

Role Profile

Role Title	<i>CNM II Clinical Facilitator Staff Development Co-Ordinator - Operating Theatre</i>
Purpose of the Role	The post holder is responsible for leading the delivery of evidence based nursing care by all staff in the clinical area. He/she is responsible for the planning, coordination and management of resources. The appointed person will be assigned within Theatre department to guide and support all nursing staff. He / she will be responsible for planning, developing, organising and implementing and evaluating training programmes, using evidence based practice. Responsibilities will include the development of quality standard operating policies, utilising current research, to ensure nursing standards are in line with international standards of best practise He / she will demonstrate professional and clinical leadership and continuously strive to improve the delivery of quality nursing care within the department. The Clinical Facilitator functions as an educational advisor and as a facilitator for continuing professional development
Department/Directorate	Theatre Department, S.A.C.C. Directorate
Key Reports	Theatre Manager CNM III Professionally accountable to Directorate Nurse Manager SACC (ADON) and the Director of Nursing.
Grade	CNM II Clinical Facilitator
Salary Scale	€48,089 - €56,852
Job Reference Number:	38629/17
Enquiries To:	Ms. Simona Budoiu, Acting Theatre Manager CNM III Phone: 01 410 3509, E-mail: sbudoiu@stjames.ie
Closing Date:	Sunday 12 th November 2017

Key Duties and Responsibilities

The post holder will be responsible for the provision of the highest standard of nursing care to patients, manage all nursing and allied staff in the ward/unit and be responsible for maintaining and developing professional standards.

- He/she will provide efficient and effective management of the ward/unit in such a way as to provide a safe environment for patients and staff while making the best use of time and resources with a particular emphasis on the promotion of multidisciplinary team working.
- He/she is responsible for ensuring infection control and hygiene standards are maintained.
- The Clinical Nurse Manager II must adhere to Code of Professional Practice and

Behaviours for Registered Nurses.

EDUCATION

Time allocated for clinical facilitation is illustrated in table below

Time allocated per week	
65 % of time with staff in clinical practice	25.35 hours
25% Administration, preparation for lectures	9.75 hours
10% Management, unit organisation	3.90 hours

- Liaise with colleagues in the Centre for Nurse Education, Trinity College Dublin and Nurse Practice Development in relation to the planning, development, teaching assessing and evaluation of educational programmes within the Operating Theatre Department.
- To work in partnership with Clinical Nurse Manager Colleagues in Theatre with regard to organisation and facilitation of Post Graduate Programme in Perioperative Nursing, Foundation programme in Perioperative Nursing, and Adaptation of Over Seas Nurses.
- Work with Clinical Nurse Managers Staff Nurses in the Operating Department to deliver, maintain and update orientation for new nursing staff.
- To actively manage and co-ordinate in - service education for the theatre department.
- Develop, foster and evaluate a positive clinical learning environment for Post Graduate education.
- Work in partnership with Clinical Nurse Managers colleagues to monitor and evaluate the progress and performance of Nursing Staff and take appropriate measures to address limitations in competence and failure to progress and report at the earliest opportunity to the Theatre Manager.
- To work with Clinical Nurse Managers on going to optimise staff nurse clinical competence through assessment and evaluation. Maintaining accurate documentation and providing feedback.
- Assess each new staff member and develop clear objectives to enable a clinical and educational pathway for advancement.
- Actively encourage and facilitate staff to train and act as preceptors for student nurses.
- Provide educational support for staff with regard to developing presentation skills.
- Continuously revise and update competencies and clinical learning outcomes for the operating department in collaboration with CNM colleagues

CLINICAL PRACTICE

- Act as resource person on clinical issue
- Advise encourage and facilitate nursing staff to achieve optimal clinical skills to ensure delivery quality nursing care for patients.
- Identify the learning needs of nursing staff on an on-going basis through audit and evaluation.
- Identify and encourage nursing staff in the department to participate in educational opportunities, which will enhance practice, personal and professional development.
- Implement current hospital and theatre policies, and actively ensure that staff are aware and comply with statutory obligation, safety procedures and hospital policies
- Provide a quality level of professional and clinical leadership built on evidence-based practice to ensure the department strives to achieve quality standards
- Co-operate in the implementation and maintenance of a model of nursing which centres on individual patient care.
- Work with Clinical Nurse Managers to create an environment that enables nursing staff to work on their full potential as accountable professionals, who can rationalise their care to colleagues, the multidisciplinary team, patients and family members.
- Work with Clinical Nurse Managers to create an environment that enhances continuous life long professional and personal development for all nursing staff.
- Work with Clinical Nurse Managers to develop a resource portfolio to facilitate on-going professional development.
- Facilitate and evaluate change in the Theatre Department using best practice in change management
- Demonstrate creativity, energy and inspiration to motivate other members of Nursing Staff in Theatre
- Maintain strict confidentiality in regard to all aspects of the role.
- Contribute to the strategic planning of critical care services within the SACC Directorate
- Collaborate with the Multi-disciplinary team during any Accreditation process as required.
- Maintain and ensure that accurate documentation and communicate information on nursing activity and related matters to senior nurse management.
- Support and supervise the nurses expanding role in the clinical environment to meet patient's needs and staff development.

