Mater Misericordiae University Hospital
Dublin

Clinical Nurse Manager 3 CVRRE (Cardiovascular, Respiratory, Renal, Diabetes and Endocrine)
With special assignment in Cardio-Thoracic /Heart-lung Transplant

Job Grade:	**CNM3**
Department / Division:	**CVRRE (Cardiovascular, Respiratory, Renal, Diabetes and Endocrine)**
Directorate:	**CVRRE (Cardiovascular, Respiratory, Renal, Diabetes and Endocrine)**
Location:	**MMUH CAMPUS**
Reporting Relationship:	**DIRECTORATE NURSE MANAGER / DIRECTOR OF NURSING**
Professional accountability:	**DIRECTORATE NURSE MANAGER**

JOB DESCRIPTION

Job Purpose:

To provide nursing leadership in proactively managing and coordinating clinical practice and the provision of human, financial and material resources in accordance with organisational values and goals, ensuring a cost effective nursing service focused on providing exceptional, evidence-based tailored patient care. The CNM3 will support the Directorate Nurse Manager to ensure the achievement and operationalization of service initiatives and the strategic goals of nursing. Promoting: Quality, Safety, safeguarding Competent & Compassionate Staff and enhancing the Patient Experience through positive collaborative engagements at ward/unit, directorate and across the wider healthcare setting. The remit of the post includes the following specialties, will cover more specifically Cardiothoracic area's such as St Cecilia's/Cardio Thoracic high dependency, Heart/Lung transplant /Transplant services. Also the CNM 3 will cover areas that are Cardiovascular, Vascular Surgery, Renal, Respiratory, and Endocrine.

KEY RESPONSIBILITIES

Management

The CNM3 will have:

- Excellent leadership and motivation skills to promote good working relations and inspiring work performance towards achievement of desired goals and agreed KPI's.
- Evidence of and commitment to patient/customer focused care, clinical governance and quality improvement.
- Actively participate in the hospital quality management infrastructure.
- Ability to lead, mentor, direct and coordinate staffing and service efficiencies within the clinical environment.
- Promote a focused approach towards evidence-based care and service planning, while developing and maintaining a workplace culture reflective of the core values of the hospital.
- Display behaviour and attitude that supports effective team working and promotion of a culture that values diversity and respect in the workplace
- Provide advice on staff rostering and management of staff allocation on the basis of patient acuity, dependency and skill mix.
- Ensure that relevant timely data is available to support decision making and to assess quality improvement deliverables.
- Be operationally responsible for the management and coordination of patient activities within area of responsibility.
- Collaborate with and assist patient flow in coordinating and improving the patient journey from admission, inpatient stay and effective/efficient discharge.
- Provide guidance to nursing and other staff in the implementation of nursing guidelines and policies
- Conducts formal appraisals or performance reviews with staff and agree personal and professional goals and objectives.
- Maintain good employee relations and promote good communication with staff.
- Uphold the HSE's policy that service users and others are treated with dignity and respect and develop opportunities for service users to contribute to service improvements.
- Give support and counsel to nursing and allied staff as necessary and take action in accordance with agreed service policy.
- Contribute to workforce planning, and staff recruitment and staff retention.
- Plan and guide activities to provide optimum patient care in accordance with service policies and procedure

- Assist the directorate management team with devising, implementing and monitoring service/budget plans as appropriate.
- Assist all CNM, CNS, ANP, SDF, Coordinators in the implementation of change.
- Involvement in major / emergency incident planning, implementation & support: undertake relevant training.
- Deputise for the Directorate Nurse Manager as required.
- Provide cross cover for CNM3 for annual leave, study leave and any unforeseen leave.
- Manage own work load in accordance with the needs of the post
- Undertake other relevant duties as may be determined from time to time by the Directorate Nurse Manager/Director of Nursing

Professional /Clinical

The CNM3 will:

- Provide a high level of professional and clinical leadership
- Establish clear objectives and define core standards of performance and clear expectations with unit / ward managers.
- Demonstrate professional practice and expertise relating to area of responsibility
- Enable staff to develop problem-solving and critical thinking skills within area of practice.
- Manage, monitor and evaluate professional and clinical standards ensuring an evidence based care planning approach in conjunction with SDF, CNM/CNS/ANP & Nursing Practice & Development colleagues.
- Regularly update DNM on staff professional development and discuss improvement progress relating to nursing metrics and quality & safety KPI's.
- Identify, develop, monitor and update ward/unit policies, procedures & guidelines in consultation with CNM2/SDF/CNS/ANP staff.
- Encourage/support effective staff engagement with multi-disciplinary / inter-disciplinary teams in all aspects of patient care and service delivery
- Monitor, advise, encourage & assist staff in effective discharge planning processes – maintaining timely communications with patient, family, community partners & patient flow team.
- Ensure accuracy & real-time updating of patient information boards.
- Demonstrate effective prioritisation in own communications using the ISBAR framework and encourage use of this communication tool among all clinicians.
- Facilitate competence in critical incident management – including report writing and encourage reflective learning from adverse events.
- Role model values of care, respect, advocacy, openness and transparency and work to develop a culture with facilitates professional autonomy and personal development.

