JOB DESCRIPTION
& PERSON SPECIFICATION

Clinical Nurse Specialist
Rheumatic and Musculoskeletal Diseases Unit
1.0WTE Permanent Contract
**TITLE**
Clinical Nurse Specialist – Rheumatic and Musculoskeletal Diseases Unit (RMDU)

**REPORTING TO**
Assistant Director of Nursing (ADON) – RMDU

**ACCOUNTABLE TO**
Director of Nursing, Clinical and Quality

**SALARY SCALE**
Department of Health & Children Consolidated Pay Scales will apply to this post: Clinical Nurse Specialist €48,089 to €56,852. This position is funded by the HSE.

**HOLIDAYS**
25-28 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 needs of the department.

**LOCATION**
This position is based in Harold’s Cross however 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 the Chief Executive Officer.

**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 Hospice 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.

**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 adults. The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to an appointment being made.
JOB PURPOSE

The CNS (RMDU) will deliver care in line with the five core concepts of the role set out in the Framework for the Establishment of Clinical Nurse/Midwife Specialist Posts, 4th edition, National Council for the Professional Development of Nursing and Midwifery (NCNM) 2008. The CNSp will focus initially on both in-patient and day-patient patient groups in RMDU and will:

- Facilitate the provision of high quality RMDU services by providing direct support and advice to patients and nursing staff
- Provide educational talks and support to nursing staff and patients
- Manage a caseload within RMDU and Day Unit
- Take part in planning and delivering research based education and training, developing policies and procedures
- Provide support with day patients and the specialised infusions
- Ensure the delivery of high quality, clinically effective care by prioritising and using research and audit in practice
- Provide support and mentoring to staff in relation to professional development with view to professional portfolio development

MAIN DUTIES AND RESPONSIBILITIES

Clinical Focus

The CNSp will have a strong patient focus whereby the specialty defines itself as nursing/midwifery and subscribes to the overall purpose, functions and ethical standards of nursing/midwifery. The clinical practice role may be divided into direct and indirect care. Direct care comprises the assessment, planning, delivery and evaluation of care to the patient, family and/or carer. Indirect care relates to activities that influence and support the provision of direct care.

Direct Care

- Provide a specialist nursing/midwifery service for patients with a diagnosis of RMDU who require support and treatment through the continuum of care
- Co-ordinate interventions with other members of the Nursing team and MDT to ensure an optimum service is provided for all service users.
- Demonstrate professional skills and standards consistent with a clinical nurse specialist in the area of Rheumatic & Musculoskeletal Disease.
- Model excellence in practice and promote a person centred approach to care, utilizing Rheumatic & Musculoskeletal Diseases knowledge and expert skills.
- Undertake comprehensive patient assessment to include physical, psychological, social and spiritual elements of care using best evidence based practice in RMDU care.
- Use the outcomes of patient assessment to develop and implement plans of care/case management in conjunction with the multi-disciplinary team (MDT) and the patient, family and/or carer as appropriate.
- Monitor and evaluate the patient’s response to treatment and amend the plan of care accordingly in conjunction with the MDT and patient, family and/or carer as appropriate.
- Make alterations in the management of patient’s condition in collaboration with the MDT and the patient in line with agreed pathways and policies, procedures, protocols and guidelines (PPPG’s).
- Accept appropriate referrals from MDT colleagues
- Co-ordinate investigations, treatment therapies and patient follow-up
- Communicate with patients, family and/or carer as appropriate, to assess patient’s needs and provide relevant support, information, education, advice and counselling as required
• Where appropriate work collaboratively with MDT colleagues across Primary and Secondary Care to provide a seamless service delivery to the patient, family and/or carer as appropriate
• Participate in medication reconciliation taking cognisance of poly-pharmacy and support medical and pharmacy staff with medication reviews and medication management
• Identify and promote specific symptom management strategies as well as the identification of triggers which may cause exacerbation of symptoms. Provide patients with appropriate self-management strategies and escalation pathways.
• Manage nurse/midwife led RMDU clinics with MDT input
• Identify health promotion priorities for the patient, family and/or carer and support patient self-care in line with best evidence. This will include the provision of educational and health promotion material which is comprehensive, easy to understand and meets patients’ needs

