a quality of service to the patients in the service
<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<ul style="list-style-type: none"> • 1 year's continuous service with their current employer at the date of application. • Be registered in the General Division of the Register of Nurses & Midwifery maintained by NMBI • Have a minimum of five years' post- registration experience in an acute setting with three years of these within the adult critical care setting • Have a minimum of 1 years' experience post recognised post-graduate qualification in Critical Care Nursing (or equivalent) • Up to date ACLS Certification • Have the ability to practice safely and effectively fulfilling his/her professional responsibility within his/her scope of practice <p>Character Each candidate for and any person holding the office must be of good character</p> <p>Age Age restriction 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 on the first day of the month in which the latest date for receiving completed application forms for the office occurs.</p> <p><i>*A list of 'other statutory health agencies' can be found at Statutory and Voluntary agencies - HSE.ie</i></p>

Skills, competencies and/or knowledge	<p><u>Communication & Influencing Skills</u></p> <ul style="list-style-type: none"> • Maintains confidentiality of information in line with HSE guidelines • Ensures effective communication with all stakeholders of the MICAS service to include the patient, family, referring and receiving hospitals • Positively influences within sphere of influence whilst delivering care to the greater transport stakeholders • Demonstrates strong listening and communication skills • Demonstrates ability and willingness in delivering formal educational sessions • Communicates service issues (adverse events) and demonstrates consistent reporting practices within the service • Demonstrates understanding and strong communication skills in dealing with complaints or adverse event management. <p><u>Building & Maintaining Relationships</u></p> <ul style="list-style-type: none"> • Develops strong positive working relationships across all areas of the service. • Demonstrates a supportive and reciprocating work style supporting staff and multidisciplinary teams, particularly in challenging situations • Promotes strong working relationships with multi- disciplinary teams, teams in referring and receiving hospitals • Motivated to achieve positive results at all levels of the service. • Participates in project team, committees and quality initiatives • Promotes to move the service forward and participate in change initiatives <p><u>Service initiation & Innovation</u></p> <ul style="list-style-type: none"> • To assist in the systematic monitoring and evaluation of nursing practice within the service • Demonstrates persistence and flexibility in achieving operational and organisational goals. • Demonstrates composed leadership skills in dealing with a variety of demands in a time-limited or critical situation • Maintains a professional demeanour in all communications in line with the HSE Dignity at work policy (2009) • Highlights in a timely manner any areas within the service of concern or where improvements can be made • To foster enquiry to contribute to new ideas and innovations • <p><u>Quality, Patient Safety & Governance</u></p> <ul style="list-style-type: none"> • To assist/lead in the setting of evidence based standards aimed at providing a high quality service • Participate with clinical audit in the promotion of clinical quality initiatives • Contribute to the Key Performance Indicators in data collection and disseminating of information • Participate in the implementation of quality initiatives in the provision of quality improvement for patients • Participate in continuous quality improvement in consultation with the MICAS team. • Is personally committed to achieving operational and organisation goals in an environment of continuous quality improvement. • Ensure the patients confidentiality is respected by all staff and maintained at all times in line with HSE policy. • Report, review and follow through on complaints and incidents in association with MICAS team in line with the Adverse Events Policy for HSE/NAS
--	--

- Report, review and follow through on complaints and incidents in association with MICAS team in line with the Adverse Events Policy for HSE/NAS
- Ensure all adverse events, incidents, near misses and complaints are reported in line with the adverse events policy.
- Ensure continuous review and evolution of policies, clinical practice guidelines and existing practices.
- Participate in the maintenance of the Risk Register for the clinical area in collaboration with the MICAS Coordinator and Clinical Lead.
- Adhere to the HSE hygiene and infection control policies

It is expected that any information obtained concerning patients, colleagues or health service business are regarded and subjected to strict confidentiality and should not be discussed or divulged except in a professional forum. All patient records must be secured and kept in safe custody in compliance with the HSE Standards and Recommended Practices for Healthcare Records Management (HSE 2010).