- Lead on and work with the Peri-operative Nursing and Management Team in the revision, updating and development of Perioperative Nursing Documentation.
- Lead and encourage the policy development group in collaboration with the nursing team in theatre on the continuous updating and development of policies, SOP's and guidelines
- To supervise ancillary staff attached to the theatre suite

RESEARCH AND AUDIT

- Ensure nursing practice in the operating department is evidence based.
- Ensure research findings are disseminated and utilised in the delivery of patient care.
- Develop and participate in quality improvement programmes aimed at the development and monitoring of nursing standards, the formulation and evaluation of guidelines, policies and procedures to enhance a quality service in the unit.
- Take an active role with Clinical Nurse Managers in developing and conducting audit of clinical practice and the standards of care within the department.
- Work closely with Clinical Nurse Managers and Nurse Practice Development to initiate and promote audit and to facilitate staff participation in audit and in nursing quality assurance activities.
- Once audit has been undertaken, work with staff to achieve and oversee implementation of action plans to correct any deficiencies within the area
- Encourage Theatre staff to participate in continuing education, research activities and submission of projects for publication.
- Work in partnership with the Clinical Facilitator for the Post Graduate Programme in Peri-operative Nursing

MANAGEMENT

- Establish clear, positive and credible leadership both professional ,managerial and educational for nursing staff in the Theatre department
- The Clinical Facilitator must adhere to and ensure all nursing staff implement NMBI Professional Frameworks for Nursing practise
- Create an environment that enables nursing staff to work to their full potential as accountable professionals who can rationalise patient care.
- Promote healthy morale based on professional behaviour, sound organisation, good inter-personal relationships and communication
- Demonstrate leadership to ensure the highest standard of Clinical practice
- Ensure all hospital and department standard operating policies are readily available and staff are informed of any changes

- To Maintain professional discipline
- To be accountable for his / her own professional practice, maintaining and improving professional knowledge, competence and scope of professional practise in line with the National Nursing and Midwifery Bord of Ireland.
- Competent to self-manage and organise own workload efficiently.
- Foster a supportive working environment by demonstrating excellent leadership ability and communication skills within the theatre suite and liaise with multi-disciplinary teams, both in the hospital and across the related services.
- Exercise a defined role in the personnel function and facilitate team building and staff motivation.
- Demonstrate both clinical and professional leadership, enabling multidisciplinary team culture of continuous staff learning and practice development.
- To be highly motivated and have a vision of developing skills/competencies that are applicable to clinical area.
- Maintain clear and effective dissemination of information between all levels of the nursing team.
- Identify appropriate preceptors to meet and lead the clinical learning needs of nurses where required.
- Develop a network of contacts and communication links with other professionals in this specialised field of care.
- Attend managerial and clinical meetings that require specialist input.
- Participate in the recruitment and selection of nursing staff to the area

HEALTH AND SAFETY

- Facilitate a healthy work environment for staff. Refer staff to the appropriate agencies, ensuring confidentiality of personal information (i.e. occupational health, accident & emergency department, and or counseling).
- Ensure that staff within the environment is aware of health and safety issues including legislation.
- Facilitate all staff members to attend Basic Life Support, Manual handling and fire drill training as per hospital policy
- Identify and report incidents and near misses to the CNM III and the risk manager
- Create a safe work environment for patients, staff and visitors by identifying and reporting any hazards or faulty equipment to the appropriate personnel.

PROFESSIONAL DEVELOPMENT

- To maintain own professional development.
- To be pro-active in developing own competencies in collaboration with Clinical Nurse Manager III in a structured way which is linked to a professional development plan.
- To undertake appropriate further training and education to enable you to practice within this specialised field, and enable you to support the service needs within the scope of professional practice.
- Maintain an awareness of various specialities the latest developments in Perioperative Nursing and actively update skills and knowledge
- To attend and participate in conferences, seminars and other research/educational activities locally, nationally, internationally and internally,

This is a job profile and not a complete list of duties. The job description will evolve and change over time as the service needs dictate.

*The above Role Profile 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. This Role Profile will be subject to review in the light of changing circumstances.

