



Mater University
Hospital



Job Description

CNM1

St. Peter's Ward

(Fixed purpose post)



Job Description

Job Title / Grade	Clinical Nurse Manager 1
Department	St. Peter's Ward
Directorate	Surgery
Location	Mater Misericordiae University Hospital
Reporting Relationship	CNM2/CNM3 / DNM
Responsible to	Director of Nursing

Role Overview

The Surgery Directorate spans across 5 inpatient wards and several outpatient and day care services.

Our inpatient trauma ward is pivotal in the development of MMUH as a Major Trauma Centre for the central network of Ireland.

Our nurses are highly skilled and provide high quality specialist care to our major trauma patients. We foster a supportive environment for learning and development of our staff.

Our nurses deliver expert, high quality care to patients while working in a supportive environment that prioritises learning, growth and continued professional development.

We offer excellent opportunities to enhance your knowledge and career, including: Practical, local ward based educational sessions led by our experienced Staff Development facilitators, and are dedicated to shared learning from education, study days and conferences through staff presentations.

MMUH led CPD study days in:

- Inpatient Trauma
- Neurogenic Bladder & Bowel
- Non Invasive Respiratory support

Postgraduate courses in:

- Orthopaedic Trauma Nursing
- Care of the Acute Surgical Patient
- Tissue viability and Wound Management
- Palliative Care
- Infection Control



Key Responsibilities

Objective of the post:

The function of the Clinical Nurse Manager 1 is to develop, maintain, and evaluate an environment that supports the professional nurse in the provision of excellence in quality patient centred care for the inpatient Trauma ward. It is a predominantly a clinical role with an educational focus. The Clinical Nurse Manager 1 will deputise for the Ward Manager as required.

The post holder's managerial responsibility role is to:

- Deputise for the Ward Manager as required.
- Foster a professional environment, always seeking ways to enhance the service and promote staff morale by initiating appropriate change mechanisms.
- Act as a role model, demonstrating a positive and professional demeanour at all times.
- Preserve confidentiality in all matters pertaining to patient care and staff issues.
- Maintain and promote effective communication channels with all as appropriate.
- In conjunction with the Ward Manager maintain ward roster and ensure safe staffing levels and appropriate skill mix at all times.
- In conjunction with the Ward Manager ensure efficient and effective resource management and endeavour to stay within allocated budget.
- Maintain safe environment and ensure safety checks are regularly carried out and appropriate action taken.
- Support and participate all audit activity in this area.

The post holder's clinical responsibility role is to:

- Ensure agreed standards of nursing care are practised in relation to statutory requirements, professional codes of conduct and Mater Misericordiae University Hospital/local ward policies and procedures.
- Be proactive in integrating evidence-based knowledge and research into the delivery of nursing care and nursing administration.
- Liaise with medical and other members of the multi-disciplinary team to ensure appropriate patient care.
- Report clinical issues as appropriate to Ward Manager/line manager.
- Be responsible for orientation of all new members of staff to the area and facilitate the rotation of staff nurses as required.
- Ensure highest standards of oral and written communication are maintained.
- Systematically evaluate the quality and effectiveness of nursing practice eg: ensure compliance with nursing metrics and participate in audit of same. Offer regular guidance, feedback and support to nursing and nursing support staff.
- Participate in the development of KPI's where appropriate and the introduction/implementation of same.
- Encourage patient participation in the promotion of self-care and wellness, involve and support relatives/carers as appropriate.
- Embrace change and new initiatives which promote excellence in patient care.
- Empower nurses' participation in clinical decision-making and organisation of clinical care systems.



The post holder's education and staff development responsibility role is to:

- Facilitate and maintain records of all staff mandatory training.
- Ensure the teaching and supervision of nursing students is co-ordinated in conjunction with the Allocations officer/Clinical Placement Coordinator and Ward Manager.
- Promote and maintain a conducive learning environment for patients, staff and students.
- Design and implement on site teaching sessions for staff as appropriate in collaboration with the Staff development Facilitator.
- Manage and audit the clinical learning environment in collaboration with the Ward Manager, Clinical Placement Coordinators, Staff Development Facilitator and the Practice Development Unit and modify as required.
- Encourage and facilitate staff in relation to on-going professional development.
- Report issues in relation to staff competence and staff development to the Ward Manager/Staff Development Facilitator (SDF)/Line Manager.
- Work with other CNM 1's and SDF in the directorate to ensure professional learning and practice is relevant and kept up to date
- Engage in personal development planning and continuous professional education and training.
- Participate in hospital committees as required, attend and contribute to Directorate, interdepartmental and other meetings.