Health & Safety

The CNM 3 will:

- 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 DNM / DON / others as appropriate.
- Promote awareness of and compliance with hospital escalation processes.
- Be aware of and comply with principles of clinical governance including quality, risk, and health and safety and be individually responsible for clinical governance, risk management / health and safety issues in designed area of responsibility.
- Facilitate compliance and promote knowledge of HIQA standards – continuously seeking to identify & implement improvement interventions.

Standards and Quality of Care and Work

The CNM 3 will:

- Identify & facilitate opportunities for enhancing the patient experience, promoting quality and safety and supporting a compassionate competent staff culture. E.g. compliance with INEWS, iMEWS, risk identification, medication custody and administration, hydration and nutrition, falls, pressure area care is always evident and is in accordance with agreed standards.
- Encourage an environment of regular audit, evaluation & feedback to safeguard the accuracy and appropriateness of written nursing records and reports; and these are maintained in accordance with local / national / professional guidelines – including the safe, secure and confidential custody of such records.
- Identify and facilitate initiatives to improve staff retention (skills development/expansion, flexible working arrangements, and staff rotation/redeployment opportunities).
- Place the values of kindness, care compassion, trust and learning at the core of daily work.
- Undertake training for the Nursing Quality department to audit areas external to your own for Quality Care Metrics bi monthly.

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
- 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
- Lead in development and evaluation of ward based education and training, and other hospital programmes as required.

Liaison and Communication:

The CNM3 will:

- Support Clinical Nurse Managers and staff competency development as appropriate
- Liaise closely with Clinical Nurse Managers for all specialties in relation to policy proposals, staff training and development.
- Attend relevant meetings as required for role, liaison with appropriate staff.
- Attend staff meetings and receive staff suggestions for improvement in the system of work.
- Maintain open communication with all relevant staff.
- Develop good working relationships with wards and departments to promote quality patient centred care.
- Promote effective nurse documentation in the department and maintain appropriate records.

Professional & Self Development

The CNM 3 will:

- Engage in personal development planning.
- Participate in hospital committees as required, attend and contribute to inter departmental, divisional and other meetings.

- Demonstrate a commitment to continuous professional development**.**
- Engage in other duties appropriate to the post as may be assigned from time to time by the Directorate Nurse Manager and the Director of Nursing.
- Attend and participate in: In service programmes, conference, study days as relevant.

Cost Control and Budgeting

The CNM 3 will:

- Continually monitor ward/unit stock levels. Advise Directorate Manager on alternative supplies and changes in practice which impacts on costs.
- Participate in cost monitoring discussions with DNM & Operations Manager, as required and take all steps to control expenditure within budget limits.

Workforce Planning

The CNM 3 will:

- Assist the DNM in developing a cohesive workforce plan – including strategies for recruitment & retention, absence management, maternity, parental and other leave arrangements.
- Examine and modify duty rosters to ensure appropriate skill-mix
- Monitor the adequacy of all clinical and administrative services provided and ensures that systems are in place to meet needs of wards/units/clinics.
- Delegate who is to be in charge during his/her absence and ensure staff are informed of cover arrangements.

Human Resources Management

The CNM 3 will:

- Maintain a high level of staff morale and team spirit within the nursing service team.
- Conduct staff performance management reviews, and address any performance/competency issues as appropriate.
- Implement human resource systems for dealing with staff attendance, grievances, and disciplinary matters, conditions of employment as appropriate (including personnel records, sick leave, annual leave and study leave using hospital systems).

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 & 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 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.

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 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.

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:

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 Clinical Nurse Manager 3 will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing healthcare environment

PERSON SPECIFICATION

Job Title/Grade	CLINICAL NURSE MANAGER 3
Department	CVRRE DIRECTORATE (CARDIOVASCULAR, RESPIRATORY, RENAL, DIABETES and ENDOCRINE)
Location	MMUH
Date	24-11-2026

Requirements	**Essential**	**Desirable**
Qualifications	Candidates must be registered in the General Division of the Register of Nurses kept by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland). CPD program relevant to cardio-thoracic nursing	Degree / MSc in Nursing Management or working towards undertaking Post grad course level 9
Experience	Have at least 7 years post registration experience in an acute setting of which 2 must be working at Nursing Management grade cardio/thoracic areas Have the clinical, managerial and administrative capacity to properly discharge the functions of the role. Experience/ qualification in any of the following areas (Cardiovascular, Respiratory, Renal, Diabetes and Endocrine) specialty nursing	
Skills and competencies	Demonstrate a good knowledge of the Health Service with particular reference to professional development issues, nurse education and practice development Demonstrate a broad knowledge of the developments in nurse education and practice Demonstrate theoretical and clinical knowledge appropriate to the complexities of the post Demonstrate effective interpersonal and communication skills especially with regard to facilitation skills and counselling skills Demonstrate effective communication skills including the ability to present information in a clear and concise manner; ability to facilitate and manage groups through the learning process; the ability to give constructive feedback to support learning	

	Demonstrate evidence of reflective practice Demonstrate integrity and ethical stance Demonstrate effective organisational skills including time management, Demonstrate flexibility and adaptability Demonstrate analytical, problem solving and decision-making skills Demonstrate a commitment to providing a quality service. Demonstrate team skills Demonstrate leadership/personal motivation skills Demonstrate commitment and responsibility towards students learning outcomes and a focus on quality outcomes Demonstrate commitment to professional and personal self-development Demonstrate knowledge of and/or experience of change management Demonstrate a knowledge of Audit Demonstrate a willingness to develop IT skills relevant to the role	