



Clinical Nurse Manager 3 Cancer Directorate

Job Specification & Terms and Conditions

Job Title, Grade	Clinical Nurse Manger 3 Cancer Directorate
Whole Time Equivalent	1 FTE whole time position
Taking up Appointment	A start date will be indicated at job offer stage.
Duration of Post	Permanent
Location of Post/ Organisational Area	Cancer Directorate
Informal Enquiries	traceyfitzpatrick@mater.ie
Reporting Relationship	The professional reporting relationship to the Director Of Nursing. Operational and Clinical Reporting relationship Directorate Nurse Manager Cancer Directorate
Key Working Relationships to include but not limited to	DNM ADON CNM 3 ANP CNM 2 CNM1 CNS Registered Nurses Health Care Assistants Administration Staff Health and Social Care Professionals Consultant Staff Non Consultant Hospital Doctors
Purpose of the Post	The Mater Misericordiae University Hospital is a level 4 teaching hospital based in Dublin's north inner city. The hospital was opened in 1861 by the Sisters of Mercy and has over 4,220 staff. In addition to the local services for our catchment area, the Mater Hospital provides a range of frontline and specialist services on a regional and national level. Our vision is to build on our role as an international leader in the provision of complex care and specialist services with a strong academic and translational research agenda, empowering our people to deliver excellence in care to our patients while shaping the medicine of the future. The Mater Hospital is an NCCP is a Designated Cancer Centre and is a tertiary referral center for cancer services. The MMUH is the only center in Ireland to offer HIPEC surgery for patients with Advanced Cancer. The MMUH has over 25 years' experience in cancer clinical trials and has the only dedicated Early Phase Clinical Trails Unit START Dublin. The MMUH is preparing for Organisation Of European Cancer Institutes (OECI) in April 2026 and adopts the OECI V.4 standards with a commitment to research education and clinical cancer care. To provide professional / clinical leadership in the Cancer Services. To oversee the management of resources including staffing and staff development. To facilitate communication across the healthcare teams. The post of CNM 3 has a pivotal role in service planning and development, coordinating and managing activity and resources within the cancer services. The CNM 3's responsibilities include: overseeing the quality of nursing care, the development and implementation of policy and procedures, the monitoring of activity and the delivery of agreed levels of service for the designated areas. The post will also have a key role in



	leading, implementing and monitoring quality initiatives in the clinical areas and participating in the collection of Nursing Metrics. The CNM3 plays a key role in providing clinical and professional leadership and promoting the values of the organisation and should provide efficient and effective budgetary management of services. The post holder will work as part of the MMUH senior nurse management team in the hospital. Clinical areas of responsibility. Symptomatic Breast Unit Rapid Access Lung Cancer Service Medical Oncology and Hematology inpatients and ambulatory services Acute Oncology Haematology VTE Coagulation Gynae -oncology Colorectal Cancer Aphaeresis Clinical Trials Palliative Care Survivorship Day Infusion Services OPD Dermatology
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Principle Duties and Responsibilities	Professional /Clinical The CNM 3 Cancer Directorate. Provide a high level of professional and clinical leadership • Provide safe, comprehensive nursing care is delivered to service users within the guidelines laid out by the Nursing & Midwifery Board of Ireland • The Manager will practice nursing according to ○ Professional Clinical Guidelines ○ National and Area Health Service Executive (HSE guidelines). ○ Local policies, protocols and guidelines ○ Current legislation • Manage, monitor and evaluate professional and clinical standards ensuring an evidence based, care planning approach. • Manage and provide nursing leadership in the delivery of systemic anti-cancer therapy in accordance with NCCP, HSE, HIQA and OECI Guidelines. • Manage Cancer Pathways within the Cancer Centre. • Manage own caseload in accordance with the needs of the post. • Participate in teams as appropriate, communicating and working in co-operation with other team members. • Facilitate co-ordination, co-operation and liaison across healthcare teams and programmes • Collaborate with service users, family, carers and other staff in treatment / care planning and in the provision of support and advice. • Communicate results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy / as required. • Formulate, manage and implement best practice policies and procedures • Ensure that service users and others are treated with dignity and respect • Ensure the maintenance of 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. admission and discharge procedures, 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, implement and assess quality management programmes as appropriate. • Participate in clinical audit as required and ensure that clinical audits are performed in his/her area(s) of responsibility. • Initiate and participate in research studies as appropriate • Devise and implement Health Promotion Programmes for service users as relevant to the post
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- Operate within the Code Of Professional Conduct and Ethics NMBI - seek advice and assistance from his / her manager 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.
- Ensure staff works in compliance with the Code Of Professional Conduct and Ethics NMBI.
- Participate and support Quality Nursing Metrics initiate and support quality improvements as required.
- Engage in IT developments as they apply to service user and administration National Cancer information System.
- Actively Engage with OECl accreditation preparation and development and adherence to standards.

