



CLINICAL NURSE MANAGER II

Permanent, Full Time

Particulars of Office

1. The appointment is permanent full-time and pensionable.

2. Salary

Remuneration is in accordance with the salary scale approved by the Department of Health

3. Superannuation

The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.

4. Duties

The incumbent will perform such duties as are outlined in the attached Job Description.

5. Hours of Work

The normal hours of work associated with the post are 39 hours per week discharged through a 24 hour period Monday to Sunday. Your shift hours will be noted to you by the Director of Nursing. Flexibility in working throughout the 7 days will be required including a rotation to night duty shifts.

6. Probation

The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be;

- a) Certified as satisfactory and confirmed in writing;
- b) In certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.

7. Retirement

No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 70 years of age on the 1st day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

8. Annual leave

Annual leave and public holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997. Your annual leave entitlement will be advised to you by the Director of Nursing Office and is based on the number of years service.

9. Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

10. Termination of office

The employment may be terminated at any time by three months notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

11. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re-verify employees at any future point, as deemed appropriate by Hospital Management.

12. Confidentiality

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

13. Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

14. Policies / Legislation

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

15. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.

16. HR Department Privacy / GDPR Policy

In order to carry out its administrative functions the Human Resource Department in the National Rehabilitation Hospital collects and processes personal data relating to individuals, which includes the job applicants and staff of the Hospital. The Human Resources Department takes the confidentiality of all personal data seriously and consequently takes all necessary steps to comply with data protection legislation including the GDPR. The Human Resource Department collects personal data only in

order to meet specific lawful purposes, and will retain that data only for so long as necessary. We also ensure that all reasonable technical and organisational security measures are in place to safeguard personal data.

Ordinarily, the Human Resource Department will not pass personal data to any third party except where required by law, or under statutory obligations, or to fulfil a contract of employment or for other legitimate purposes as balanced against the rights and interests of the Data Subject. If you have any concerns about how your personal data is processed, you may contact our Data Protection Officer (dpo@nrh.ie). Please refer to the National Rehabilitation Hospital Human Resources Privacy Policy Document for more information. The Policy Document is available on request from the Human Resources Department.



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JOB DESCRIPTION

1. Qualifications

The candidate must, on the latest date for receiving completed application forms for the office, possess:

- Must be registered on the General Division of Nursing and Midwifery Board of Ireland (NMBI) or eligible to be so registered
- Minimum 5 years post registration experience
- Relevant post registration qualification essential
- Post Registration qualification in Rehabilitation; Spinal Injury; or Neurosurgical or Neuro disability Nursing desirable
- Management course desirable.
- Have proven clinical and professional ability, leadership, communication and organisational skills.
- Display evidence of continuing professional development.
- Computer skills essential.

2. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well- being in line with the Hospital objectives.

3. Character

Candidates for and any person holding the office must be of good character.



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JOB DESCRIPTION

Title:	Clinical Nurse Manager II
Purpose of the Position:	The post holder has overall responsibility for the Patients and Staff on designated ward/programme.
Accountable to:	Director of Nursing
Liaison/Communication:	With Patients; Families and Carers All Nursing, Nursing Support, Medical and Paramedical throughout the Organisation Heads of Departments, or their deputies Relevant external agencies



CLINICAL NURSE MANAGER II Permanent, Full Time

JOB DESCRIPTION

Overview of the Role

The Post holder will be responsible for:

- Maintaining a high standard of patient care.
- Ensuring the safety of patients and staff at all times
- Encouraging a learning environment in order to develop all grades of staff
- Fostering a team environment
- Acting as a patient advocate within the Interdisciplinary team
- Ensuring good public relations
- Direct Staff in the event of an emergency within the hospital or its precincts. This includes being familiar with and prepared to implement Fire Drill at any time.
- Has knowledge of the security and fire alarm systems and know the procedure to take if corrective action is required.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- The post holder has accountability both professionally and legally for decisions she/he makes which impacts on patient and staff health, safety and welfare. She/he must submit her/his An Board Altranais Registration Certificated to Nursing Administration before 1st February of each year.
- Ensure that a safe environment is maintained for staff and visitors in compliance with Health and Safety requirements.
- Being responsible for the day to day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- Keeping up to date with all relevant mandatory training for the department.

Specific Accountability

- He /She is accountable for ensuring a high standard of patient care is maintained
- Ensuring safety of patients and staff at all times.

Outline of Duties and Responsibilities

- Discuss present performance and future needs with the Director of Nursing.

Research:

- Develop and awareness of research.
- Applies research findings to defined patients populations e.g. patients with disabilities.

Workload Estimation:

- On a day to day basis the Clinical Nurse Manager II will decide and allocate the work to be done by Staff Nurses, Health Care Assistants based on the needs of the patients and capability of the staff.
- Implement a systematic method for the assessment of individual patients needs and ensure proper documentation of same.
- Generating a duty roster for the designated Programme from the allocation of CNM1, Staff Nurses and Health Care Assistants assigned to that Unit taking cognisance of patient dependency and skill mix.
- Ensuring that all shifts (particularly those attracting premium payments are distributed equitably.

