

## Job Description Clinical Nurse Manager 2

### Mission and Values of the Hospital

#### Mission

We strive for excellence in meeting the holistic needs of our patients in a caring and healing environment in which the essential contribution of each member of staff is valued.

The values of human dignity, compassion, justice, quality and advocacy rooted in the mission guide us in our work.

We will, within the foregoing context, make every effort to maintain excellence in clinical care, teaching and research.

*Comh mheas, comh bhá, comh pháirtíocht agus  
comh oibre bunsraith ár gcuid saothar uile.*

#### Core Values

*Human Dignity*

*Compassion*

*Justice*

*Quality*

*Advocacy*

## Accountability and Working Relationships

**Job title:** Clinical Nurse Manager 2 (CNM2)

**Grade:** CNM2

**Professionally accountable to:** Director of Nursing

**Key reporting relationships:** Assistant Director of Nursing

**Key working relationships:** Nursing and Medical Personnel  
Health and Social Care Professionals

**Working Hours:** 37.50 hours per week working Monday to Friday while maintaining a flexible schedule to be available to manage out of hours as deemed necessary.

## Qualifications / Experience

1. Be registered in the general division of the Register of Nurses maintained by Nursing & Midwifery Board Ireland
2. Have at least five years post-registration nursing experience (full-time or equivalent hours part-time) in an acute hospital
3. Excellent communication and interpersonal skills required
4. A nursing management degree qualification / or willingness to undertake same within two years of appointment is essential.
5. Previous 2 years management experience is required.
6. Possess well-developed leadership, management and organisational skills.
7. Computer skills essential.

## **Key Responsibilities:**

Responsibility for nursing management within the assigned clinical ward/unit to include:

- professional / clinical leadership that promotes efficiency, innovation, teamwork and continuous improvements
- supervision of qualified and unqualified staff whilst maintaining a safe working environment
- provision of continuing nursing education on all staff and participation in teaching, guidance and assessment of staff
- provision of High quality clinical learning environment
- compliance with Health and Safety regulations
- High standards of communication within the area, division and across hospital and Health Care Group adhering to the Hospital communication policy
- act as an infection control liaison for the ward/unit and adhering to hand hygiene and infection prevention measures as indicated in hospital policies, procedures, and guidelines

## **Essential Job Functions and Performance Standards:**

### **Clinical responsibilities:**

- Guide and direct ward/unit activities in order to provide a high standard of holistic care to all patients having regard to the ethics and philosophy of the hospital.
- Acts as an advocate for the patient and their wishes during their hospital stay and acts as a role model in this remit for all other staff members.
- Ensure that patient care is based on the latest research findings and constitutes best practice and act as an expert clinical resource for both nursing and medical staff.
- Co-ordinate the management of beds / clinics for the ward/unit in consultation with the Consultants, Bed Allocation Manager and Nursing Administration Manager.
- Ensure compliance with regulations in relation to custody and administration of all medications (Hospital policy and NMBI guidelines).
- Ensure all accidents, incidents and near misses are reported in line with Risk Management policies and introduce quality improvements appropriately.
- Be responsible for health, safety and welfare at work of self and others and comply with the Health and Safety Regulations.
- Liaise with infection control and prevention team on the maintenance of high standard, high quality hygiene measures throughout the unit. Partake in an infection prevention and control induction programme prior to commencement in employment

## **People Management:**

- Roster staff to achieve an adequate equitable skill mix. Allocate staff mix efficiently according to analysis of clinical needs and available resources.
- Be responsible for the supervision and development of the team on the ward and take an active part in the delivery of care as appropriate.
- Ensure effective, clear communication with patients, relatives, visitors and multi-disciplinary team and ensure patient confidentiality is respected by all staff and maintained at all times.
- Demonstrates innovation in practice and utilises motivational skills to introduce change into the clinical area in a streamlined and effective manner.
- Investigate complaints in line with hospital policy and introduce quality improvements as appropriate.
- Manage disciplinary issues within the context of current legislation and national health service procedures
- Maintains calm composed demeanour in crises situations and leads the team through the situation to conclusion and debrief.
- Participate in staff recruitment as requested.
- Involved in the provision of a high quality ward/unit orientation programme for all new staff.
- Manage all leave for example; sick leave, study leave in line with best practice in HR management.
- Monitor and manage staff turnover rates as appropriate.
- Manage the staff feedback on performance sessions annually and act on issues raised by staff members appropriately and efficiently within scope of practice.
- Ensure all team members adhere to organisations uniform policy.
- Be responsible for people management and the introduction and promotion of management tools and initiatives such as Team Based Performance Management, Legal Framework and Learning Needs analysis.
- Maintain and update staff education database as required ensuring all mandatory training programmes are up to date for each staff member

## **Quality/Audit component:**

- Adhere to policies, protocols, standards, legislation, codes of practice and professional conduct set out by the relevant authorities and professional bodies.
- Lead in the development, implementation and evaluation of evidence based policies, guidelines and procedures for the ward/unit.
- Critically appraises the clinical unit/ward with regards to quality control systems and quality management.
- Is involved in clinical based audits to improve patient directed care in conjunction with Nurse Practice Development Co-ordinator. Acts on findings to improve care delivery systems.

- Work with the Assistant Director of Nursing in the preparation of annual provider plan.
- Participate/lead in the accreditation process, identify continuous quality improvements and develop quality programmes in consultation with the Assistant Director of Nursing and multidisciplinary team.
- Participate at meetings and committees as required and disseminate information appropriately.
- Work closely with Practice Development Co-ordinator, Clinical Facilitator, Clinical Placement Co-ordinators, and the staff in the Nurse Practice Development unit in leading and supporting relevant education and training programmes.
- Keep abreast of research and developments in nursing and facilitate and contribute to nursing research. Update own knowledge, experience and skills portfolio as required.
- Promote nursing by actively contributing at national conferences and meetings.

#### **Conditions of Employment:**

- Annual Leave Entitlement: 25 – 28 days per annum pro- rata (according to criteria in Circular 111/99). Annual leave is calculated January to December of each year.
- Sick Leave Regulations: Please refer to contract of employment and hospital sick leave policy (HSE HR Circular 020/2012).
- A minimum of three month's notice of termination of employment is required. Notice of termination of employment must be received in writing.
- Uniform Policy must be adhered to at all times. Hospital uniform must not be worn outside of the hospital.

#### **Please note the following:**

- The Hospital Board is not responsible for loss or theft of personal belongings.
- Fire orders must be observed and staff must attend fire lectures every 2 years.
- Mandatory training must be adhered to and recertified before expiry timeframes occur i.e. Manual Handling, Basic Life support, Intravenous assessment, Hand hygiene education, waste management and Mission effectiveness programme.
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (1989 & 2005), smoking within the Hospital building is not permitted.
- All Staff are advised to avail of Hepatitis B Vaccination with Occupational Health.
- The use of personal mobile phones is prohibited in clinical care areas.

#### **Hygiene:**

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Michaels Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

**Policies/Legislation:**

All hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at work, Trust in Care, Computer Usage Policy) and the hospitals ethical codes of practice.

***Mandated Person – Children First Act 2015***

***As a mandated person under the Children First Act 2015 you have A LEGAL obligation:***

- ***To report child protection concerns at or above a defined threshold to TUSLA***
- ***To assist TUSLA, if requested, in assessing a concern which has been the subject of a mandated report***

***You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the legislation Mandated Person – Children First Act 2015***

**Confidentiality:**

In the course of your employment you may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and, unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

<p><b>This job description is intended as a basic guide to the scope and responsibilities of the position; it is subject to regular review and amendment as necessary.</b></p>
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