



NATIONAL REHABILITATION HOSPITAL

CLINICAL NURSE MANAGER I (Permanent, Full time)

Particulars of Office

1. The appointment is Permanent, wholetime 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 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 whole-time standard weekly working hours for your grade are 37.5 hours per week. Starting and finishing times will be noted to you by your Head of Department.

The normal hours of work associated with the post are 37.5 hours per week discharged on a 5/7 basis and usually discharged between the hours of 08.00hrs and 20.20hrs Monday to Sunday inclusive. The appointee will be required to cover Night Duty on occasion and you may be required to work overtime, remuneration for which will be in line with nationally approved rates for your grade.

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 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.

7. 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.

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 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.

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 revett 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 legalisation.

15 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.



**NATIONAL REHABILITATION HOSPITAL
CLINICAL NURSE MANAGER I
(Permanent, Full Time)**

JOB DESCRIPTION

1. Qualifications

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

- Must be registered in the relevant division of the Nursing & Midwifery Board of Ireland (NMBI).
- Minimum 5 years' post registration experience.
- Relevant post registration qualification desirable.
- Post registration qualification in Rehabilitation; Spinal Injury; or Neurosurgical or Neuro-disability Nursing advantageous.
- 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.



**NATIONAL REHABILITATION HOSPITAL
CLINICAL NURSE MANAGER I
(Permanent, Full time)**

JOB DESCRIPTION

Title: Clinical Nurse Manager I

Purpose of the Position:

To be responsible for the management, care and treatment of patients, to ensure that the optimum standard of care is provided within the designated area(s) of responsibility.

The primary role of the CNM 1 will be one of clinical and professional leadership and development in the nursing team, including the development of nursing staff by means of in-service training and orientation of new staff in collaboration with CNM2.

Accountable to:

The Clinical Nurse Manager 1 reports directly to the Clinical Nurse Manager 2 and is accountable to the Assistant Director of Nursing & Director of Nursing



NATIONAL REHABILITATION HOSPITAL CLINICAL NURSE MANAGER I (Permanent, Full time)

JOB DESCRIPTION

Principal Duties and Responsibilities:

- Be responsible for the co-ordination, assessment, planning, implementation and review of care for patients' users according to service standards.
- Provide safe, comprehensive nursing care to patients within the guidelines laid out by the Nursing & Midwifery Board of Ireland, *NMBI*.
- The Manager will practice nursing according to:
 - Professional Clinical Guidelines
 - National and Area Health Service Executive (HSE guidelines), HIQA and international standards CARF
 - Local policies, protocols and guidelines
 - Current legislation
- Manage own caseload in accordance with the needs of the post.
- Participate in teams as appropriate, communicating and working in co-operation with other team members.
- Collaborate with service users, family, carers and other staff in treatment / care planning and in the provision of support and advice.
- Communicate verbally and / or in writing results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy.
- Assist in providing staff leadership and motivation, which is conducive to good staff relations and work performance.
- Maintain nursing records in accordance with local service and professional standards.
- Contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care.
- Maintain professional standards in relation to confidentiality, ethics and legislation.

- In consultation with CNM2 and other disciplines, implement and assess quality management programmes.
- Participate in clinical audit as required. Quality improvement
- Operate within the Scope of Practice - seek advice and assistance from his / her manager with any cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance.
- 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.
- Monitor and manage any patterns of unplanned absences in line with NRH policy
- Quality improvement

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 NMBI Certificate 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.

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 1 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 Ward 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 a general hospital during the night.
- 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 multidisciplinary ward 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.

Staffing and Manpower Planning:

- Plans and allocates nursing teams with appropriate staff numbers and skill mix to ensure 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 work load.

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 ward.
- 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 An Bord Altranais.
- Carries out development and performance review interviews with individual staff in the ward.
- 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 ward.
- Plans, implements and evaluates:
 - Staff development programmes to support new clinical services.
 - (b) Post graduate training programmes as pertinent to the ward.

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.
- Engage in continuing professional development by keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and to attend staff study days as considered appropriate.
- Provide a high level of professional and clinical leadership.
- Provide supervision and assist in the development of knowledge, skills and attitudes of staff and assigned students.
- Engage in performance review processes including personal development planning as appropriate.

Personnel / Administrative

- Exercise authority in the running of the assigned area(s) as deputised by the CNM2.
- Provide the necessary co-ordination and deployment of nursing and support staff in designated area(s) of responsibility, ensuring that skill mix takes account of fluctuating workloads and ensuring maximisation of available resources.
- Assess and monitor trends through collection and analysis of activity and data and keeping CNM2 and Senior Nursing Management informed of changing work patterns, which may require increased resource allocation.
- Collaborate with the CNM2 in preparing, implementing and evaluating budget and service plans for the clinical area.

- Co-operate in managing all resources - including nursing and non-nursing staff within an agreed budget.
- Promote a culture that values diversity and respect in the workplace.
- Assist in maintaining the necessary clinical and administrative records and reporting arrangements / contribute to quality assurance by assisting in data collection.
- Ensure that patient care equipment is maintained to an appropriate standard. In line with NRH Policy
- Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters.
- Participate actively in the Nursing Management structure by ‘acting up’ when required.
- Engage in IT developments as they apply to service user and service administration.

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.
- Play a central role in maintaining a safe environment for service users, staff and visitors e.g. by contributing to risk assessment.
- Assist in observing and ensuring implementation and adherence to established policies and procedures e.g. health and safety, infection control, storage and use of controlled drugs etc.

- Observe, report and take appropriate action on any matter which may be detrimental to patient care or wellbeing / may be inhibiting the efficient provision of care.
- Ensure completion of incident / near miss forms.
- Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

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: _____ Director of Nursing: _____

Employee Signature: _____ Directors Signature: _____

Date: _____ Date: _____