



Clinical Nurse Manager 2 Outpatient Department (OPD)

Job Specification & Terms and Conditions

Job Title, Grade	Clinical Nurse Manager 2 OPD
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	OPD Cancer Directorate
Informal Enquiries	traceyfitzpatrick@mater.ie sflynn@mater.ie
Reporting Relationship	The professional reporting relationship to the CNM 3 Cancer Directorate & Directorate Nurse Manager cancer services. .
Key Working Relationships to include but not limited to	DNM DNM 3 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 CNM 2 Role OPD is to Provide Nursing Leadership in the OPD Service in the Mater Hospital. These Services include but are not limited to: • Nephrology • Cardio thoracic • Cardiology • Urology • Psychiatry • ENT • Rheumatology • Respiratory Medicine • Endocrinology • Diabetes • Neurology • Breast Care • General Surgery • EMG



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| | <ul style="list-style-type: none">• Gynecology• Plastic Surgery• Colorectal Surgery• Vascular Surgery |
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Principle Duties and Responsibilities	Professional /Clinical The CNM2 OPD will: • Manage patient care to ensure the highest professional standards using evidence based, care planning approach. • Provide a high level of professional and clinical leadership. • Be responsible for the co-ordination, assessment, planning, delivery and review of service user care by all staff in designated area(s). • Provide safe, comprehensive nursing care to service users according to the Code of Professional Conduct as laid down by the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and Professional Clinical Guidelines ➢ Practice nursing according to: ➢ Professional Clinical Guidelines ➢ National and Area Health Service Executive (HSE) guidelines. ➢ Local policies, protocols and guidelines ➢ Current legislation • Manage own caseload in accordance with the needs of the post. • Participate in teams / meetings / committees 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 verbally and / or in writing results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy. • Plan transition of the service user between services as appropriate. • Ensure that service users and others are treated with dignity and respect. • Maintain 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 the CNM 3/ DNM and other disciplines, implement and assess quality management programmes. • Participate in clinical audit as required. • Initiate and participate in research studies as appropriate.
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- Provide and support the provision in conjunction with CSSD the preparation and cleaning of scopes required within the OPD.
- Devise and implement Health Promotion Programmes for service users as relevant to the post.
- Operate within the scope of practice - 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 governance.

Health & Safety

The CNM2 OPD 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.
- Observe, report and take appropriate action on any matter which may be detrimental to staff and/or service user care or wellbeing / may be inhibiting the efficient provision of care.
- Assist in observing and ensuring implementation and 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 / clinical risk reporting.
- Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
- 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.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Education and Training

The CNM2 (OPD) will:

- Engage in continuing professional development by keeping up to date with nursing literature, recent nursing research and new developments in the area of General Medicine. Actively engage in education and practice and to attend conferences and study days as considered appropriate.
- Participate in educational initiatives both for undergraduate and post graduate nursing staff.
- Provide support for nursing and medical staff caring for patients where appropriate.

Management



	The CNM2 OPD will: • Manage and support staff probation, absenteeism and performance. • Manage communication at departmental level and facilitate team building. • Provide staff leadership and motivation which is conducive to good working relations and work performance. • Promote a culture that values diversity and respect in the workplace. • Formulate, implement and evaluate service plans and budgets in co-operation with the wider healthcare team. • Manage all resources efficiently and effectively within agreed budget. • Lead on practice development within the clinical area • Lead and implement change. • Ensure and arrange duty rosters as to have an even distribution of staff (skill mix) over a 10 hour period. • Guarantee the availability and maintenance of supplies and life support equipment on a 24 hour basis. • Effectively communicate with Patient Flow Department. . • Play a central role in the occurrence of and internal/external major incident. • Audit current nursing practice in line with Quality Nursing Metrics and evaluate improvements in the quality of patient care including patients' impression of the service. • Manage developed personnel functions to improve staff morale, maximise the recruitment and retention of nursing and non-nursing staff. • Promote, facilitate and participate in the development of nursing policies and procedures. Monitor as appropriate and lead on proactive improvement. • Contribute to the formulation, development and implementation of policies and procedures at area and hospital level. • Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters. • Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service and the community. • Actively participate in the Nursing Management structure by 'acting up' when required. • Maintain all necessary clinical and administrative records and reporting arrangements. • Engage in IT developments as they apply to service user and service administration. • Ensure that confidentiality in relation to service user records is maintained • Understand the need to represent the specialist nursing/midwifery service at local, national and international fora as 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

Candidates must have at the latest date of application:

1. Professional Qualifications, Experience, etc.

- 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 5 years' post registration full time experience or an aggregate of 2 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 experience in managing CSSD and preparation and management in endoscopes. Have completed HSE Land HSE Standards for Decontamination.

Desirable

(v) Management experience in an OPD department

(vi) Management Course

(vii) Have undertaken Decontamination Management Course level 7 (be prepared to undertake in first 2 years of employment)

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.

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)
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>
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