



Clinical Development Co-ordinator
Cork Kerry Community Healthcare (CHO4), St. Finbarr's Hospital Campus, Cork
Job Specification & Terms and Conditions

Job Title and Grade	Clinical Development Co-ordinator, Cork Residential Services for Older People (Aligned to Clinical Nurse Manager 3 - Grade Code: 233X, Salary Scale)
Remuneration	<p>The salary scale for the post is:</p> <p>€63,574 - €64,832 - €68,012- € 69,263 - €70,521 - €71,795 (01/10/2022)</p> <p>Salary Scales are updated periodically and the most up to date versions can be found here: https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html</p>
Campaign Reference	CKCH-NM30-0323
Closing Date	<p>Tuesday, 21st March 2023 at 12 noon</p> <p>We recommend that candidates submit their application a minimum of 1 hour before the closing date and time to ensure their application form has been uploaded successfully to Rezoomo. Applications will not be accepted after this date and time, no exceptions will be made</p>
Proposed Interview Date (s)	Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	<p>Cork Residential Services for Older People, Cork Kerry Community Healthcare.</p> <p>There is currently 1 permanent and whole-time vacancy located in Block 22, St. Finbarr's Hospital Campus, Cork.</p> <p>A panel may be formed as a result of this campaign for Clinical Development Co-ordinator, Cork Residential Services for Older People, from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.</p>
Informal Enquiries	<p>Name: Aileen O'Neill, General Manager</p> <p>E-Mail: aileen.oneill@hse.ie</p> <p>Contact No: 021-4923924</p>
Details of Service	<p>HSE Residential Services for Older People in Cork are provided in the following Community Hospitals and Community Nursing Units throughout Cork City and County. Residential Facilities include:</p> <ul style="list-style-type: none"> • Kinsale Community Hospital • Farranlea Community Nursing Unit, Cork City • Heather House Community Nursing Unit, Cork City • Bandon Community Hospital • Kanturk Community Hospital • Fermoy Community Hospital • Clonakilty Community Hospital • Cois Abhainn, Youghal • Youghal Community Hospital • Middleton Community Hospital. <p>Capital developments for the expansion and refurbishment of a number of these centres are underway and new service developments are planned for the coming years.</p> <p>Each Residential Centre is led by the Director of Nursing, care is delivered by Clinical Nurse Managers, Registered General Nurses and supported by Healthcare Assistants and support</p>

	<p>staff. Each facility provides high quality individualised care to its residents and delivers a range of services such as long term residential care, respite, convalescent, palliative care, and compassionate end of life care. Each facility is registered with HIQA and the staff are committed to providing a person-centred service with the implementation of ongoing quality improvement programmes.</p> <p>The role of Nurse Clinical Development Co-ordinator is essential in supporting the advancement of these quality improvements.</p>
Reporting Relationship	<p>Operationally - Reports to General Manager, Cork People Residential Services, Cork Kerry Community Healthcare.</p> <p>Professionally - Reports to the Director, Nursing & Midwifery Planning & Development Unit Cork/Kerry, HSE South.</p>
Key Working Relationships	The Clinical Development Co-Ordinator will work closely with the Directors of Nursing and their nurse management teams within the Community Hospitals / Community Nursing Units.
Purpose of the Post	<p>The Clinical Development Co-ordinator (CDC) for Community Hospitals & Nursing Units will:</p> <ul style="list-style-type: none"> • Provide professional/clinical leadership and facilitate the development of excellence in nursing practice in Community Hospitals. • Plan, develop and evaluate nursing care in collaboration with Nurse Management and Nursing Staff. <p>This role requires a combined knowledge of clinical practice, project management, and service management, continuing nurse education and professional development and evaluation of outcomes. The post-holder will be required to participate in audit and research as determined by the role.</p>
Principal Duties and Responsibilities	<p><i>The Clinical Development Co-ordinator (Cork Community Hospitals) will:</i></p> <ul style="list-style-type: none"> • Develop, implement, monitor and evaluate nursing practice in the Community Hospitals and Community Nursing Units listed above to ensure evidence based clinical practice and care. • Align Community Hospitals' nursing services <i>with</i> relevant policies and reforms. • Facilitate the expansion of nurse roles, to develop clinical capacity to meet current and future population healthcare needs in a more effective / efficient way through, the development of specialist and advanced clinical role practice consistent with the Scope of Practice Framework. • Nurse Prescribing – In conjunction with the Director of Nursing support nurse prescribing and associated audits and evaluations. • Liaise with the Centres of Nurse Education in relation to the facilitation of undergraduate and post graduate nursing relevant to social care programmes. • Collaboratively create an optimum learning environment for Undergraduate and Post Graduate Nursing Students which meet the learning objectives set by the Nurse Midwifery Board of Ireland (NMBI). • Provide support and guidance for student nurses during clinical placements through effective leadership, as applicable to the role. • Co-ordinate and participate in clinical nursing research in accordance with the recommendation of the report on the Commission of Nursing (DOHC 1998.5.67) and the SCAPE report (2008).