Indirect Care

• Identify and agree appropriate referral pathways for patients with Rheumatic & Musculoskeletal Disease
• Participate in case review with MDT colleagues
• Use a case management approach to patients with complex needs in collaboration with MDT in both Primary and Secondary Care as appropriate
• Take a proactive role in the formulation and provision of evidence based PPPGs relating to RMDU care
• Take a lead role in ensuring the service for patients with RMDU condition is in line with best practice guidelines and the Safer Better Healthcare Standards (HIQA, 2012)
• Support practice development through participation in complex case discussion/reflection with members of the MDT and other health care professionals as appropriate.

Patient/Client Advocate

• Communicate, negotiate and represent patient’s family and/or carer values and decisions in relation to their condition in collaboration with MDT colleagues in both Primary and Secondary Care as appropriate
• Develop and support the concept of advocacy, particularly in relation to patient participation in decision making, thereby enabling informed choice of treatment options
• Respect and maintain the privacy, dignity and confidentiality of the patient, family and/or carer
• Establish, maintain and improve procedures for collaboration and cooperation between Acute Services, Primary Care and Voluntary Organisations as appropriate
• Proactively challenge any interaction which fails to deliver a quality service to patients

Education & Training

• Maintain clinical competence in patient management within RMDU nursing/midwifery, keeping up-to-date with relevant research to ensure the implementation of evidence based practice.
• Provide the patient, family and/or carer with appropriate information and other supportive interventions to increase their knowledge, skill and confidence in managing their RMDU condition.
• Contribute to the design, development and implementation of education programmes and resources for the patient, family and/or carer in relation to RMDU thus empowering them to self-manage their condition.
• Provide mentorship and preceptorship for nursing/midwifery colleagues as appropriate.
• Participate in training programmes for nursing/midwifery, MDT colleagues and key stakeholders as appropriate.
• Create exchange of learning opportunities within the MDT in relation to evidence based RMDU care delivery through journal clubs, conferences etc.

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• Develop and maintain links with Regional Centres for Nursing & Midwifery Education (RCNMEs), the Nursing and Midwifery Planning and Development Units (NMPDUs) and relevant third level Higher Education Institutes (HEIs) in the design, development and delivery of educational programmes in RMDU care.
• Be responsible for addressing own continuing professional development needs

Audit & Research

• Establish and maintain a register of patients with RMDU within the CNSp caseload.
• Maintain a record of clinically relevant data aligned to National Key Performance Indicators (KPI’s) as directed and advised by the DON.
• Identify, initiate and conduct nursing/midwifery and MDT audit and research projects relevant to the area of practice.
• Identify, critically analyse, disseminate and integrate best evidence relating to care RMDU into practice.
• Contribute to nursing/midwifery research on all aspects of RMDU care.
• Use the outcomes of audit to improve service provision.
• Contribute to service planning and budgetary processes through use of audit data and specialist knowledge.
• Monitor, access, utilise and disseminate current relevant research to advise and ensure the provision of informed evidence based practice.
• Contribute to effective MDT working by actively contributing to the in development of standards of care, audit tools and outcome measures to the service.
• Audit expected outcomes including:
  o Collate data (agreed KPIs/clinical targets and metrics ) which will provide evidence of the effectiveness of the CNSp interventions undertaken 3 or 4 - Refer to the National Council for the Professional Development of Nursing and Midwifery final report - Evaluation of Clinical Nurse and Midwife Specialist and Advanced Nurse and Midwife Practitioner roles in Ireland (SCAPE Report, 2010) and refer to the National KPIs associated with the speciality. They should have a clinical nursing/midwifery focus as well as a breakdown of activity - patients seen and treated.
  o Evaluate audit results and research findings to identify areas for quality improvement in collaboration with nursing/midwifery management and MDT colleagues (Primary and Secondary Care).

