

Our Lady's Hospice & Care Services

*Respite
Rehabilitation
Reassurance*

Harold's Cross
& Blackrock

JOB DESCRIPTION & PERSON SPECIFICATION

**Clinical Nurse Manager 1
Based in the Palliative Care Unit**

1.0WTE Permanent Contract

Based in Blackrock Hospice



Founded in 1879 by
the Sisters of Charity

JOB DESCRIPTION

TITLE:	Clinical Nurse Manager 1 (CNM1)
REPORTS TO:	Clinical Nurse Manager 2 (CNM2) in his/her area
ACCOUNTABLE TO:	Director of Nursing, Clinical and Quality
SALARY SCALE:	Department of Health and Children salary scales apply per annum pro rata
HOLIDAYS:	24 – 27 days per annum pro rata
HEALTH:	A candidate for and any person holding the office must be free from any defect or disease which would render him/her unsuitable to hold the office and be in a state of health as would indicate a reasonable prospect of ability to attend regular and efficient service.
CHARACTER:	A candidate for and any person holding the office must be of good character.
HOURS OF WORK:	39 hours per week. Details of starting and finishing times, which may vary in accordance with Hospice needs, will be notified to you by your Head of Department/Deputy. There will be times when you will be required to work outside of the normal office hours.
WORKING WEEK:	Will be determined by the Director of Nursing, Clinical and Quality
LOCATION:	Our Lady's Hospice & Care Services (OLH&CS) currently operates across two sites; Harold's Cross and Blackrock. In the interest of patient care and changing needs, candidates are required to be completely flexible and are obliged to carry out duties in any department or location of the Hospice or associated locations when required to do so by Management.
ETHICAL CODE:	The post holder is requested to respect the special charism, ethos and tradition of OLH&CS, and to observe and comply with its general policies, procedures and regulations.
CONFIDENTIALITY:	You will have access to various types of records/information in the course of your work. Such records and information are strictly confidential and unless acting on the instruction of an authorised person, on no account must information concerning staff, patients or other Hospital business be divulged or discussed except in the performance of normal duty. In addition, records may 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.
JOB PURPOSE:	The post holder will work in a collaborative manner with the CNM2 and deputise in the absence of the CNM2. The primary role of the CNM1 will be one of clinical and professional leadership within the nursing team. The CNM1 will support the development of the nursing team, by means of role modelling best practice, supporting in-service training, facilitating the orientation of new staff and arranging for the clinical experience and mentoring for student/learner nurses where appropriate.

Duties and Responsibilities

Management Responsibilities:

- To effectively manage the activities of the ward in the absence of the ward manager.
- To act up for the CNM2 with continuing responsibility when required.
- To collaborate with the CNM2 in
- Preparing, implementing and evaluating budget issues and service planning for the clinical area.
- Identifying resources and facilities to manage the ward efficiently.
- Managing all resources – including nursing and non-nursing staff within an agreed budget with due regard to budgetary control.
- To promote standards and quality programmes within Our Lady's Hospice & Care Services
- To assist with and ensure that adequate levels of ward stocks/supplies are maintained.
- To ensure that appropriate, accurate and concise records are maintained at all times.
- To maintain records of patients' valuables handed over for safekeeping.
- Play a central role in maintaining a safe environment for patients, staff and visitors.
- To assist with planning and co-ordinating duty rotas and annual leave. Ensure accurate records of attendance and absenteeism are maintained.
- To participate in and undertake individual performance review using a self-assessment model.
- To advise and support staff about administrative issues in the absence of the CNM2.
- To maintain effective communication links with other members of the Hospice team.
- To liaise closely with household and catering staff with regard to patients' needs.
- To liaise with nursing colleagues and attend/ participate at meetings as required.
- To ensure that all registered staff is aware of their legal responsibilities as regards the prescription, administration and custody of drugs.
- To be familiar with and ensure all staff is familiar and adhere to Our Lady's Hospice & Care Services policies and procedures.
- To support the introduction and utilisation of information management systems at ward level.
- Assist with planning and arranging admissions to the unit/wards.
- In consultation with CNM2 and other disciplines, implement and assess quality management programmes.
- To cover for nursing administration as requested.