- Facilitate a working relationship with Directors of Nursing (DON), Clinical Nurse Manager 2 (CNM2) and Registered General Nurses (RGNs) towards achievement of practice standards and quality improvement.
- Collaboratively work with other CDC's in community hospitals and PDC's in acute and community services as appropriate.
- Support DON's, CNM 2's and RGN's in meeting HIQA standard for residential care centres for older people and infection control standards.
- Promote a culture of evidence based person-centred practice.
- Support registered Nurses in their role as preceptor, supervisor, and clinical teacher.
- Participate in interdisciplinary meetings as appropriate.

Quality Initiatives and Standard Setting:

- Manage the nursing services quality programmes in such a way as to support and ensure the delivery of the highest standard of patient/ service user focused nursing care throughout the Community Hospital Service.
- Set achievable safe standards of nursing care across the broad spectrum of patient categories and have a multidisciplinary approach to standard settings.
- Lead on the Implementation of KPIs and Nursing Metrics in Community Hospital services and clinical audit practice to demonstrate continuous improvement monitor the implementation of professional standards.
- Lead on the Implementation of the National Standards for Safer Better Healthcare in the delivery of community hospital services.
- Support staff in formulating evidence based policies, protocols, guidelines and procedures that will ensure that the highest standard of patient/service user care within available resources.
- Enable the continued development and audit of CHO Area clinical practice guidelines, policies and protocols pertaining to the Community Hospital service.
- Actively participate in development of quality initiatives in response to identified population health needs in CHO Area 4.

Continuing Education:

- Co-ordinate local nurse education programmes specific to Gerontological Nursing in consultation with Regional Co-ordinator for Continuing Nurse Education and Development and Centres of Nurse Education.
- Establish a pathway for the development of clinical competencies in the Community Hospital service.
- Enable and facilitate the implementation of continuing education and development at local level.
- Participate in the establishment and development of the best possible systems of support for the nursing services in the clinical area.

- Participate in training programmes and attend relevant seminars and conferences relating to nursing issues.
- Develop a system to identify current nursing literature, nursing research and new developments in nursing practice, management and education.
- Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

Specialist & Advanced Practice:

- Facilitate the development of nursing practice by actively supporting and developing specialist/advanced clinical practice using Scope of Practice framework.
- Support the role of specialist and advanced clinical practitioners in Gerontological Nursing and enable development and audit of this role.

Evaluation and Audit of Service:

- Develop systems that continuously evaluate Gerontological Nursing in response to the needs of the older person.
- Develop systems that continuously evaluate compassionate end of life care and create ways to communicate patient's need and preferences including the resident with dementia.
- Develop systems that facilitate audit of areas of nursing practice in a timely manner.
- Support the development and implementation of clinical audit to monitor care delivery and patient outcomes.
- Support the implementation and monitoring of KPIs and Nursing Care Metrics.
- Evaluate existing nursing records and documentation throughout the Community Hospital, and where necessary implement changes which meet legal requirements facilitating optimum standards of documentation and record keeping.
- Provide the General Manager with evaluation and audit reports in a timely manner.

Risk Management:

- Collaborate with the established risk management systems of the organisation and contribute professional-nursing expertise as required.
- Develop and implement education and development programmes to support the elimination of risks.

Health & Safety:

- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the Residential Centres for care of Older People, 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.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

	<ul style="list-style-type: none"> • Adequately identifies, assesses, manages and monitors risk within their area of responsibility. <p><u>Change Management:</u></p> <ul style="list-style-type: none"> • Support and facilitate the implementation of service and organisational change at local and regional level. • Facilitate change within the <i>Community Hospital</i> service through negotiation, consultation and professional development. • Develop a comprehensive framework to evaluate change. • Support and facilitate nursing service development initiatives. <p><u>Research & Audit:</u></p> <ul style="list-style-type: none"> • Support nursing participation in research and promote research awareness within the nursing service. • Be conversant with current trends in nursing practice for Gerontological Nursing and ensure personal knowledge is up-to-date. • Provide the General Manager with a service plan annually. • Provide the General Manager with audit reports in a timely manner and actively engage in the continuous quality improvement identified. <p>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, 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.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>Candidates must have at the latest date of application:</p> <p>1. <u>Statutory Registration, Professional Qualifications, Experience, etc.</u></p> <p>(a) Eligible applicants will be those who on the closing date for the competition:</p> <p>(i) Are registered in the General Division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland (NMBI) (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.</p> <p style="text-align: center;">And</p> <p>(ii) Have at least 5 years post registration full time (or an aggregate of 5 years post registration full time) experience of which 2 years (or an aggregate of 2 years post registration full time experience) must be in the speciality of Gerontology.</p> <p style="text-align: center;">And</p> <p>(iii) Have the clinical, managerial and administrative capacity to properly discharge the functions of the role.</p>