Clinical Nursing Practice:

- Uses a framework and model of nursing to assess individual patient needs.
- Ensures that appropriate nursing care is planned for individual patients based on need assessment.
- Reviews patient care plans for appropriate patient goals, problems, approaches and revisions based on nursing needs.
- Ensures that verbal and written nursing reporting systems are accurate and adequate.
- Prevents the spread of infection by using standard precautions and adhering to all NRH infection control policies.
- Arranges transport for patients who require transfer to an acute hospital during hours of duty.
- Ensures that accurate nursing reports accompany patients who are being transferred to other hospitals.
- Ensures clinical competence of staff in performing clinical activities.
- Introduces new clinical practices or techniques in an appropriate manner.
- Maintains personal clinical skills by performing nursing care.
- Directs, supervises and mentors the nursing staff in the management of nursing care i.e. providing professional and specialist advice on the provision of nursing care and demonstrate practical nursing skills.
- Ensures that patients and relatives are appropriately informed and counselled regarding their condition, short and long term treatment/care plans and that they are adequately educated and trained.
- Attends and participates in interdisciplinary rounds and conferences.

Management of Challenging Behaviour

The post holder will ensure that

- All staff are able to identify signs of impending aggression or violence in a particular patient. e.g. noisy abusive or impulsive behaviour.
- All staff will be familiar with the patients care plan and consistent in their responses to aggressive violent behaviour.
- All staff undertake behaviour management training.
- All staff are aware of reporting and monitoring arrangements in respect of incidents.
- All staff are aware that immediate support and counselling are available to those who have been involved in a violent incident.

Standards and Quality of Care:

- Initiates the setting of standards.
- Decides with the Director of Nursing the indicators to be used to judge quality of service to patients.
- Ensures that ward staff understand and abide by required standards and limits.
- Checks on the quality of work done by all nursing and non-nursing staff within the designated Programme.
- Monitors and evaluates the outcomes of nursing care for individual patients.
- Convenes regular meetings with the staff to discuss outcomes of nursing care and take suggestions on how nursing care might be improved.

Staffing and Manpower Planning:

- Plans and allocates nursing teams with appropriate staff numbers and skill mix to ensure safe continuity of care.
- Arranges staff meal breaks in consultation with nurse in charge of the ward.
- Supports, supervises and coaches nursing staff and other support staff in carrying out their allocated clinical duties to the required standard.
- Advises the Director of Nursing when staff levels fall below or are in excess of that considered to be adequate to meet variations in workload.

Personnel:

- Promotes nurtures and maintains a high level of staff morale hence promoting team spirit and job satisfaction among all nursing and non-nursing staff within the designated Programme.
- Implements safety policies within the unit.
- Checks that nursing and non-nursing staff are on duty as scheduled.

- Ensures that staff wears proper uniform and adheres to the NRH dress code policy.
- Ensures that all nursing staff practice within the code set for the profession by Nursing and Midwifery Board of Ireland.
- Carries out development and performance review interviews with individual staff in the unit.
- Decides how to deal with behaviour outside acceptable limits i.e. emotional upset in staff, brusqueness to patients or colleagues, undignified behaviour, absenteeism, conflict, grievance and discipline.
- Ensures that all staff know the complaint, disciplinary and grievance procedures.
- Investigates incidents and accidents involving all staff and report these verbally and in writing to the Director of Nursing or her nominee.
- Decides when on-call personnel need to be contacted.

Education/Staff Development:

- Assesses and identifies training and development needs of all ward staff, set objectives for such learning; recommends these to the Director of Nursing and contributes to the development of training programmes where appropriate.
- Identify teaching/learning opportunities within the unit.
- Plans, implements and evaluates:
 - Staff development programmes to support new clinical services.
 - (b) Post graduate training programmes as pertinent to the unit.

Budgeting:

- Ensures that appropriate levels of physical resources (drugs, dressings, appliances, food levels and other material) are kept on the unit.
- Encourages the economical ordering of unit stocks.
- Encourages staff to utilise resources judiciously by developing economical habits and adhering to the limits so as to ensure efficient and effective use of resources

Self Development:

The post holder is expected to:

- Maintain and update knowledge and keep abreast of relevant professional development and all current trends in nursing.
- Discuss present performance and future needs with the Director of Nursing.

Quality, Patient Safety & Risk Management

The NRH is committed to supporting a culture of continuous quality improvement through effective governance, clinical effectiveness and outcome measurement.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. This involves developing appropriate standards of practice that can be measured from the clinician and service user perspective and requires that the Manager be:

- Responsible to ensure compliance with Health Information and Quality Authority (HIQA) National Standards, Health Service Executive (HSE) , CARF/adopted Accreditation Standards, National and Local policies, procedures, guidelines, best practice standards, relevant government legislation and regulations.
- Participate in various standards, NRH accreditation and quality control groups to support the overall achievement and maintenance of the designated NRH quality and accreditation standards.
- To promote and effect a Continuous Quality Improvement (CQI) environment for services at NRH in line with existing and future regulatory requirements.
- To work closely with the Risk Management Department, clinical programmes and services in order to organise and assure implementation of all hospital and external quality, safety and risk management policies, procedures and requirements pertinent to services at the Hospital.

The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder.

Employee Name: _____

Line Manager Name: _____

Employee Signature: _____

Manager's Signature: _____

Date: _____

Date: _____