The post holder's Self-Development Responsibilities are:

- Be responsible for own learning/development programme and identify resources available to increase professional development.
- Meet regularly with Ward Manager/SDF/CNM3/DNM in the planning of own professional development program.
- Actively participate in hospital committees as required, attend and contribute to interdepartmental, directorate and other meetings.
- He/she must demonstrate a high level of interest in advances in the clinical management of patient care pertinent to the area.

Person Specification

Requirement	Essential	Desirable
Qualifications	Candidates must: • Be registered in the General Division of the Register of Nurses & Midwives maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) • Have the clinical and administrative capacity to properly discharge the functions of the role	• Post Graduate Qualification in Nursing relevant to the area



	• Post holders must maintain annual registration with the NMBI	
Experience	• Have at least 3 years post registration experience of which 1 must be in the speciality or related area	• Acute inpatient trauma nursing experience
Professional Knowledge	• Clinical and Administrative Knowledge to carry out the role • Knowledge of NMBI directives • e.g. code of conduct, Medical Management, Scope of Practice Framework, Recording Clinical Practice • Demonstrate ability to apply knowledge to best practice • Knowledge of MMUH specialties • Evident Clinical Knowledge • Demonstrate commitment to continuous professional development • Demonstrate commitment to providing the highest level of patient care and service	• Evidence of interest in management and career progression
<u>Core Aptitudes</u> Planning & Organisational Skills	• Demonstrate Flexibility • Good Organisational Skills • Show adaptability to change • Ability to work under pressure • Excellent Attention to detail • Ability to work on own initiative	
Strong leadership and influencing skills.	• Excellent listening skills • Ability to influence others • Ability to Manage conflict • Ability to lead people	
Excellent interpersonal and communication skills.	• Excellent level of communication skills • Ability to build and maintain professional relationships • Ability to problem solve • Demonstrate high level of team skills	
<u>Other:</u>	• IT skills	



General Responsibilities and Accountabilities

1. Confidentiality

You will be aware of the confidential nature of Hospital work and in particular, the right of patients to confidentiality.

2. Policies and Procedures

You are required to familiarise yourself with and adhere to all policy and procedural documents relevant to your position.

3. Hygiene Standards

The highest standard of hygiene must be maintained in the Hospital at all times and all staff members are responsible for ensuring compliance with the Hospital's requirements and standards with regard to hygiene. It is the responsibility of all staff to have a fundamental understanding of their individual responsibility in maintaining departmental and site hygiene standards.

4. Health and Safety

Ensure that effective safety procedures are in place to comply not only with the Safety, Health and Welfare at Work Act 2005 but also within the spirit of the Hospital's mission, vision and values, and they are known and followed by staff. You are required to familiarise yourself with the requirements of employees under the Safety, Health and Welfare at Work Act 2005 and to promote a work environment that is compliant with same. Each staff member is individually responsible for ensuring that the Hospital remains a safe place to work.

5. Information Technology

Ensure the most effective and efficient use of developments in information technology for administrative support in a manner which integrates well with systems throughout the organisation.

6. Business Continuity Management

Business Continuity Management (BCM) is a holistic management process that identifies potential impacts that threaten an organisation and provides a framework for building resilience and the capability for an effective response that safeguards the interests of its key stakeholders and reputation (BS 25999). All staff employed in the Mater Misericordiae University Hospital are obliged to:

- Make themselves familiar with the Organisational Business Continuity Plan
- Attend BCM education sessions provided for them
- Make themselves familiar with their individual roles as set out in their departmental business continuity plan, if applicable, and/or the Organisational Business Continuity Plan

Note:

The duties and responsibilities contained in the job description are a reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the Hospital. They are not exhaustive and may be reviewed at any stage. The incumbent will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing climate.