	<p style="text-align: center;">And</p> <p>(iv) Candidates must demonstrate evidence of continuous professional development.</p> <p style="text-align: center;">And</p> <p>(b) Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the functions of the role.</p> <p>2. <u>Annual registration</u></p> <p>(i) On appointment, Practitioners must maintain live annual registration on the General Division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann).</p> <p style="text-align: center;">And</p> <p>(ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p>3. <u>Health</u></p> <p>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.</p> <p>4. <u>Character</u></p> <p>Candidates for and any person holding the office must be of good character.</p> <p><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 Ireland).</i></p>
Post Specific Requirements	<p>Demonstrate depth and breadth of experience in the implementation of practice development education, quality programmes, and the evaluation and re-organisation of nursing practice as relevant to the role, to include areas such as the following:</p> <ul style="list-style-type: none"> • Experience in management, practice development, education or quality improvement. • Continuous professional development in the area of Gerontology Nursing and experience in the area of Teaching and Assessment programme/module.
Other requirements specific to the post	<p>Access to appropriate transport to fulfil the requirements of the role.</p>

Skills, competencies and/or knowledge	<p>Professional Knowledge & Experience</p> <ul style="list-style-type: none"> • Demonstrate knowledge of structures/development within the HSE both at local and national level. • Demonstrate knowledge of practice development and quality improvement in Community Hospital services. • Be fully conversant with the Requirement & Standards for Nurse Registration Education Programmes of Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and all other relevant publications that impact on the Nurse Education, Training, Learning and Professional Development. • Demonstrate the ability to relate nursing research to nursing practice. • Demonstrate knowledge of audit and clinical learning environment audit. • Demonstrate a commitment to continuing professional development. • Demonstrate knowledge of undergraduate, graduate and post-graduate nursing programmes and the clinical experiences required to meet the needs of the requirements of the programme and students, as appropriate. • Demonstrate knowledge of other professional issues related to relevant areas of nursing. • Demonstrate an awareness of HR policies and procedures including disciplinary procedures. • Demonstrate an awareness of relevant legislation and policy e.g. health and safety, infection control etc. <p>Communication and Interpersonal Skills</p> <ul style="list-style-type: none"> • Demonstrates sensitivity to issues arising from multiple stakeholders. • Demonstrates good negotiation skills and assertiveness as appropriate. • Tailors communication to suit the needs of the audience and demonstrates sensitivity, diplomacy and tact when dealing with others. • Demonstrates resilience and composure in dealing with situations. • Demonstrate effective communication and interpersonal skills including building and maintaining relationships with clinical and academic staff, and writing and presentation skills. • Demonstrate ability to give and receive feedback in the conduct and application of the role, including in relation to identifying areas for improvement in practice activity, and the ability to work effectively within a team and possess the innovation and creativity to deal with challenging situations. <p>Proactive Approach to Planning & Managing Resources</p> <ul style="list-style-type: none"> • Demonstrate evidence of management/organisational skills, including the ability to facilitate change through practice development initiatives and the ability to plan, organise, and prioritise workload appropriately, to manage deadlines, effectively handle multiple tasks, and possess the ability to use his/her own initiative. • Demonstrate an empowering style as a consultant to others, providing advice and guidance in supporting the identification, implementation and delivery of knowledge based care. <p>Commitment to providing a Quality Service</p> <ul style="list-style-type: none"> • Demonstrates awareness of the factors involved in creating, maintaining and promoting quality care environments. • Demonstrates evidence of research appreciation and Evidence Based Practice skills.
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	<p>Leadership & Team Management Skills</p> <ul style="list-style-type: none"> • Demonstrate the ability to work independently and as a team member. • Demonstrate knowledge of and/or experience of change management and a willingness to support, promote and engage in change management. • Demonstrate commitment to professional and personal self-development. • Demonstrate evidence of computer skills including Microsoft Word, Excel and use of email etc.
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<p>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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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.</p>
<p>Diversity, Equality and Inclusion</p>	<p>The HSE is an equal opportunities employer.</p> <p>Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.</p> <p>The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.</p> <p>The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.</p> <p>For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at https://www.hse.ie/eng/staff/resources/diversity/</p>
<p>Code of Practice</p>	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.</p> <p>The CPSA Code of Practice can be accessed via https://www.cpsa.ie/.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.</p> <p>This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p>	

**Clinical Development Co-ordinator, Cork Residential Services for Older People
Cork Kerry Community Healthcare (CHO4), St. Finbarr's Hospital Campus, Cork
Terms and Conditions of Employment**

Tenure	<p>The current vacancy available is permanent and whole time.</p> <p>The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at "expression of interest" stage.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
Remuneration	<p>The salary scale for the post is aligned to the Clinical Nurse Manager 3 Salary Scale:</p> <p>€63,574 - €64,832 - €68,012- € 69,263 - €70,521 - €71,795 (01/10/2022)</p> <p>New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.</p>
Working Week	The standard working week applying to the post is to be confirmed at Job Offer stage.
Annual Leave	The annual leave associated with the post will be confirmed at Contracting stage.
Superannuation	<p>This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004</p>
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><u>* Public Servants not affected by this legislation:</u></p> <p>Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p>
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
Protection of Children Guidance and Legislation	<p>The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.</p> <p>Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.</p> <p>For further information, guidance and resources please visit: https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/</p>

Infection Control	Have a working knowledge of 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.
Health & Safety	<p>It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

¹ A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

² See link on health and safety web-pages to latest Incident Management Policy