Leadership

- Demonstrates composed leadership skills in dealing with a variety of demands in a time-limited or critical situation
- Participates/leads within a team confidently, motivating, empowering and communicating with team members to promote provision of a quality service.
- Provides leadership and understanding in collaboration with the MICAS team, referring and receiving hospitals and performs always in the best interest of the patient
- Promotes a high standard of care to patients within MICAS service.
- Implements and monitors standards of clinical care for the service
- Promotes Interdisciplinary networking to ensure high quality effective systems for service delivery
- Demonstrates change management skills

Training & Education

- Be responsible for personal education and training requirement and mandatory training, undertaken in correlation with HSE/NAS policies.
- Comply with the orientation package and awareness of the policies, procedures and guidelines within MICAS, NAS-CCRS
- Provides high quality and safe clinical learning environment
- Champions and promotes education throughout the service
- Participates in systems to capture learning requirements, debrief staff and promotes patient care.
- To represent MICAS at conferences, meetings and other professional forums as required
- Participates in educational sessions/ training days within service and MICAS multidisciplinary teams.

Planning & Organisation

- Plans and organises resources and tasks efficiently and effectively within a specific time frame.
- Manages unexpected scenarios, prioritising and meeting demands in emergent situations.
- Maintains accurate, legible and concise documentation
- Participates in the development of strategic planning for the MICAS service in response to need.

	<ul style="list-style-type: none"> • Participates in the development and review of policies and standards for the safe use of transport equipment • Ensures economical use of financial and human resources • Demonstrates budgetary awareness in clinical practice <p><u>Audit & Research</u></p> <ul style="list-style-type: none"> • Complete patient documentation in exemplary manner to enable data collection • To assist in the maintenance of clinical data in line with the MICAS Key performance indicators • To assist/ initiate audit and research projects relevant to the MICAS service <p><u>Commitment to a Quality Service</u></p> <p><i>Demonstrate:</i></p> <ul style="list-style-type: none"> • Awareness and appreciation of the service user. • A commitment to promoting and maintaining high work standards. • A commitment to providing a professional service to internal and external stakeholders.
<p>Competence and Professional Responsibility</p>	<ul style="list-style-type: none"> • To be a competent knowledgeable practitioner with knowledge of adult critical care principles, methods, practices, standards, and can apply these skills to the management of the critically ill patient throughout the transport process. • Has a good working knowledge of current and emerging trends in technologies, techniques, issues and approaches with adult critical care and the transport environment. • Holds an appropriate and effective set of professional values and beliefs and behaves in accordance with HSE policy (Dignity in workplace (2009), Diversity in workplace () Equality Act (2010). • Remains up to date with mandatory training • Maintains ACLS accreditation • Assess, plan implement and evaluate the plan of care for critically ill adults within the MICAS service • Ensure safe and effective care for complex patients requiring advanced technical therapies • Has knowledge of ground and Air physiology with implications to transporting critically ill patients • Develop and maintain clinical skills and knowledge necessary to provide clinically effective, evidence based patient care within the scope of professional practice • Makes timely decisions, with cognisance to relevant policies, procedures, guidelines. • Uses logical analysis to address complex issues • Acts as a role model in terms of capabilities and professionalism • Highly committed to the values and professional objectives of the MICAS, NASCCRS and NMBI. • Comply with disciplinary issues within current legislation and HSE procedure
<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>

	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.
Code of Practice	<p>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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, Information for Candidates".</p> <p>Codes of practice are published by the CPSA and are available on www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on www.cpsa.ie.</p>
Protection for Persons Reporting Child Abuse Act 1998	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
Mandated Person. Children First Act 2015	<p>As a mandated person under the Children First Act 2015 you will have a legal obligation to:</p> <ul style="list-style-type: none"> • Report child protection concerns at or above a defined threshold to TUSLA • To assist Tulsa if requested, in assessing a concern which has been the subject of a mandated report. <p>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>Secondment agreement will be for a period of one year, @0.5 WTE (18.75 hours/ week). Mandatory training / training and education requirements will be divided between NAS-CCRS and employing hospital. All employees are required to comply with policies, procedures and guidelines from NAS-CCRS / HSE. Employees are required to abide by the HSE code of behaviour and the NMBI Code of professional practice.</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>The 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>	

**Adult 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 (1 wte) (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. 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 job offer 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>* <u>Public Servants not affected by this legislation:</u> 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>
Protection for Persons Reporting Child Abuse Act 1998	<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>
Mandated Person Children First Act 2015	<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.

	<ul style="list-style-type: none"> 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>
Infection Control	<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>
Health & Safety	<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. 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/H&S web-pages

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