Academic/Professional Qualifications and/or relevant Experience

Required:

- Registered General Nurse with The Nursing & Midwifery Board of Ireland (NMBI), or eligible to register with NMBI.
- 5 years post-registration experience in the acute hospital setting within the last 7 years
- Management experience within the last 2 years
- A recognised qualification in Peri-operative Nursing.
- Possess at least 5 years Clinical Experience in the Operating Theatre.
- A Primary Degree in Nursing or Post Graduate Diploma / Qualification in Nursing
- Formal Management and Teaching Experience

Desirable:

- Management Qualification

Technical/Clinical Competencies

Required:

- Basic IT skills
- Experience in teaching and assessing staff
- Experience in personal and professional development of staff

Desirable:

- Practical experience in presentation / lecturing and curriculum development

SJH Behavioural Competencies		
Competency <u>Required</u>	Level Required	The following “ Descriptors ” are a further clarification of the behaviours required. Candidates should use these descriptors as a “guide” when assessing their suitability for this role and also when preparing an example of where they have demonstrated this competency in the past for inclusion in the required Application Form.
People Management	2	<ul style="list-style-type: none"> • Monitors individuals’ progress and performance against objectives • Provides ongoing support and honest and constructive feedback • Coaches, both formally and informally, to develop the skills and abilities of team members • Empowers staff to carry out their responsibilities in line with evidence based practice • Accurately assesses developmental needs of team members
Leadership	2	<ul style="list-style-type: none"> • Embraces organisational change initiatives, establishing structure/roles to support it • Is politically attuned, knows when and how to communicate with key stakeholders • Shows strong initiative; can work outside of standard protocol when necessary • Motivates and encourages others to achieve goals
Team Player	2	<ul style="list-style-type: none"> • Proactively develops and nurtures workplace relationships; reaches out, creates rapport • Is open and approachable to discuss issues • Utilises teams strengths and attributes in achieving goals
Quality Service	2	<ul style="list-style-type: none"> • Utilises research and evidenced based practices when providing services • Eliminate barriers to realise goals • Demonstrates loyalty and commitment to the organisation • Shows resourcefulness, flexibility and initiative in difficult situations
Planning & Organising	2	<ul style="list-style-type: none"> • Prioritises team workload and delegates tasks effectively • Ensures most effective allocation and use of resources • Manages competing and changing priorities • Consistently plans ahead to meet important deadlines
Continuous Learning & Development	2	<ul style="list-style-type: none"> • Is self-directed in terms of learning and professional development

Competency <i>Desirable</i>	Level Required	Appropriate Descriptors
N/A		

Proficiency in the English language

A level of proficiency in the English language, written and spoken, is a requirement of all roles within St. James's Hospital. You will be required to self assess your proficiency level in the Standard Application Form. **In addition, your proficiency in spoken English will be assessed during the interview process appropriate to the role available.**

Particulars of Office

1. The appointment to this post will be **Full Time, Permanent and Pensionable**.
2. Annual Leave allowance is **25 – 28 days** per annum. Please note that annual leave allowances may be amended in line with directives from the Department of Public Expenditure and Reform.
3. The person appointed must not give less than **One month's notice** in writing, of intention to resign.
4. Normal working hours will be **39 hours** per week.
5. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8.00am - 8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.

General Conditions

1. The Hospital Board will not be responsible for the loss or theft of personal belongings.
2. Fire orders must be observed and staff must complete fire training every 2 years
3. All accidents within the department must be reported immediately.
4. In accordance with the "Safety, Health and Welfare at Work Act 2005", all staff must comply with all safety regulations.
5. St James Hospital is a smoke free Campus. Smoking is not permitted within the Hospital Buildings or on the grounds.

Infection Control & Hygiene

It is the responsibility of all staff across the hospital to ensure that infection control and hygiene standards are adhered to and maintained at all times

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 persons can obtain access to them and must be kept in safe custody when no longer required.

Health:

A candidate 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.

Recruitment Process

- Approval to Hire (VAF process)
- Hiring Manager – Role Profile
- Advertising
- Application Process (Standard Application Form)
- Shortlisting of Candidates will be based on information provided in Standard Application Form
- Interview Process
- All applicants who move to the 2nd stage of the Selection process (i.e. post interview) will be subject to Reference Checking X 2, Self Declaration, Garda Clearance and Occupational Health Screening (Questionnaire) and relevant Qualification/Professional Membership validation
- All external successful candidates who take up appointment will be required to attend a 1 week Mandatory Induction Programme.

Application Procedure:

For External Applicants:

The Application Form is available under **Clinical Nurse Manager / Specialists Posts** section of Careers webpage.

Alternatively, please contact the Human Resources Directorate for an application form, Phone: 01 416 2559 or Email: humanresources@stjames.ie.

Please note closing date **Sunday 12th November, 2017** for receipt of completed application forms, C.V.s will not be accepted.

A panel may be formed from which future vacancies will be filled

St. James's Hospital is an Equal Opportunities Employer