Consultant

• Provide leadership in clinical practice and act as a resource and role model for RMDU practice.
• Generate and contribute to the development of clinical standards and guidelines and support implementation.
• Use specialist knowledge to support and enhance generalist nursing/midwifery practice.
• Develop collaborative working relationships with local RMDU CNSp /Registered Advanced Nurse/Midwife Practitioner/MDT colleagues as appropriate, developing person centred care pathways to promote the integrated model of care delivery.
• With the support of the DON, attend integrated care planning meetings as required.
• Where appropriate develop and maintain relationships with specialist services in voluntary organisations which support patients in the community.
• Liaise with other health service providers in the development and on-going delivery of the National Clinical Programme model of care.
• Network with other CNSp in RMDU and in related professional associations.
Education, Training and Self-Development

- Participate in mandatory training programmes.
- Engage in personal development planning and performance review for self and others as required
- Take part in training / supervision of staff / students as appropriate.
- 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

Quality, Safety and Risk

- Participate and cooperate with legislative and regulatory requirements with regard to quality, risk and safety
- Participate and cooperate with local quality, risk and safety initiatives as required
- Participate and cooperate with internal and external evaluations of the organisation’s structures, services and processes as required, including but not limited to, The National Hygiene Audit, National Decontamination Audit, Health and Safety Audits and other audits specified by the HSE or other regulatory authorities
- Initiate, support and implement quality improvement initiatives in their area which are in keeping with local organisational quality, risk and safety requirements
- Contribute to the development of PPPGs and safe professional practice and adhere to relevant legislation, regulations and standards
- Comply with Health Service Executive (HSE) Complaints Policy
- Ensure completion of incident/near miss forms and clinical risk reporting
- Adhere to department policies in relation to the care and safety of any equipment supplied and used to carry out the responsibilities of the role of CNSp. in Rheumatic & Musculoskeletal Disease care.
- It is the responsibility of all staff to ensure compliance with local organisational hygiene standards, guidelines and practices.
- Follow agreed policies, procedures and safe practices in the workplace.

Management and Administration

- Provide an efficient, effective and high quality service, respecting the needs of each patient, family and/or carer
- Effectively manage time and caseload in order to meet changing and developing service needs
- Continually monitor the service to ensure it reflects current needs
- Implement and manage identified changes
- Ensure that confidentiality in relation to patient records is maintained
- Represent the specialist service at local, national and international fora as required
- Maintain accurate and contemporaneous records and data on all matters pertaining to the planning, management, delivery and evaluation of care and ensure that this service is in line with HSE requirements.
- Contribute to the service planning process as appropriate and as directed by the DON.

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

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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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| Qualifications | - Be a registered nurse/midwife on the active Register of Nurses/Midwives held by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland)  
- Be registered in the division in which the application is being made. In exceptional circumstances which must be individually appraised, this criterion may not apply  
- Have acquired a level 8 post registration Quality and Qualifications Ireland (QQI), National Framework of Qualifications (NFQ) major academic award relevant to Rheumatic & Musculoskeletal Disease Care prior to application. | - Management Training  
- Teaching qualification  
- Nurse/Midwife Medicinal Product Prescribing and Prescribing of Medical Ionising Radiation |
| Experience   | - Have extensive experience and clinical expertise i.e. minimum of 5 years (full-time or an aggregate of 5 years full time) post registration experience (following registration in the division of the register in which the application is being made)  
- A minimum of 2 years’ experience in the specialist area of Rheumatic & Musculoskeletal Disease Care  
- Evidence of continuing professional development | - Experience in policy and procedure development.  
- Experience with quality assurance audit and nursing research |

