

**Clinical Nurse Manager 2
Job Specification & Terms and Conditions**

Job Title, Grade Code	Clinical Nurse Manager 2
Closing Date	4pm on Friday 8 th of October 2021
Proposed Interview Date (s)	Proposed interview dates will be indicated at a later stage.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	<p>Redemptorist Community, Esker, Co. Galway</p> <p>There is currently one part time vacancy available in the Redemptorist Community in Esker.</p> <p>A panel may be formed because of the competition from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.</p>
Informal Enquiries	<p>Gearoid Mulrooney Operations Manager Tel: 353 862507512 Email: gmulrooney@cssr.ie.</p>
Details of Service	<p>Esker is a fully functional Monastery similar to others within the Redemptorist Community throughout the country, albeit with its own unique offering. Esker is located close to Athenry in Galway.</p> <p>Esker Monastery is home to a Community of 12 Redemptorist priests. There are different levels of help needed with the activities of daily living for a small number of the Community members. Care, is provided by nursing and care staff, with good access to Community and Primary Care services exists.</p>
Reporting Relationship	Reports to the Operations Manager as appropriate for general and non-clinical matters. Accountable to the Rector of the Redemptorist Community on matters of the health and wellbeing of the priests.
Key Working Relationships	The Clinical Nurse Manager 2 will develop and maintain key working relationship with the following areas: General Practitioners, occupational therapy, physiotherapy, public health nursing staff and others as appropriate.
Purpose of the Post	The post of Clinical Nurse Manager 2 has a pivotal role in service planning, co-ordinating, and managing the resources and care within the Redemptorist Community at Esker. The main responsibilities include quality assurance, resource management, staffing and staff development, practice development, facilitating communication and professional / clinical leadership.
Principal Duties and Responsibilities	<p>Professional /Clinical</p> <ul style="list-style-type: none"> • Manage care to ensure the highest professional standards using an evidence based, care planning approach. • Provide a high level of professional and clinical leadership. • Be responsible for the co-ordination, assessment, planning, delivery and review of

service user care by staff under remit.

- Provide safe, comprehensive nursing care to service users according to the Code of Professional Conduct as laid down by the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and Professional Clinical Guidelines
- Practice nursing according to:
 - Professional Clinical Guidelines
 - National and Area Health Service Executive (HSE) guidelines as relevant to the role
 - Local policies, protocols and guidelines
 - Current legislation
- Manage own workload in accordance with the needs of the post.
- Participate in meetings as appropriate, communicating with and working in co-operation with others.
- Facilitate co-ordination, co-operation and liaison across healthcare networks
- Collaborate with the Rector, 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 Rector and relevant others in accordance with service policy.
- Plan transition of the service user between services as appropriate.
- Ensure that service users and others are treated with dignity and respect.
- Maintain nursing records in accordance with local service and professional standards.
- Adhere to and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care.
- Evaluate and manage the implementation of best practice policy and procedures e.g. control and usage of stocks and equipment, grievance and disciplinary procedures.
- Maintain professional standards in relation to confidentiality, ethics and legislation.
- In consultation with other disciplines external to the Community, implement and assess quality improvement initiatives.
- Participate in clinical audit as required.
- Devise and implement Health Promotion Programmes for the Community as relevant to the post.
- Operate within the scope of practice - seek advice and assistance 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.

Health & Safety

- Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with management, e.g. health and safety procedures, emergency procedures.
- Observe, report and take appropriate action on any matter which may be detrimental to staff and/or community member care or wellbeing or may be inhibiting the efficient provision of care.
- 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.

- Ensure completion of incident / near miss forms / clinical risk reporting.
- Adhere to policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
- Liaise with other relevant staff e.g. Public Health Nurse, Occupational Therapist re appropriateness for procurement of aids and appliances
- 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 as appropriate to the role.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Education and Training

- 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 professional study days as considered appropriate.
- Participate in the identification, development and delivery of induction, education, training and development programmes for staff, including non-nursing staff in Esker
- Provide support and supportive supervision to care staff as appropriate.
- Engage in performance review processes including personal development planning as appropriate.

