

NurseOnCall Hospital Support Services(NHSS)

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Putting Yourself On Call

- To make yourself available for work, please email your name, phone number and availability to bookings@nurseoncall.ie
- On receipt of your email, we will email you back to confirm you are on call. We will then contact you as soon as shifts come in (as hospital requirements change so much this will normally be the day before you are available). We will also email you to confirm your shift.
- If you wish to work a Sunday you must work a Friday/Saturday or Monday with it.
- We would also recommend trying as many possible to gain the most experience so so please be open to different locations etc.

On Arrival to the Ward/Submitting Timesheets

- On arrival to ward, report to the Ward Manager.
 - Ensure that you are wearing correct uniform i.e. navy trousers, white tunic top with navy piping, navy/black shoes, and of course that you at all times wear your Nurse on Call I.D. badge.
 - Hair must be tidy and off your face. Jewellery and nail polish not permitted.
 - Ensure that mobile phones are turned off while on duty.
 - Introduce yourself to ward staff on arrival.
 - Familiarise yourself with the following:
 - *Paging System
 - *Fire & Emergency Procedures
 - *Ward Layout
 - *Ward Staff will inform you what your duties will be for the shift.
 - *Sign the agency signing in sheet/book before the shift and at the end of shift if applicable
 - Get your timesheet signed at the end of your shift and submit to Nurse on Call before 21.30 on the following Monday.
 - Please note that **St. Vincent's University Hospital** have separate timesheets and these must be submitted directly to the Nurse Bank Office on the Ground Floor in St. Vincent's.
 - If you are working in **St James Hospital**, please ensure you sign in & out on the wards and if given a reference number for your shift to note this in the signing in book.
 - Queries in relation to payroll/increment must be made in writing to carersaccounts@nurseoncall.ie
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