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**Clinical Nurse Manager 3 (Older Persons)**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Clinical Nurse Manager 3 (Older Persons)**  *(Grade Code: 233x)* |
| **Campaign Reference** | NRS05278 |
| **Closing Date** | Tuesday 31st October 2017 @ 12 noon |
| **Proposed Interview Date (s)** | End November – Early December 2017 |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Older People Services, Galway**  There is currently one permanent whole-time position available in this location.  A panel may be formed for **Older People Services, Galway** from which current and future permanent and specified purpose vacancies of full time or part time duration may be filled. |
| **Informal Enquiries** | Siobhan O Sullivan  **Email:** Siobhan.osullivan2@hse.ie  **Telephone:** 091546175/775924 |
| **Details of Service** | **Older Persons Services**   * Maximising the potential of older people, their families and local communities to maintain people in their own homes and communities, while delivering high quality residential care when required. * Reforming our services to maximise the use of existing resources and developing sustainable models of service provision with positive outcomes for service users, delivering best value for money. * CHO2 provide a spectrum of services, directly or through our agents, for Older persons including home care, meals on wheels, respite, dementia care , day care * Homecare which is primarily over 65s Homecare is expected to be placed on a statutory funding which will enhance and expand Home care services. |
| **Reporting Relationship** | Professionally to a Director of Nursing and administratively to the General Manager of Older People Services. |
| **Purpose of the Post** | To provide clinical input and support to the Older People Services Manager, the Home Care Manager and other relevant home care managers in terms of advice, assessment and review of applicants for home care. |
| **Principal Duties and Responsibilities** | **Professional / Clinical**  *The Clinical Nurse Manager 3 (Older Persons) will:*   * Provide a high level of professional and clinical leadership. * Provide safe, comprehensive nursing care to service users within the guidelines laid out by the Nursing & Midwifery Board of Ireland. * The Manager will practice nursing according to:   • Professional Clinical Guidelines  • National and Area Health Service Executive (HSE) guidelines.  • Local policies, protocols and guidelines  • Current legislation   * Manage, monitor and evaluate professional and clinical standards ensuring an evidence based, care planning approach. * Manage own caseload in accordance with the needs of the post. * Participate in teams 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 results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy / as required. * Formulate, manage and implement best practice policies and procedures. * Ensure that service users and others are treated with dignity and respect. * Ensure the maintenance of 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 other disciplines, implement and assess quality management programmes as appropriate. * Participate in clinical audit as required and ensure that clinical audits are performed in his/her area(s) of responsibility. * 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. * Ensure staff work in compliance with the Scope of Practice. * To work co-operatively with all involved in home care, including the CHO2 Homecare Manager, Service Managers, Home Help Coordinators, Public Health Nurses, the Integrated Discharge Coordinator and Acute Hospital Discharge staff. * To support the clinical review element of the home care appeals process. * To undertake reviews of clients in receipt of home care in their residences. * To provide clinical input and support to the Older People Services Manager, the Home Care Manager and other relevant home care managers. * To participate in Home Care Forums, as required. * To participate in clinical assessments of applicants for home care primarily in their home setting but also in Acute Hospitals, short stay beds in CHO facilities and private nursing homes when required. * To participate in Multi-disciplinary meetings in respect of home care, as required. * To complete clinical audits in relation to homecare. * To record and analyse key performance indicators for home care as required.   **Health & Safety**  *The Clinical Nurse Manager 3 (Older Persons) 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. * Take appropriate action on any matter identified as being detrimental to staff and/or service user care or well being / may be inhibiting the efficient provision of care. * Ensure 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. * Maintain a feedback mechanism with the clinical risk manager and report to senior management team where appropriate. * Ensure adherence to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. Ensure advice of relevant stakeholders is sought prior to procurement e.g. CNS infection control, Occupational Therapist. * 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 etc and 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. * Report all incidents and accidents to the OPS General Manager Office immediatlly   **Education and Training**  *The Clinical Nurse Manager 3 (Older Persons) will:*   * Contribute to service development through appropriate continuous education, research initiatives, keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and attend staff study days as considered appropriate. * Provide support advice to those engaging in continuous professional development in his / her area of responsibility. * 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 supervision and professional development of appropriate staff. * Engage in performance review processes including personal development planning, e.g. by setting own and staff objectives and providing and receiving feedback * Deliver education programms as required.   **Management**  *The Clinical Nurse Manager 3 (Older Persons) will:*   * Ensure equitable services are delivered to each Older Person across CHO 2, in accordance with national and CHO 2 policies. * Exercise authority and co-ordinate the functions of the assigned area(s). * Provide support, advice and direction to staff as required. * Engage with the wider healthcare team and facilitate team building. * Facilitate communication at ward and departmental level and within the senior nurse/midwife team. * 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. * Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service, the community, voluntary organisations. * Contribute to the strategic management and planning process. * Formulate service plans and budgets in co-operation with the wider healthcare team. * Lead on practice development within the clinical area. * Manage resources, including staff, efficiently and effectively to ensure the highest standards of service. * Manage and evaluate the implementation of the service plan and budget. * Provide reports on activity and services as required. * Develop and manage departmental and nursing policy with a particular emphasis on change management. Monitor as appropriate and lead on proactive improvement. * Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters. * Actively participate in the Nursing Management structure by ‘acting up’ when required. * Engage in IT developments as they apply to service user and service administration * To prepare and submit data and reports, as required. * To work closely with the Home Care Contract Audit Team. * Assist as required with the implementation of the Single Assessment Tool. * Provide information that meets the needs of Senior Management   **Risk management, Infection Control, Data Protection**  *The Clinical Nurse Manager 3 (Older Persons) will:*   * The Management of Risk, Infection Control and Data Protection is the responsibility of everyone and will be achieved within a progressive, honest and open environment. * The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. * The post holder must foster and support a quality improvement culture through-out their area of responsibility. * The post holder has a duty to familiarise themselves with the relevant Policies, Procedures& Standards and attend training as appropriate in the following areas: * Risk Management * Infection Control Policies * Document control * Safety Statement, Health and Safety Policies and Fire Procedure * Data Protection and Confidentiality Policies   **The above Job Specification 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** | **Candidates must at the latest date of applications:**   1. **Professional Qualifications and Experience, etc.** 2. Be registered in the General Division of the Register of Nurses kept by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or be entitled to be so registered.   **and**   1. Have at least 5 years post registration experience of which 2 must be in the specialty area of Older People Services, Public Health Nursing or Acute Hospital.   **and**   1. Have the clinical, managerial and administrative capacity to properly discharge the functions of the role.   **and**   1. 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.   1. **Health**   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.   1. **Character**   Candidates 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 and Midwifery Board of Ireland).* |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience in Older People Services, Acute Hospitals or Public Health Nursing as relevant to the role. |
| **Other requirements specific to the post** | Must Hold a Full Driving Licence |
| **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 manage effectively. * Demonstrate the ability to build, lead and manage a team(s). * Demonstrate strong interpersonal skills including the ability to build and maintain relationships. * Demonstrate strong communication and influencing skills. * Demonstrate commitment to providing a quality service. * Demonstrate strong problem solving and decision making 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 knowledge of quality assurance practices and their application to nursing procedures. * Demonstrate an awareness of HR policies and procedures including disciplinary procedures. * 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 strategies and policies in relation to the clinical / designated area. * Demonstrate an awareness of the Health Service Transformation Programme. * Demonstrate a willingness to develop IT skills relevant to the role. * Demonstrate the ability to participate in the service planning and development process. |
| **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 3 (Older Persons)**

**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 Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary Scale for the post is (as at 01/04/2017):  €55,336, €56,430, €59,199, €60,288, €61,382, €62,491 |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **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)