Management

- Exercise authority in the running of the nursing service in Esker.
- Provide the necessary supervision, co-ordination and deployment of staff to ensure the optimum delivery of care in the designated area..
- Manage communication and facilitate team building.
- Provide staff leadership and motivation which is conducive to good working relations and work performance.
- Promote a culture that values respect in the workplace.
- Formulate, implement and evaluate plans for care delivery in co-operation with the wider healthcare support team, and in consultation with the Rector.
- Manage all resources efficiently and effectively within agreed budget.
- Lead on practice development within the clinical area.
- Lead and implement change as required.
- Promote, facilitate and participate in the development of nursing policies and procedures. Monitor as appropriate and lead on proactive improvement.
- Ensure compliance with legal requirements, policies and procedures affecting Community members and staff.
- Manage and promote liaisons with community services.
- Maintain all necessary clinical and administrative records and reporting

	<p>arrangements.</p> <ul style="list-style-type: none"> • Support the potential introduction of IT developments to enhance community led service administration. <p>The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>1. <u>Statutory Registration, Professional Qualifications, Experience, etc</u></p> <p>(a) Eligible applicants will be those who on the closing date for the competition:</p> <p>(i) Are registered in the General division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.</p> <p style="text-align: center;">And</p> <p>(ii) Have at least 5 years post registration experience (or an aggregate of 5 years fulltime post registration experience) of which 2 years (or an aggregate of 2) must be in the speciality or related area of acute medical/older persons medicine.</p> <p style="text-align: center;">And</p> <p>(iii) Have the clinical, managerial, and administrative capacity to properly discharge the functions of the role.</p> <p style="text-align: center;">And</p> <p>(iv) Candidates must demonstrate evidence of continuous professional development.</p> <p style="text-align: center;">And</p> <p>(b) Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the functions of the role.</p> <p>2. <u>Annual registration</u></p> <p>(i) On appointment, practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann).</p> <p style="text-align: center;">And</p> <p>(ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p>3. <u>Health</u></p> <p>Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>4. <u>Character</u></p> <p>Candidates for and any person holding the office must be of good character.</p>

	<p><i>Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by Bord Altranais agus Cráimhseachais na hÉireann (Nursing Midwifery Board Ireland)</i></p>
Post Specific Requirements	Demonstrate depth and breadth of experience in acute medical nursing as relevant to the role
Other requirements specific to the post	Have access to appropriate transport to fulfil the attendance requirements of the role
Skills, competencies and/or knowledge	<p>Candidates must:</p> <ul style="list-style-type: none"> • Demonstrate the ability to lead on clinical practice and service quality. • Demonstrate promotion of evidence-based decision making. • Demonstrate practitioner competence and professionalism. • Demonstrate the ability to plan and organise effectively. • Demonstrate the ability to build, lead and manage a team. • Demonstrate strong interpersonal skills including the ability to build and maintain relationships. • Demonstrate strong communication and influencing skills. • Demonstrate initiative and innovation in the delivery of service. • Demonstrate resilience and composure. • Demonstrate openness to change. • Demonstrate integrity and ethical stance. • Demonstrate a commitment to continuing professional development. • Demonstrate the ability to relate nursing research to nursing practice. • Demonstrate knowledge of quality assurance practices and their application to nursing procedures. • Demonstrate an awareness of HR policies and procedures including disciplinary procedures, managing attendance etc. • Demonstrate an awareness of relevant legislation and policy e.g. legislation relevant to the service area, health and safety, infection control etc. • Demonstrate an awareness of current and emerging nursing strategies and policies in relation to the clinical / designated area. • Demonstrate a willingness to develop IT skills relevant to the role.
Campaign Specific Selection Process	<p>A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and called to interview .</p>
Ranking/Shortlisting / Interview	
Principles of Practice	Principles of practice relating to probity, merit, equity and fairness will be applied and followed during this competition. Feedback to applicants on matters relating to their

	application when requested and procedures in relation to requests for a review of the recruitment and selection process will be managed.
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This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.

Clinical Nurse Manager 2 Terms and Conditions of Employment

Tenure	The current vacancy available is permanent and part-time , (16 hours per week).
Remuneration	<p>Salary: pro rata to hours, in the range €50- €54k dependent on qualification and experience.</p> <p>Position on the scale will be agreed with the successful candidate taking account of qualifications and experience.</p>
Working Week	The standard working week applying to the post is to be confirmed at Job Offer stage.
Annual Leave	The annual leave associated with the post will be confirmed at Contracting stage.
Superannuation	This is a pensionable position with Redemptorist Ireland. The successful candidate will after six months be able to access the Pension Scheme.
Probation	Every appointment shall be subject to a probationary period of 6 months
Infection Control	Although considered a home and residence, the successful applicant will be required to have a working knowledge of 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 as appropriate to the role.
Health & Safety	<p>It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS)</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the area, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters.

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| | <ul style="list-style-type: none">• Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.• Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with procedures¹.• Reviewing the health and safety performance of the area of responsibility by audit and performance achievement meetings for example. |
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Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.
