

## Role Profile

<b>Role Title</b>	Clinical Nurse manager II
<b>Purpose of the Role</b>	<p>The post holder in association with the other members of the team will play a role in the development of the Infection prevention and control service programme, which includes responsibility for the implementation of key initiatives for Healthcare associated Infection (HCAI) surveillance data and in the overall evaluation and the ongoing development of the programme.</p> <p>The purpose of this role is to provide expertise on the management and delivery of Infection prevention and control in the hospital. The successful candidate will work as member of the Infection prevention and control team.</p>
<b>Department/Directorate</b>	Infection Prevention and Control Service, LabMed Directorate
<b>Reports to</b>	<p>Assistant Director of Nursing, Infection Control and / or the Consultant Microbiologist on work related issues.</p> <p>Director of Nursing</p>
<b>Grade</b>	Clinical Nurse Manager II
<b>Salary Scale</b>	€48,089- €56,852
<b>Job Reference Number:</b>	38654/17
<b>Enquiries To:</b>	<p>Ms. Lisa Fetherstone, ADON Infection Prevention and Control Service, Phone: 01 4103378, Email: <a href="mailto:lfetherstone@stjames.ie">lfetherstone@stjames.ie</a></p>
<b>Closing Date:</b>	Sunday 05 <sup>th</sup> November 2017

### **Key Duties and Responsibilities**

This Clinical Nurse Manager/ Clinical Nurse Specialist is a general registered Nurse who has preferably experience in Infection prevention and control. The role in association with the Infection prevention and control services team will encompass the Infection prevention and control services programme around HCAI surveillance and responsibility for the implementation and evaluation of the programme. As a member of the Infection prevention and control services team, the post holder will play a key part in minimising health care associated infections through monitoring/ auditing of compliance with Infection control practices and development of policies and procedures. The post holder will embrace the five core concepts of the Clinical nurse specialist role to ensure the provision of high quality of service to reduce/minimise health care associated infections for patients, visitors and health

**Clinical focus** (Quality; Plan & Organise: Problem solving; Communication; Continuous Learning and Development)

- Collaborate with health care workers and key stakeholders in providing an advisory link in relation to minimisation/reduction of health care associated infections.
- To lead on the HCAI Surveillance/infection control programme in liaison with the Infection Prevention and Control Nurse Manager, Consultant Microbiologist and Surveillance Scientist in accordance hospital HCAI surveillance /infection prevention and control plan.
- Provision of alert organism surveillance with particular reference to the control of transmission of transmissible organisms.
- To liaise with relevant patients Clinical Teams and CNM's in reviewing episodes of suspected Hospital acquired Infection and to collect relevant clinical data pertinent to the epidemiological investigation.
- To support the investigation and control of outbreaks of infections.
- To raise the awareness of Infection prevention and control across all clinical services, challenge poor practices and in collaboration with health care colleagues provide recommendations/ actions plans to minimise health care associated infections.
- Participate in risk assessment in relation to Infection control issues.
- To Develop and co-ordinate a comprehensive infection control programme in assigned areas in accordance with the infection control plan.
- To Liaise with the ADON in Infection Control, Consultant Microbiologists, SPR's and Microbiology Medical Scientists in following up of microbiology results and determining appropriate treatment and/or subsequent screening.
- To perform 'Root Cause Analysis' of episodes of 'Hospital Acquired Infection' in liaison with the Assistant Director of Nursing Infection Control and/or Consultant Microbiologist.

**Audit and Research** (Quality; Communication)

- To co-ordinate and monitor/audit compliance to infection control practice including; hand hygiene, surgical site bundle, catheter related blood stream infections, isolation procedure, hospital hygiene and other infection control procedures.
- Participate in quality/performance improvement activities by assessing, monitoring and measuring health care associated infections and evaluating outcomes on a continuous basis.
- Ensure that accurate documentation and record keeping is maintained.
- Participate in maintenance of Infection prevention and control databases.
- Provide update of service reports to ADON Infection control for the provision of Annual report.
- Maintain an awareness of, and participate as appropriate in Infection prevention and control services team research projects.
- To incorporate up to date research findings into practice under the guidance of the ADON Infection Control and /or Infection prevention and control services team.
- To collate findings of relevant projects and implement appropriate recommendations as required.

**Education and training** (Continuous Learning & Development)

- Plan, organise develop and implement educational programmes for all hospital employees which conveys specialised knowledge and skills to increase employee awareness of existence of health care associated infections, techniques for minimising/preventive measures to provide a safe environment for patients and hospital employees.
- To assist with the co-ordination of educational session in dissemination of

surveillance results and relevant infection control issues.

