



Milford Care Centre
(Under the auspices of Little Company of Mary)
Castletroy, Limerick.

Tel: 061-485800 Fax: 061-331181



Mission Statement

We in Milford Care Centre as a Little Company of Mary Health Care Facility aim to provide the highest quality of care to patients and residents, family and friends, both in the areas of palliative care and services to the older person, as envisaged by Venerable Mary Potter.

We strive to live our core values:-

Justice: To be rooted in integrity, honesty and fairness in all that we do.

Compassion: To seek to understand and to care for all with compassion.

Respect: To treat each person as a unique and valued individual.

Communication: To be open, honest and sensitive in all our communications.

Accountability: To provide a professional service that uses resources economically, efficiently and effectively.

Job Description

JOB TITLE:	Researcher
REPORTS TO:	Head of Education, Research and Professional Development
ACCOUNTABLE TO:	Chief Executive
LOCATION:	Milford Care Centre
ELIGIBILITY CRITERIA:	
Essential:	Applicants should hold a primary degree in nursing, an allied health professional degree, or medical qualification and be able to demonstrate significant interest and experience in Specialist Palliative Care.
Desirable:	Applicants should ideally hold a minimum of two years' experience in research methods (in any of the following areas) within a palliative care setting: <ul style="list-style-type: none">• Qualitative or quantitative methods• Clinical audit• Evaluation• Project Management• Protocol / Standards development• Change management
Purpose of Job:	The post holder will work as the researcher on a project entitled "Multidisciplinary patient assessment in specialist palliative care: Continuously Improving Quality".

This study has three principal aims:

- (1) to develop an agreed evidence-based, multidisciplinary, standardised documentation system for initial patient assessment, for use in specialist palliative care;
- (2) to evaluate the agreed system of documentation from a staff and patient / carer perspective and
- (3) to develop clinical audit tools to allow services to continually monitor the quality of the initial patient assessment documentation.

Principal Duties and Responsibilities

1. To carry out all aspects of the research project from, project design, carrying out data collection using both quantitative and qualitative methods, data analysis, final report write up and presentation to appropriate audiences within agreed timeframes.
2. To review relevant literature and information on evidenced based practice.
3. To arrange and facilitate multi-disciplinary research meetings as required for the study. This includes arranging agendas, venues, taking and circulating minutes and other appropriate duties.
4. To monitor the progress of the project in conjunction with the documentation steering group and provide feedback to the management team on a quarterly basis.
5. To observe deadlines to be met for the lifetime of the study.
6. To prepare and present results in appropriate format.
7. To promote the study and educate and support staff as required.
8. To deliver clinical audit training to staff as part of the research project.
9. To assist in managing any change, that is project related that arises throughout the lifetime of the project in conjunction with the steering group and heads of departments.
10. To network with other researchers and professionals researching similar areas.

HEALTH AND SAFETY

1. To be familiar with the ***Safety Statement Milford Care Centre and the Safety, Health and Welfare at Work Act, 2005.***
2. To ensure that the working environment is a safe and hazard-free zone.
3. To ensure that all equipment is maintained in a safe working order.
4. To investigate all accidents and incidents, reporting them to the appropriate personnel, along with relevant documentation, in a timely manner.
5. To be aware of the policy in relation to fire prevention and the procedure to be followed in the event of fire in ***Milford Care Centre***, and attend ***fire drills*** on a regular basis.
6. Adhere to the ***Milford Care Centre Policy*** on Moving and Handling.
7. Adhere to the ***Milford Care Centre Policy on maintaining confidentiality***

PERSON SPECIFICATION

Skills, Competencies and/or Knowledge

The successful candidate will:

1. Have knowledge of palliative care services, documentation in palliative care and research within palliative care.
2. Have a good understanding of theoretical and practice issues in qualitative and/or quantitative research methods
3. Have knowledge of databases to access evidence based practice and knowledge regarding critical appraisal of literature obtained.
4. Have excellent report writing skills and will be proficient in Microsoft Office.
5. Have the ability to present findings to a variety of audiences.

6. Have the ability to write articles for peer reviewed journals.
7. Have effective communication skills including: the ability to present information in a clear and concise manner; the ability to give constructive feedback to encourage learning and the ability to create team spirit among the multidisciplinary team working on the project.
8. Have effective planning and organisation skills and the ability to work to deadlines
9. Have effective persuasion and negotiation skills
10. Demonstrate flexibility.

TERMS AND CONDITIONS OF EMPLOYMENT

1. The appointment is temporary, half time for two years.
2. Dependent on the needs of the project and subject to the availability of resources the hours of the post may be increased following review in 2009.
3. The appointment will cease on attainment of the age of 65 years.
4. The person appointed will be required to serve a probationary period of 3 months.
5. The salary shall be commensurate with the qualifications and experience of the successful candidate, subject to the limits of the available budget.
6. The person appointed must give a minimum of two months notice in writing of intention to resign.
7. Annual leave entitlement will be commensurate with the successful candidates current entitlement.
8. The principal duties of the post will be in accordance with the attached job description which may be revised from time to time.
9. This post is for two years. The successful candidate will have supervision from the Head of Department of their relevant discipline.
10. The successful applicant will be required to take up post as soon as possible.

Staff Member's sign-off sheet

I have read, fully understand and accept the criteria and guidelines laid down in this Job Description for the position of Researcher in Milford Care Centre and accept that there is a requirement to be completely flexible in the role and that the role will be evolving in light of developments and changes within the Health services.

SIGNED: _____ DATE: _____

(Staff Member)

SIGNED: _____ DATE: _____

(On behalf of Milford Care Centre)

Note: The above list of Responsibilities/Duties is not exhaustive and as such will be subject to review on an ongoing basis and may be changed in accordance with service requirements.

December 2008