

## Facilities for Staff

### What St Vincent's can offer you.....

- Flexible working hours including part time hours
- Competitive pay and conditions
- Access to Career Pathways and opportunities for career development
- In-service Education
- Personal Development Planning (Pilot commenced June 2005)
- Orientation programme for all new staff
- Appraisal interviews for all temporary staff
- Intranet - Access to Hospital Policies
- Group medical scheme
- Tax free annual commuter tickets
- Banking ATM in main hall, major banks nearby
- Car parking - for a small annual fee
- Subsidised canteen
- Extensive Library facilities  
- Education and Research Centre
- Pharmacy - medication may be purchased at staff rates
- Credit Union - member of Health Services Credit Union on site every Friday 10.00 a.m. & 11.30 a.m., Education & Research Centre

## How to apply for a position

For all nursing posts advertised (internally or externally) you may apply by sending 3 copies of your current CV (unbound) to the Nursing Human Resources Department.

Phone: 01 - 2774180  
Fax: 01 - 2094905  
E-mail: [nursing@st-vincents.ie](mailto:nursing@st-vincents.ie)

## Philosophy

The following philosophy underpins all we do.....

*"We strive for harmonious collaboration between all members of the multidisciplinary team, to promote an environment conducive to health and well being. Mutual respect for patients, relatives and staff of all our cultural differences and religious beliefs are ever paramount. We aim to provide health and well being to a successful discharge or to a dignified and comfortable repose. We remember and remain ever grateful to our donors and their families for the unique and selfless gift of life to alleviate the suffering of others."*

## Mission Statement

*"We strive for excellence in meeting the holistic needs of our patients in a caring and healing environment in which the essential contribution of each member of staff is valued. The values of human dignity, compassion, justice, quality and advocacy, rooted in the mission and philosophy of the Religious Sisters of Charity, guide us in our work. We will, within the foregoing context, make every effort to maintain excellence in clinical care, teaching and research."*

*Comh mheas, comh bhá, comh pháirtíocht agus comp oibre  
bunsraith ár gcuid saothar uile.*

## Core Values of Hospital

**Human dignity**  
**Compassion**  
**Justice**  
**Quality**  
**Advocacy**

## Contact Us

You can contact the Nursing Human Resources Department on **01 2774180**, alternatively you can forward your CV or request more information by emailing [nurseopenday@st-vincents.ie](mailto:nurseopenday@st-vincents.ie)

# Nursing Human Resources



Human Resources information for nurses interested in working in St. Vincent's University Hospital

- Recruitment
- Administration Services
- Leave Entitlements
- Occupational Health
- Duty Patterns
- Benefits
- Facilities for staff

## Human Resources

St. Vincent's University Hospital,  
Elm Park,  
Dublin 4.

Phone: **01 2774180**  
Email: [nurseopenday@st-vincents.ie](mailto:nurseopenday@st-vincents.ie)  
<http://www.st-vincents.ie>

## About Us .....

St Vincent's University Hospital employs over 900 nurses. The Nursing H.R. Department is continually striving to refine and develop the service it provides to all nursing staff and to meet the ever progressive legislation and technology changes that occur. It is the purpose of the Department, at all times to maintain the individuals integrity and right to be treated in a fair and confidential manner.

St Vincent's University Hospital is an equal opportunities employer.

The Nursing H.R. office is situated on the main corridor of the hospital (close to the shop) Opening hours: 08.00 a.m. - 4.30 p.m. Monday to Friday.

## H. R. Administration

### Leave Entitlements

- Maternity paid/unpaid leave (18 weeks paid / 8 weeks unpaid)
- Parental leave (14 weeks for full time staff per child and pro-rata for part-time staff)
- Adoptive Leave
- Force Majeure
- Paternity leave (3 days) for each child
- Special unpaid leave (Career Breaks)
- Carers leave (up to 65 weeks)
- Sick leave

### Annual Leave Entitlement

Staff Nurse:	up to 5 years	187.2 hrs
	up to 10 years	195 hrs
	10 years plus	210.6 hrs
CNM 1, 2 & 3:	up to 5 years	195 hrs
	up to 10 years	202.8 hrs
	10 years plus	218.4 hrs

All annual leave is calculated at ward level and is pro rata for part time staff.

Public Holidays: 9 x 7.8 hours are not included in the above entitlement and will also be calculated at ward level.

## Recruitment

The department is responsible for

- Arranging and managing recruitment
- Appointment of successful candidates
- Maintenance of competition files in accordance with hospital policy

## Flexible Working Hours

St Vincent's can offer you a wide range of flexible working hours e.g.:

- Long days
- Morning shifts
- Evening shifts
- Twilight hours

Requests for internal transfers will also be facilitated.

## Voluntary Hospital Superannuation/Pension Scheme

*What benefits are provided under the Voluntary Hospitals Superannuation Scheme?*

- Retirement lump sum and pension
- Retirement on grounds of ill health
- Death benefits
- Spouses and Children's pension scheme

In accordance with the terms and conditions of the Scheme

## Study Leave and Financial Assistance

St. Vincent's' is strongly committed and supportive of career development for nurses. We have links with UCD, Royal College of Surgeons, Trinity College, D.C.U

Some courses are fully funded under the fees initiative and other courses receive partial funding.

All nursing staff (temporary and permanent) may apply for study leave which is negotiated with the CNM/DNM.

## In-Service Education.

The Nurse Education Centre also provides in-service education and training for nurses  
Copy of Study Leave and Financial Assistance Policy available on each ward.

Application forms are available from the Divisional Nurse Managers secretaries office. 2774367

## Occupational Health

The Occupational Health department offers a wide range of services including

- Pre-employment screening
- Immunisations
- Counselling service
- Follow up on work related injuries/illness.

The Health & Safety team work to minimise the Risk to the Health and Safety of patients, visitors and staff through training programmes