



Clinical Facilitator Clinical Nurse Manager II Permanent, Full time

Particulars of Office

- 1.** The appointment is permanent, whole time and pensionable.
- 2. Salary**
Remuneration is in accordance with the salary scale approved by the Department of Health current scale.
- 3. Superannuation**
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme will apply to the position and superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the scheme.
- 4. Duties**
The Clinical facilitator 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 usually discharged between the hours of 9.00am and 5.00pm on a Monday to Friday basis. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.
- 6. 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 65 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.
- 7. Annual leave**
Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act. 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole time equivalency.



8. 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.

9. Termination of office

The employment may be terminated at any time by two 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.

10. 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.

11. 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.

12. 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.

13. 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.



14. 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.



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1. Qualifications

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

- ✓ Be registered in the general division of the Register of Nurses maintained by Nursing Midwifery Board Ireland (NMBI)
- ✓ Have at least five years post-registration nursing experience (full-time or equivalent hours part-time) in an acute/rehabilitation hospital in the clinical practice setting
- ✓ Demonstrate experience of developing nursing practice as relevant to the post
- ✓ Excellent interpersonal skills required
- ✓ A teaching and assessing course is essential (or willingness to undertake same within 2 years of being appointed)
- ✓ BSc or Post Graduate Programme in Nursing Management or Education is desirable or a commitment to undertake same within two years.
- ✓ Evidence of commitment to professional development, training and research / audit
- ✓ Possess well-developed leadership, interpersonal and organisational skills
- ✓ Computer skills essential
- ✓ Relevant post registration qualification 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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Title:	Clinical Facilitator Clinical Nurse Manager II
Purpose of the Position:	Clinical Facilitator
Accountable to:	Director of Nursing
Liaison / Communication:	All Nursing, Nursing Support, Medical and Paramedical throughout the Organisation Heads of Departments, or their deputies Clinical Nurse Managers Interdisciplinary team Relevant external agencies



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JOB DESCRIPTION

Overview of the Role

- To enhance outcomes for patients by assessment of standards of nursing and healthcare assistant practice, the planning and implementation of appropriate education and professional development and the ongoing audit and evaluation of standards and patient outcomes.
- To provide a quality educational and supportive service to nursing staff/students
- The co-ordination and management of up to date educational/clinical programmes for relevant staff.
- Support the clinical audit of practice within the hospital and supported by the Nursing Management.



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 Nursing Midwifery Board Ireland (NMBI) Registration Certificated to Nursing Administration annually
- 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.

Professional Responsibilities:

- Work within the code of Professional Conduct for Nurses, participating in the implementation of the Scope of Practice Framework.
- In conjunction with the nursing department, contribute to practice development within the organisation. Assist with the development of standards and policy guidelines for nursing practice in the clinical areas.
- To act as a role model for advanced nursing practices, and be an informed resource for other nurses/staff disciplines to promote collaborative working practices in all aspects of patient care in specific ward areas. Maintain personal/professional competence by engaging in clinical practice regularly and keeping oneself updated appropriately.
- Encourage all staff, nursing and medical and paramedical to be responsible for, and to be actively involved in any quality led initiatives.
- Ensure that the dignity of patients and staff is assured and maintained at all times, having regard to the ethics, philosophy and mission of the hospital.
- Together with the nursing department be involved in identifying opportunities for development of nursing services that will improve the care of patients.



- Encourage recognition of the patient as an individual ensuring that the patient's needs are met through application of a systematic approach to nursing.

Clinical Responsibilities:

- Support clinical nurse managers and staff nurses in their teaching role, ensuring that all junior nursing staff's learning requirements and competencies are achieved at ward level.
- To be seen as a first line contact to all new nursing staff providing practical clinical support and expertise through evidence based research.
- Assist in the orientation of new staff in the clinical area.
- Ensure appropriate mentors are selected and prepared for their role in the ward in conjunction with the Clinical Nurse Managers and that new staff are allocated to and given opportunity to work with their mentors.
- Facilitate the integration of theory to practice and promote the concept of clinical skills teaching within the ward.
- Encourage and promote the implementation of the Health and Safety and welfare at work act.
- Ensure the adherence to all hospital policies with special emphasis on risk management issues.
- Guide and support all nursing staff using evidence based practice in all programmes in the NRH.
- Working in partnership with universities and other third level education facilities facilitating undergraduate /post graduate nursing programmes

Administration:

- Assist in the identification of the educational and practical requirements of staff at ward level and propose improvements or advancements to be made, to the Director of Nursing
- To provide statistical analysis on any training implemented at clinical level and capturing those staff that have not attended ensuring follow up with ward managers of nonattendance.

Education/Research:

- Plan, co-ordinate and implement Clinical Teaching Programmes at ward level with the assistance of senior nursing staff, and Director of Nursing for all levels of nursing staff
- Conduct research pertinent to the area of expertise (Rehabilitation Nursing) and coordinate with the Director of Nursing and CNM's to implement changes and develop international evidence based practice to ensure optimum patient care.



- Provide educational material/information at ward level and help foster a learning environment at ward level for all nursing staff
- Participate in staff in-service education programme for all nursing staff and health care assistance and the interdisciplinary team as necessary and as requested by the senior nursing management team
- Participate and assist clinical staff in audits as required by the senior nursing management team
- Assist the nursing staff to deliver relevant patient education programmes at ward level
- Provides and co-ordinates training for external agencies in relation to nursing practice

Management:

- Attend staff meetings and receive staff suggestions for improvements in the system of work, having regard to patient care and developments in nursing practice.
- Organise own workload efficiently and demonstrate ability to lead and communicate effectively.
- Prioritise areas of difficulty as highlighted by clinical staff and work systematically through these areas reporting regularly to the on improvements made or areas that require further investment from senior nursing/hospital management level.

Liaison and Communication

- Ensure fluent communication channels are maintained with all relevant personnel (e.g. Director of Nursing, Assistant Director of Nursing, CNM's and senior management nursing staff) to ensure safe, efficient, competent integration of junior and new staff into the workforce.
- Liaise and give feedback as necessary with the Clinical Nurse Managers, Director of Nursing in relation to all aspects of educational and professional supports that the junior and existing staff may require.

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 National Rehabilitation Hospital quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

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 is:

- 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: _____