## Core Competencies

### Professional Knowledge and Skills
- An in-depth knowledge of the role of the CNSp  
- An in-depth understanding of the full spectrum of trajectories of rheumatic and musculoskeletal conditions including prognostic factors, symptoms and problems  
- A high level of specialist clinical & pharmacological knowledge to effectively carry out the duties and responsibilities of the role of CNS in RMDU, including the ability to expertly:  
  - undertake a comprehensive patient assessment  
  - to utilise evidence based clinical assessment and diagnostic data to support clinical decision making and the patients’ self-management planning  
  - The ability to formulate a plan of care based on assessment findings evidence based standards of care and practice guidelines  
  - The ability to follow up and evaluate plan of care  
- Awareness of current and emerging strategies and policies in relation to RMDU
Quality Service
- Strong use of initiative
- Demonstrates an ability to evaluate, audit and review practice
- Provides a flexible service that is responsive to the need of the patient / resident
- Identifies and prioritises the requirements of change within own service area, bearing in mind the departmental impact
- Utilises research and best practice to work

Continuous Learning and Development
- Seeks to expand duties and responsibilities for the purposes of progression
- Creates, structures and maintains a learning environment for staff
- Ensures staff are trained on all new policies and procedures
- Provides constructive feedback to staff
- Mentor staff as appropriate
- Gathers feedback from staff to improve teaching methods

Organisational Knowledge
- Is well informed on Health Service trends both nationally and internationally
- Can identify the services that differentiate OLH&CS from other healthcare facilities
- Understands the function of the different departments and promotes a multidisciplinary approach
- Awareness of national health strategies relevant to one’s job and grade
- Proficient in the use of IT systems to access organisational systems
- To utilise developments in information technology for both patient care and administrative support in line with the overall service

Planning and Organising
- Demonstrates an ability to manage and develop self and others in a busy working environment
- Anticipates problems and issues and take preventative action to address these
- Delegates effectively to ensure objectives are achieved
- Sets realistic timeframes
- Prepares by ensuring adequate resources are available
- Ensures resources are utilised in an effective and efficient manner

Professionalism
- Demonstrates the ability to work with multiple stakeholders across clinical and non-clinical services
- Manages others fairly and consistently
- Demonstrates the ability to work under pressure
- Awareness of one’s own strengths and weakness
- Demonstrates resilience by not taking things personally and striving for a successful outcome
- Maintains appropriate level of visibility throughout the organisation

Communication
- Expresses ideas clearly and logically, supported by the appropriate evidence to persuade others
- Information sharing in an open and timely manner ensuring to keep relevant people informed
- Delivers presentations to groups with confidence and credibility
- Ability to facilitate two way communication between conflicting parties
- Effectively communicates new initiatives and ideas to ensure successful implementation

Team Player
- Proactively develops and nurtures workplace relationships
- Establishes teams and manages the process
- Understands and tolerates different needs and viewpoints
• Utilises team strengths and attributes in achieving goals
• Engages input from all team members
• Facilitates and manages team meetings to ensure to establish a shared sense of purpose and unity
• Involves the team in decisions that may affect them
• Ensures everyone is aware of each other’s role on the team

**People Management**
• Approachable and available for advice and support
• Monitors individual’s performance and progress against set objectives
• Identifies performance problems in a timely manner and manages same
• Empowers staff to carry out their responsibility in their preferred way
• Monitors work/life balance accordingly
• Ensures team members are aware of their role and how it contributes to the organisational strategic objectives
• Accurately assesses developmental needs of team members

**Leadership**
• Embraces organisational change initiatives
• Ability to encourage, inspire and support others to deliver
• Ability to understand how individuals, at all levels, operate and how best to use that understanding to achieve objectives in the most efficient and effective way
• Provides clear direction to staff in relation to goals and articulate where the goals fit with the organisational strategy

**Innovation**
• Embraces change by being flexible and enthusiastic to new ideas
• Brings all groups of staff together to identify inefficiencies and bring ideas for change to Senior Management
• Strives to continually improve own processes and service area
• Puts forward proposals and develops strategic implementation plans to introduce new and improved ways of operating
• Demonstrates creative ways to implement low cost people development tools

**Problem Solving and Decision Making**
• Acts quickly to address urgent matters
• Anticipates problems and issue and takes preventative action to address them
• Has basic finance and budgeting knowledge and draws on this to make decisions
• Ability to make decisions in challenging situations
• Accurately anticipates likely consequences of actions and decisions