CLONTARF HOSPITAL
Blackheath Park, Clontarf, Dublin 3.

Position:	**Patient Flow Manager**
Grade:	**Clinical Nurse Manager II**
Contract:	**Permanent**
Hours:	**37.5hrs**
Salary range:	**HSE Consolidated pay-scale**
Reporting to:	**Director of Nursing/Assistant Director of Nursing**

Principle Duties and Job Overview:
Clinical Focus:

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- Work closely with Clontarf Hospital Clinical Nurse Managers, MDT's, Patient Flow departments and Consultants in referring hospitals to generate and manage referrals through to admission of patient.
- Liaise with external hospitals and referral agents to ensure appropriate admissions who would benefit from rehabilitation at Clontarf Hospital.
- To work closely with clinical staff to implement hospital and discharge policies
- Maintain a positive working relationship both within the hospital and with external hospitals and agencies.
- Maintain and monitor the 'waiting list' and manage all patients' referrals from acute hospitals or other rehab facilities.
- Have the ability to critically analyse each referral to ensure the patient's meet the criteria for admission. Request additional documentation if required to support the referral e.g. physiotherapy, Occupational Therapy, Social Work reports etc.
- Work to ensure full occupancy of beds in the hospital including private occupancy.
- Analysing, monitoring and forecasting trends in respect of admissions.
- Regular timely reporting of bed capacity and to senior management and circulating on a regular basis report for key clinical decision makers to resource utilisation.
- Attend morning hospital Operation Huddle and report bed status.
- Liaise with general administration to ascertain if patient's insurance cover is appropriate for admission to private rooms within the hospital if required.
- Update the hospital bed management system and the HSE CBMS.
- Collect and enter required data.

- Direct and active participation in service planning, implementation and evaluation and in overall resource management of the department, including continuous quality audit and performance.
- Track data on unplanned transfer of care.
- Ensuring the application of best practice including the generation of action plans to continuously improve the effectiveness of the bed management function.
- Ensure efficiencies around patient flow processes
- Create a culture of accountability, openness to change, respect for the individual and teamwork that supports the ethos of the hospital.

Patient/Client Advocate:

- Liaise closely with the Infection Prevention and Control CNS both within Clontarf Hospital and outside the hospital to ensure standards are met.
- Work closely with all members of the MDT, to promote the effective, timely and safe discharge of patients from the hospital i.e. home or to community services etc.
- Coordinate and assist in the smooth transfer of patients who need to return to the acute hospital for further treatment or in the case of a failed rehab.
- Comply with the hospital's confidentiality policy.
- To act as a patient/family advocate through the application of ethical, legal and professional knowledge and skills.
- Create a culture of accountability, openness to change, respect for the individual and teamwork that supports the ethos of the hospital.
- To maintain effective relationship management with all staff and external agencies/hospitals.

Service Quality and Accreditation:

- Understand the importance of quality in relation to everyday work and participate in quality system measures to ensure that services are provided and an agreed quality standard.
- Understand the importance of providing an excellent Customer Care Service to all patients, consultants and colleagues to uphold the mission, vision and values of the hospital.
- Ensure the application of best practice including the generation of action plans to continuously improve the effectiveness of the bed management function.
- Participate fully in all Health and Safety related hospital initiatives and policies.

Consultant:

- Analysing, monitoring and forecasting trends in respect of admissions.
- Direct and active participation in service planning, implementation and evaluation and in overall resource management of the department, including continuous quality audit and performance.
- Discuss present performance and future needs with the Director of Nursing.
- Participate in writing of policy and procedure documents at hospital level
- To be a member of relevant professional groups and committees

Audit and Research:

- To participate in audit.
- To establish and maintain audit data and work closely with other nursing and/or multidisciplinary colleagues in relation to audit and research.
- To implement guidelines, policies and procedures in relation to bed management.
- Act as role model regarding quality improvement of the overall service and encourage others to do so and be actively involved in QI initiatives that are relevant to this service.
- Contribute to nursing research where relevant.
- Constantly critically evaluate research findings and apply to practice according to international evidence-based research.
- Present annual report and service development plan for the following year to the Director of Nursing.

Education and Training:

- Possess ability to develop personal knowledge of specific care groups, diseases and illnesses within the areas of speciality.
- Possess a good understanding and awareness of information technology applications and systems and apply them to the service.
- To accept responsibility for personal professional development and keep up-dated about current trends and strategies in relation to bed management etc.
- To maintain a personal record of professional development and discuss performance and future needs with line manager.

The job description indicates the main functions and responsibilities of the post and is subject to review and amendment. Other specific work not covered in this job description may also be assigned by the Assistant Director of Nursing and Director of Nursing from time to time.

GARDA CLEARANCE:
Arrangements have been introduced, on a national level, for the provision of Garda Clearance in respect of candidates for employment in areas of the Health Services, where it is envisaged that potential employees would have substantial access to children or vulnerable individuals. Each candidate will be required to complete a Garda Clearance form.

Selection Criteria:

Selection criteria outline the qualification, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post.

Applications will be assessed on the basis of how well candidates satisfy these criteria.

Mandatory:

The applicant must:

- Be a registered nurse with the Nursing and Midwifery Board Ireland in the General Division of the register.
- Ability to undertake the core competencies as outlined in the job responsibilities.

- Minimum of 5 years post registration experience, 3 in management**.**

Desirable:

- Acute Hospital experience
- A management qualification is desirable.

Informal Enquires ONLY to:

Name: Ciara Dowling
Title: Director of Nursing
Email: cdowling@ioh.ie

OTHER REQUIREMENTS SPECIFIC TO THE POST

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 job description will be subject to review in the light of changing circumstances.

It is not intended to be exhaustive but should be regarded as providing guidelines within which individuals work.

The duties and responsibilities detailed above reflect the present service requirements and may be subject to review and amendment to meet the changing needs of the service.

Short listing may be carried out on the basis of information supplied in your Application Form. The criteria for short listing 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 all experience is outlined 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.**

Please note this competition can be closed early in the event of large volume of applicants.