- Develop appropriate informational material for patients, visitors and staff.
- To participate in undergraduate, post graduate programmes, hospital induction and mandatory education programmes as requested.
- To provide informal/formal education sessions at local clinical areas as required.
- Participate in maintaining policies and procedures in line with national/international guidance.
- Maintain a knowledge base of current Infection prevention and control through peer networking, published literature and professional meetings.
- To assist with the development/review of Infection Control policies/procedures and other procedures as deemed appropriate by the Assistant Director of Nursing, Infection Control and/or Consultant Microbiologist.

**Patient/client advocate** (Team, problem solving)

- Collaboration with health care workers and key stakeholders to provide advice on the prevention/ reduction of health care associated infections through policy development, auditing of compliance and input on new builds/ renovations to ensure best practice in line with National/International building requirements is voiced.
- To Liase with Occupational Health staff and Health and Safety Officer on relevant staff health issues.
- To perform in-patient 'contact tracing' and liase with Public Health as required.
- To be involved in maintaining standards of hygiene in collaboration with hospital stakeholders.

**Consultant** (Team, problem solving)

- Provide specialist knowledge and expertise in liaison with clinical teams, nursing staff and other key stakeholders
- To liase with public health as required.

\*\* 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

**Desirable:**

- Higher Diploma or higher in Infection Control Nursing
- Critical Care experience and/or Operating Theatre experience

**\*Qualification from outside the Republic of Ireland must be validated by the Department of Health.**

<b>Technical/Clinical Competencies</b>	
<b>Required:</b> <ul style="list-style-type: none"> <li>• Basic IT skills</li> <li>• Experience in teaching and assessing staff</li> <li>• Experience in personal and professional development of staff</li> </ul>	
<b>Desirable:</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	

<b>SJH Behavioural Competencies</b>		
<b>Competency <u>Required</u></b>	<b>Level Required</b>	<b>Appropriate Descriptors</b>
<b>People Management</b>	2	<ul style="list-style-type: none"> <li>• Monitors individuals' progress and performance against objectives</li> <li>• Provides ongoing support and honest and constructive feedback</li> <li>• Coaches, both formally and informally, to develop the skills and abilities of team members</li> <li>• Empowers staff to carry out their responsibilities in line with evidence based practice</li> <li>• Accurately assesses developmental needs of team members</li> </ul>
<b>Leadership</b>	2	<ul style="list-style-type: none"> <li>• Embraces organisational change initiatives, establishing structure/roles to support it</li> <li>• Is politically attuned, knows when and how to communicate with key stakeholders</li> <li>• Shows strong initiative; can work outside of standard protocol when necessary</li> <li>• Motivates and encourages others to achieve goals</li> </ul>
<b>Team Player</b>	2	<ul style="list-style-type: none"> <li>• Proactively develops and nurtures workplace relationships; reaches out, creates rapport</li> <li>• Is open and approachable to discuss issues</li> <li>• Utilises teams strengths and attributes in achieving goals</li> </ul>
<b>Quality Service</b>	2	<ul style="list-style-type: none"> <li>• Utilises research and evidenced based practices when providing services</li> <li>• Eliminate barriers to realise goals</li> <li>• Demonstrates loyalty and commitment to the organisation</li> <li>• Shows resourcefulness, flexibility and initiative in difficult situations</li> </ul>

<b>Planning &amp; Organising</b>	2	<ul style="list-style-type: none"> <li>• Prioritises team workload and delegates tasks effectively</li> <li>• Ensures most effective allocation and use of resources</li> <li>• Manages competing and changing priorities</li> <li>• Consistently plans ahead to meet important deadlines</li> </ul>
<b>Continuous Learning &amp; Development</b>	2	<ul style="list-style-type: none"> <li>• Is self-directed in terms of learning and professional development</li> </ul>

### **Proficiency in the English language**

A level of proficiency in the English language is a requirement of all roles within St. James's Hospital. Proficiency in spoken English is assessed during the interview process.

### **Particulars of Office**

1. The appointment to this post will be **Full Time, Permanent & Pensionable**
2. Annual Leave allowance is **25-28 days**. *Please note that annual leave allowances may be amended in line with directives from the Department of Public Expenditure and Reform in accordance with the Standardisation of annual leave and related allowances in the public sector.*
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.

### **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.

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**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.

**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.

**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 2<sup>nd</sup> 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)
- 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 **CNM and 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](mailto:humanresources@stjames.ie).

Please note closing date **Sunday 05<sup>th</sup> November 2017** for receipt of **completed** application forms, C.V.s will not be accepted.

***A panel may be formed from which future vacancies may be filled.***

**St. James's Hospital is an Equal Opportunities Employer**