Mater Misericordiae University Hospital Dublin

Job Description & Person Specification

ENT Operating Theatre CNM2

Job Title / Grade: **ENT Theatre, CNM2 Grade**

Department / Division: **Operating Theatre**

Directorate: **Critical Care, Anaesthesia, Elective Surgery and Theatres**

Location: **Level 0 McGivney Wing, MMUH**

Reporting Relationship: **CCAEST Clinical Director**
CCAEST Directorate Nurse Manager
Operating Theatre CNM3

Responsible to: **Director of Nursing**

Effective Date: Dec 2025
Review Date: Dec 2028

JOB DESCRIPTION

Job Purpose:

The role of the ENT Operating Theatre CNM2 is to support best practice and facilitate efficient management of surgical patients within the Operating Theatre. The CNM2 will provide a quality patient focused service using evidence based practice and will be responsible, accountable and show sound professional judgement. He/ She will be responsible for performance management including ongoing staff development and training, resource management, and service planning.

KEY RESPONSIBILITIES

- To manage ENT services within the Operating Theatre Suite.
- To work in partnership with all staff members including the Clinical Nurse Manager 3, Directorate Nurse Manager, Director of Nursing, Medical Director/ Speciality Consultants.
- Coordinate and communicate effectively with MDTs in emergency department and surgical wards in relation to provision of efficient and quality opthalmology service
- To be responsible for planning, organising delegation and implementation of nursing care using evidence based practice within the operating theatre suite
- To play a pivotal role in the coordination and operational management of activity and resources within the theatre suite, including maintenance of equipment, staff training, budgetary planning and logistics
- Facilitate good communications within the Operating Theatre Department, demonstrating professional & clinical leadership.
- Deputise for the Operating Theatre CNM3 as needed
- Hours of Duty are 37.5 hrs weekly.

CORE COMPETENCY

Clinical

- Provide planned, individualised and acute holistic care for patients.
- Assess, plan, implement and evaluate and document the care given to patients.
- Demonstrate advanced specialist knowledge and provide clinical leadership in nursing care.

- Work with the Clinical Nurse Manager 3/Directorate Nurse Manager in developing nurse lead initiatives and developments that will enhance health gain for patients requiring care.

- Participate in the development, formulation and evaluation of guidelines, policies and procedures to enhance a quality service.

- Exercise high levels of judgement, discretion and decision-making

- Ensure the safe custody and administration of drugs in accordance with established procedures policies and the law.

- The Clinical Nurse Manager 2 must work within the guidelines of safety & best practice laid down within the Infection Control Policy, Universal Guidelines, Data Protection Act 1988, & the Health, Safety & Welfare at Work Act 1989.

- Must be responsible for taking a role in designing, implementing and co-ordinating the hospitals risk management programme, including risk management assessment, prevention, education, and appraisal.

- Maintain an accurate reporting system of near misses, occurrences, incidents, complaints and co-ordinate risk management activities with other quality initiatives.

- Support a coherent approach to the progression of ENT services and the development of clinical career pathways.

- Contribute to the formation of organisational ethics and values.

- The Clinical Nurse Manager 2 must keep up to date with current research, ensure evidence based practice and research is utilised and must contribute to nursing research that is relevant to his/her area of practice.

Leadership and Management

- Develop strategies and service goals for the department and opthalmology service.
- Work in collaboration with the Operating Theatre CNM3, CCAEST Directorate Nurse Manager and the hospital in general.

- Provide good leadership and vision and facilitate team building and planned care within the theatre department.

- Support and develop a philosophy of nursing that underpins the development of the nurse’s role in nursing and the hospital ethos.

- Maintain standard quality service. Lead to proactive improvement and support accreditation.

- Participate in the overall financial planning of ENT service provided, including the assessment of priorities. Implement and evaluate service plans in cooperation with the Operating Theatre CNM3 and the multidisciplinary team.

- Communicate information on nursing activity and related matters to the Clinical Nurse Manager 3 / Directorate Nurse Manager.

- Develop a shared sense of commitment and participation amongst staff in change management in responding to the health care needs of the patients.

- Guarantee the availability and maintenance of supplies and equipment on a 24-hour basis.

- Play a central management role in the occurrence of an internal emergency or major incident.

- Audit current nursing practice and evaluate of improvements in the quality of patient care including patient's impression of the service, where applicable.

- Manage developed personnel functions, to improve staff morale, maximise the recruitment and retention of nursing and non-nursing staff.

- Support the role of the Clinical Nurse Specialist and Advanced Nurse Practitioners, including Staff Development Facilitators in theatre.

Communication:

- Maintain open communication with the Clinical Nurse Manager 3, Directorate Nurse Manager and Director of Nursing.

- Advocate good communication with other Clinical Nurse Managers 3, medical staff & members of the professions allied to medicine to ensure that prescribed care is delivered in accordance with agreed protocols.

- Develop good working relationships with surgical wards and units to promote seamless care.

- Consult inter and intra-disciplinary both internally and externally as part of the contribution to promote improved patient management.

- Act as a patient advocate through communication, negotiation and representation of the patient's values and decisions in collaboration with other professionals.

- Maintain composure in pressurised negotiations for resources confronting service accountability issues.

- Liaise openly with other non-clinical support staff and monitor the service provided.

- Arrange Pastoral Care in theatre when required

Education and Staff Development:

- Educate all nursing and allied staff, including orientation of new staff to the ENT service.

- Participate in education and in-service programmes for all staff, pre & post registration nursing staff and other medical and allied students.

- Monitor and improve standards of care and develop practice by active involvement in advanced clinical practice.

- Maintain open communication and support initiatives and developments within the College of Nursing and the Nurse Practice Development Unit.

Professional and Personal Development

- Demonstrate a high level of interest in advances in the clinical management of ENT patients.

- Attend and participate in:
    - In-service programmes, lectures, seminars and staff conferences.
    - Study days that have a general focus as well as days that have an advanced practice focus.
- Engage in personal development planning and continuous professional education.
- Participate in hospital committees as required, attend and contribute to interdepartmental, divisional and other meetings.

General Responsibilities and Accountabilities

- Confidentiality
  You will be aware of the confidential nature of Hospital work and in particular, the right of patients to confidentiality.
- Policies & Procedures
  You are required to familiarise yourself with and adhere to all policy and procedural documents relevant to your position.
- 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 Hospitals 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 & site hygiene standards.
- 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 the Safety, Health and Welfare at Work Act 2005. Each staff member is individually responsible for ensuring that the Hospital remains a safe place to work.
- 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.
- 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
- 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:
These duties and responsibilities are reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the Hospital. The incumbent will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing climate.

PERSON SPECIFICATION

Requirements	**Essential**	**Desirable**
Qualifications	Be a Registered General Nurse on the live register of nurses maintained by Nursing and Midwifery Board of Ireland (NMBI).	Higher Diploma / or equivalent in Perioperative Nursing Management experience and/or qualification
Experience	Have a minimum of 5 years post registration experience in the acute hospital setting, of which must be acute surgery	ENT perioperative nursing
Organisational Knowledge	Knowledge of the organisational structure and service plan, especially relevant to ENT services	Knowledge of the National Standards for Safer, Better Healthcare and the Quality Assessment and Improvement process to implement the standards
Professional Knowledge	Evidenced-based practice Engagement in personal development planning and continuous professional education	Knowledge of the health service with particular reference to professional development, nursing education and practice development.
Core Aptitudes & Skills	Ability to promote high standards of professional practice and professional conduct Leadership and team management skills including the ability to work collaboratively with multi-disciplinary team members	