Clinical Responsibilities:

- To promote a person centred approach to care, utilising specialist knowledge relating to the care of the patient and family.
- To act as an effective role model and resource/advisor to colleagues in the delivery of nursing care.
- To take an active part in the delivery of care as and where appropriate.
- Encourage evidence based practice, using a care planning approach to nursing care.
- To support the concept of team nursing as a system for the delivery of care.
- To be involved in the assessment, planning implementation and evaluation of patient care.
- To provide advice and support to patients and those close to them on psychological, social and spiritual issues when necessary.
- To support family and relatives through times of change and stress in their lives liaising with and referring to other professionals/specialists/ support groups as appropriate.
- To participate in ward meetings on patient/family care, management and progress.
- To maintain in conjunction with the CNM2 a welcoming relaxed and informal atmosphere for the patient and those close to them.
- To provide/promote educational support for patients.
- To plan, liaise, and prepare patient's transfer to home or hospital.
- To ensure that the family or carer of the discharged patient has adequate knowledge of their needs and plan of care prior to discharge.
- To ensure patient confidentiality is respected and maintained at all times.

- To be familiar with and act according to Nursing and Midwifery Board Ireland professional code of conduct.
- To be responsible for personal professional development.
- To promote and encourage professional development of staff.
- To create a good learning environment by keeping up to date with new developments by supporting and encouraging open discussion.
- To support other members of the caring team in order to assist them in their role of caring for the patient and family.

Teaching Responsibilities:

- To act as a specialist nurse resource to other members of the team, to other health care professionals and to students from external agencies. To co-ordinate and facilitate learning objectives for nurses undertaking diploma/degree courses when on clinical placement in the particular speciality.
- To provide instruction and guidance in the form of orientation and on-going informal and formal teaching sessions to care assistants and staff nurses.
- To promote and participate in in-service education and other training programmes.
- To be prepared to participate in relevant and appropriate research as agreed by DON/Assistant DON.

General

- To adhere to Departmental and Hospice policies at all times.
- To perform such other duties appropriate to the post as may be assigned from time to time by the Manager or a nominee.

Self-Development

- To be aware of current developments and issues in health care by reading current literature and keeping abreast of new developments, attending 'in-house' seminars, lectures and courses when possible and as appropriate in consultation with your head of Department.
- To assume responsibility for his/her own professional development and safe work practice.
- To ensure a safe environment for himself/herself, colleagues and visitors.

Professional

- To have a working knowledge of Our Lady's Hospice & Care Services policies.
- To present and act in a professional manner at all times and ensure colleagues do likewise.

Garda Vetting:

Legislation has been introduced for the provision of Garda Vetting 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. The appointed candidate will be required to satisfactorily complete the Garda Vetting process prior to a formal job offer being made.

The duties and responsibilities detailed above are a reflection of the present service requirements and are 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

This job description will be subject to review in the light of changing circumstances. The job description is not intended to be exhaustive but should be regarded as providing guidelines within which individuals work.

PERSON SPECIFICATION

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Registered on the Live Register in the General Division of the Register of Nurses as maintained by Nursing & Midwifery Board Ireland A recognised post registration certificate palliative care course 	<ul style="list-style-type: none"> Hold or working towards Post Graduate qualification in Palliative Care.
Experience	<ul style="list-style-type: none"> Three years post registration experience, one of which should be current in Palliative Care. Evidence of consistent updating of clinical skills and knowledge Competent IT skills - Word, Excel, Power Point and e-mail 	
<u>CORE COMPETENCIES</u>		
Professional Knowledge and Skills	<ul style="list-style-type: none"> Ability to supervise and direct the management of patient care Knowledge of national nursing policies, procedures and protocols Demonstrate significant level of clinical knowledge & competence in Palliative Care 	
Management Skills	<ul style="list-style-type: none"> Demonstrate the ability to manage a team Demonstrate the ability to keeps abreast of and anticipates staffing needs within the ward Demonstrate an awareness of HR policies and Procedures 	
Leadership	<ul style="list-style-type: none"> Embraces organisational change initiatives Shows strong initiative; can work outside of standard protocol when necessary 	
Problem Solving & Decision Making	<ul style="list-style-type: none"> Demonstrate promotion of evidence based decisions making Able to act quickly to address urgent matters Demonstrates lateral thinking to generate solutions to problems Ability to receive and issue appropriate instructions 	

Planning & Organising	<ul style="list-style-type: none"> • Good organisational and self-management skills • Ensures most effective allocation and use of resources • Anticipates problems and issues and takes preventative action to address these • Can multi-task, without losing focus • Manages competing and changing priorities
Organisational Knowledge	<ul style="list-style-type: none"> • • Uses knowledge of structures within OLHCS to achieve goals • Understands national health strategies relevant to palliative care services • Strong understanding of OLH&CS Core Values & Mission Statement
Communication	<ul style="list-style-type: none"> • • Demonstrate strong communications and influencing skills • Draws on a variety of communication methods to fit situation/circumstances • Listens openly, using questions to check for understanding/avoid misinterpretation