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**Clinical Nurse Manager 2 (Pre Operative Assesssment Orthopaedic Unit)**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Clinical Nurse Manager 2 (Pre Operative Assesssment Orthopaedic Unit)**  *(Grade Code: 2119)* |
| **Campaign Reference** | NRS05100 |
| **Closing Date** | ***Wednesday 1st November at 12 Noon*** |
| **Proposed Interview Date (s)** | ***End of November/Start of December*** |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Organisational Area** | Dublin Midlands Hospital Group |
| **Location of Post** | Midland Regional Hospital Tullamore  There is currently one permanent, whole-time vacancy available in this location.  A panel may be formed as a result of this campaign for Midland Regional Hospital Tullamore from which current and future, permanent and specified purpse vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Rita Mullins  Divisional Nurse Manager, Surgical Directorate,  Midlands Regional Hospital Tullamore.  Tel: 0579321501 Ext: 8093 Bleep: 337  Email: [rita.mullins@hse.ie](mailto:rita.mullins@hse.ie) |
| **Details of Service** | The Regional Orthopaedic Unit provides services to the population of the Counties within the HSE Midland Area of Laois, Offaly, Longford and Westmeath. The unit caters for both Trauma and Elective admissions. There are 6 Orthopaedic Consultant Surgeons providing cover and each have their own speciality within Orthopaedic Surgery.  There are 12 dedicated elective beds and 25 trauma beds currently in operation. The pre operative assessment unit is nurse managed, patient focused unit ensuring efficient and effective use of resources. |
| **Reporting Relationship** | The post holder will report to the Divisional Nurse Manager and be accountable to the Divisional Nurse Manager and Director of Nursing. |
| **Purpose of the Post** | The post of CNM 2 has a pivotal role in service planning, co-ordinating, and managing activity and resources within the clinical area.  The role will encompass a major clinical focus compromisisng of assessment, planning, delivery and education of orthopaedic patients care pathway done in collaboration with the MDT and lead consultant in preoperative anaesthesia.  The main responsibilities are: quality assurance, resource management, staffing and staff development, practice development, facilitating communication and professional / clinical leadership. S/he will be involved in the INOR PROJECT in Pre operative assessment and the post holder will work in conjunction with the CNS in Join Replacement and review patients pre procedure when required. |
| **Principal Duties and Responsibilities** | **Professional /Clinical**  *The Clinical Nurse Manager 2 (Pre Operative Assesssment Orthopaedic Unit) will:*   * Manage patient care to ensure the highest professional standards using an evidence based, care planning approach. * Provide a high level of professional and clinical leadership. * Be responsible for the co-ordination, assessment, planning, delivery and review of service user care by all staff in designated area(s). * Provide safe, comprehensive nursing care to service users according to the Code of Professional Conduct as laid down by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and Professional Clinical Guidelines * Practice nursing according to: * Professional Clinical Guidelines * National and Area Health Service Executive (HSE) guidelines. * Local policies, protocols and guidelines * Current legislation * Manage own caseload in accordance with the needs of the post. * Participate in teams / meetings / committees as appropriate, communicating and working in co-operation with other team members. * Facilitate co-ordination, co-operation and liaison across healthcare teams and programmes. * Collaborate with service users, family, carers and other staff in treatment / care planning and in the provision of support and advice. * Communicate verbally and / or in writing results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy. * Plan discharge or transition of the service user between services as appropriate. * Ensure that service users and others are treated with dignity and respect. * Maintain nursing records in accordance with local service and professional standards. * Adhere to and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care. * Evaluate and manage the implementation of best practice policy and procedures e.g. admission and discharge procedures, control and usage of stocks and equipment, grievance and disciplinary procedures. * Maintain professional standards in relation to confidentiality, ethics and legislation. * In consultation with DNM and other disciplines, implement and assess quality management programmes. * Participate in clinical audit as required. * Initiate and participate in research studies as appropriate. * Devise and implement Health Promotion Programmes for service users as relevant to the post. * Operate within the scope of practice - seek advice and assistance from his / her manager with any cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance.   **Health & Safety**  *The Clinical Nurse Manager 2 (Pre Operative Assesssment Orthopaedic Unit) will:*   * Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff e.g. health and safety procedures, emergency procedures. * Observe, report and take appropriate action on any matter which may be detrimental to staff and/or service user care or well being / may be inhibiting the efficient provision of care. * Assist in observing and ensuring implementation and 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 / clinical risk reporting. * Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. * Liaise with other relevant staff e.g. CNS infection control Occupational Therapist re appropriateness for procurement. * Have a working knowledge of the 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 etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Education and Training**  *The Clinical Nurse Manager 2 (Pre Operative Assesssment Orthopaedic Unit) will:*   * Engage in continuing professional development by keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and to attend staff study days as considered appropriate. * 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 and supportive supervision to Clinical Nurse Manager 1 and front-line staff where appropriate. * Supervise and assess student nurses and foster a clinical learning environment. * Engage in performance review processes including personal development planning as appropriate.   **Management**  *The Clinical Nurse Manager 2 (Pre Operative Assesssment Orthopaedic Unit) will:*   * Exercise authority in the running of the assigned area(s) as deputised by the DNM. * Provide the necessary supervision, co-ordination and deployment of nursing and support staff to ensure the optimum delivery of care in the designated area(s). * Manage communication at ward and departmental level and facilitate team building. * Provide staff leadership and motivation which is conducive to good working relations and work performance. * Promote a culture that values diversity and respect in the workplace. * Formulate, implement and evaluate service plans and budgets in co-operation with the wider healthcare team. * Manage all resources efficiently and effectively within agreed budget. * Lead on practice development within the clinical area. * Lead and implement change. * Promote, facilitate and participate in the development of nursing policies and procedures. Monitor as appropriate and lead on proactive improvement. * Contribute to the formulation, development and implementation of policies and procedures at area and hospital level. * Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters. * Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service and the community. * Actively participate in the Nursing Management structure by ‘acting up’ when required. * Maintain all necessary clinical and administrative records and reporting arrangements. * Engage in IT developments as they apply to service user and service administration.   **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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Each candidate must, at the latest date for receipt of completed applications for the post:**  **1. Professional Qualifications & Experience**   * Be registered in theRelevant Division of the Register of Nurses & Midwives maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or be entitled to be so registered   **And**   * Have at least 5 years post registration experience of which 2 must be in the speciality of Orthopaedics   **And**   * Have the clinical, managerial and administrative capacity to properly discharge the functions of the role   **And**     * Demonstrate evidence of continuing professional development at the appropriate level   **2. Age**  Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.  **3. Health**  A candidate 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.  **4. Character**  Each candidate for and any person holding the office must be of good character  *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)* |
| **Post Specific Requirements** | * Demonstrate depth and breadth of experience in the delivery of pre-assessment/pre-admission within an acute hospital setting as relevant to the role. * Possess a Nurse Prescribing Certificate in Radiation\*   ***\*Note*: *\* A copy of your qualification must be submitted with your Application Form. Failure to submit these documents may result in you not being brought forward to the next stage of the selection process.*** |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | ***Candidates must:***   * Demonstrate the ability to lead on clinical practice and service quality. * Demonstrate promotion of evidence-based decision making. * Demonstrate practitioner competence and professionalism. * Demonstrate the ability to plan and organise effectively. * Demonstrate the ability to build, lead and manage a team. * Demonstrate strong interpersonal skills including the ability to build and maintain relationships. * Demonstrate strong communication and influencing skills. * Demonstrate initiative and innovation in the delivery of service. * Demonstrate resilience and composure. * Demonstrate openness to change. * Demonstrate integrity and ethical stance. * Demonstrate a commitment to continuing professional development. * Demonstrate the ability to relate nursing research to nursing practice. * Demonstrate a knowledge of ECG recording, PROMS Measurement and Phlebotomy. * Demonstrate knowledge of quality assurance practices and their application to nursing procedures. * Demonstrate an awareness of HR policies and procedures including disciplinary procedures, managing attendance etc. * Demonstrate an awareness of relevant legislation and policy e.g. legislation relevant to the service area, health and safety, infection control etc. * Demonstrate an awareness of current and emerging nursing strategies and policies in relation to the clinical / designated area. * Demonstrate familiarity with NOCA and the INOR Data System. * Demonstrate an awareness of the Health Service Transformation Programme. * Demonstrate a willingness to develop IT skills relevant to the role. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | 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.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  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. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  This job description 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. | |



**Clinical Nurse Manager 2 (Pre Operative Assessment Orthopaedic Unit)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole-time.  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.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004. |
| **Remuneration** | The Salary Scale (as at 01/04/17) for the post is: €48,089 - €48,886 - €49,559 - €50,659 - €51,874 - €53,067 - €54,260 - €55,604 - €56,852 |
| **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 Job Offer stage. |
| **Superannuation** | 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 |
| **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 Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer 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 Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **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** | 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).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), 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 procedures[[2]](#footnote-2). * 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.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)