Health & Safety

The CNM 3 will:

- Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with
- relevant staff e.g. health and safety procedures, emergency procedures.
- Take appropriate action on any matter identified as being detrimental to staff and/or service user care or wellbeing / may be inhibiting the efficient provision of care.
- Ensure that national NCCP, HSE, OECl and local policy's procedures and guidelines are adhered to in the safe handling and administration of Systemic Anti-Cancer Therapy.
- Liaise with Occupational health as required.
- Ensure 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
- Maintain a feedback mechanism with the clinical risk manager and report to senior management team where appropriate.
- Ensure adherence to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. Ensure advice of relevant stakeholders is sought prior to procurement e.g. CNS infection control, Occupational Therapist.
- 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



	Education and Training The CNM 3 will: • Contribute to service development through appropriate continuous education, research initiatives, keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and attend staff study days as considered appropriate. • Provide support advice to those engaging in continuous professional development in his / her area of responsibility. • Support NCCP UKONS SACT passport program and CPD in conjunction with UCD. • Identify gaps in knowledge and liaise with DNM, CNM 2 and Staff development facilitators to develop nursing programs. • Be familiar with the curriculum training programme for student nurses and be aware of the clinical experience required to meet the needs of the programme. • Participate in the identification, development and delivery of induction, education, training and development programmes for nursing and non-nursing staff. • Provide support supervision and professional development of appropriate staff • Engage in performance review processes including personal development planning e.g. by setting own and staff objectives and providing and receiving feedback. • Emphasis on change management. Monitor as appropriate and lead on proactive improvement. • Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters. • Actively participate in the Nursing Management structure by 'acting up' when required.
Health and Safety	These duties must be performed in accordance with local organisational and the HSE health and safety policies. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act (2005). Staff must carry out their duties in a safe and responsible manner in line with the local policy documents and as set out in the local safety statement, which must be read and understood. • 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. • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. Quality, Risk and Safety Responsibilities It is the responsibility of all staff to:



	• Participate and cooperate with legislative and regulatory requirements with regard to quality, risk and safety • Participate and cooperate with local quality, risk and safety initiatives as required • Adequately identifies, assesses, manages and monitors risk within their area of responsibility • Participate and cooperate with internal and external evaluations of the organisation's structures, services and processes as required, including but not limited to, The National Hygiene Audit, National Decontamination Audit, Health and Safety Audits and other audits specified by the HSE or other regulatory authority • Initiate, support and implement nursing/midwifery quality improvement initiatives in their area which are in keeping with local organisational quality, risk and safety requirement • Contribute specialist expertise to the development of PPPGs and safe professional practice and adhere to relevant legislation, regulations and standards • Comply with Health Service Executive (HSE) Complaints Policy • Respond immediately and appropriately to ensure the safety of any service user that you are aware has been put at risk • Ensure completion of incident/near miss forms and clinical risk reporting • Adhere to department policies in relation to the care and safety of any equipment supplied and used to carry out the responsibilities of the CNS in dermatology care Specific Responsibility for Best Practice in Hygiene Hygiene is defined as: "The practice that serves to keep people and environments clean and prevent infection. It involves the study of preserving one's health, preventing the spread of disease, and recognising, evaluating and controlling health hazards. In the healthcare setting it incorporates the following key areas: environment and facilities, hand hygiene, catering, management of laundry, waste and sharps, and equipment" (HIQA, 2008; P2) It is the responsibility of all staff to ensure compliance with local organisational hygiene standards, guidelines and practices.
Eligibility Criteria Qualifications and/or experience	<u>Candidates must have at the latest date of application:</u> <u>1. Professional Qualifications, Experience, etc.</u> i) Be a registered nurse/midwife on the active Register of Nurses and Midwives held by An Bord Altranais and Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or be eligible to be so registered. And ii) Be registered in the division(s) of the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) Register for which the application is being made or be entitled to be so registered. And (iii) Have a minimum of 7 years' post registration full time experience or an aggregate of 7 years' full time experience in the division of the register in which the application is being made (taking into account (ii) (iii) if relevant) And



	(iv) Have 3 years management experience at CNM 2 level. And (v) Level 8 Postgraduate Diploma in Adult Cancer Nursing or equivalent Desirable (vi) Health Care Management Course (<i>Willing to undertake in the first 2 years of employment</i>) Have the ability to practice safely and effectively fulfilling his/her professional responsibility within his/her scope of practice 2. Annual registration (i) Practitioners must maintain live annual registration on the appropriate/relevant Division of the register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) for the role. And (ii) Confirm annual registration with NMBI to the HSE by way of the annual Service user Safety Assurance Certificate (PSAC). 3. Health 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. 4. Character Candidates for and any person holding the office must be of good character. <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 Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland) by way of the Service user Safety Assurance Certificate (PSAC)</i>
Essential Skills, competencies and/or knowledge	Communication and Interpersonal Skills Demonstrate: • Emotionally intelligent communication skills • Ability to build and maintain relationships particularly in the context of personal and team relationships • Ability to present information in a clear and concise manner • Ability to provide constructive feedback to encourage future learning • Demonstrates the ability to influence others effectively. Organisation and Management Skills:



	Demonstrate: • Evidence of effective organisational skills including awareness of appropriate resource management and the importance of value for money • Ability to plan and organise effectively • Ability to attain designated nursing/midwifery service targets, manage deadlines and multiple activities • Ability to work autonomously • A willingness to be flexible in response to changing local/organisational requirements. Building & Maintaining Relationships including Team and Leadership skills Demonstrate: • The ability to work on own initiative as well as the ability to build and maintain relationships with MDT colleagues. • With the required support, demonstrate leadership in clinical practice • A knowledge of change management and team management skills • Adopts a collaborative approach to patient care by co-ordination of care/interventions and interdisciplinary team working. Commitment to providing a quality service: Demonstrate: • Awareness and respect for service user and family/carers' views in relation to their care • A strong commitment to providing quality improvement programmes • The ability to conduct audits • Demonstrates integrity and ethical stance. • Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change. Analysing and Decision Making Demonstrate: • Adopts an overview of complex problems before generating solutions and anticipates implications • Effective analytical, problem solving and evidenced-based decision making skill • Uses a range of information sources and knows how to access relevant information to address issues.
Competition Specific Selection Process Short listing / Interview	A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. 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. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation. <i>Candidates who are successful at interview and subsequently meet the necessary registration requirements with NMBI will automatically be upgraded into the prepared Clinical Nurse/Clinical Midwife Specialist post.</i>

