

Role Profile

Role Title	Clinical Nurse Manager II, Donal Hollywood Ward
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.
Department/Directorate	Donal Hollywood Ward, HOPE Directorate
Reports to	Directorate Nurse Manager (ADON) or CNM III Professionally accountable to the Director of Nursing.
Key Direct Reports	CNMI, Staff Nurses, Student Nurses, Support Staff,
Grade	Clinical Nurse Manager II
Salary Scale	€48,089 – €56,852
Job Reference Number:	38622/17
Enquiries To:	Ms. Jennifer Kerlin, ADON HOPE Directorate, Phone: 01 4162002, Email: jkerlin@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 CNMII must adhere to Code of Professional Practice and Behaviours for Registered Nurses.
- Provide supervision for all staff and orientation for new staff, ensuring that all nursing staff in the area are aware of policies and procedures to be followed.
- Identify training needs of directly managed staff and provide guidance and support as appropriate.
- Encourage evidence based practice, using a care planning approach to nursing care. Monitor and evaluate care given.
- In consultation with nursing staff and other disciplines, implement and assess quality management programmes
- Maintain good relations with medical, paramedical and other staff and to ensure that prescribed care is carried out.
- Play a central role in maintaining a safe and clean environment for patients, staff and visitors.
- Monitor all complaints enabling a full investigation of same.

* 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
- Formal recognised post-registration education relevant to the area of specialist practice at level 8 (higher Diploma or Honours degree) or above on the HQAI framework or a commitment to undertake within an agreed timeframe.

Desirable:

- Management Course

Technical/Clinical Competencies

Required:

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

Desirable:

- N/A

SJH Behavioural Competencies

Competency <u>Required</u>	Level Required	The following “<u>Descriptors</u>” 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

		<ul style="list-style-type: none"> 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

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

- The appointment to this post will be **permanent, Full Time & Pensionable**.
- Annual Leave allowance is **25 – 28 days** per annum.
- The person appointed must not give less than **one month's notice**, in writing, of intention to resign.
- Normal working hours will be **39 hours** per week
- 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

- The Hospital Board will not be responsible for the loss or theft of personal belongings.
- Fire orders must be observed and staff must complete fire training every 2 years
- 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.

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 2nd stage of the Selection process (i.e. post interview) will be subject to Reference Checking X 2, Garda Clearance, Occupational Health Screening (Questionnaire) and relevant Qualification/Professional Membership validation.

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.

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 may be filled

St. James's Hospital is an Equal Opportunities Employer