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**Nursing Clinical Placement Co-ordinator Job Specification, Terms and Conditions**

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| **Job Title and Grade** | **Nursing Clinical Placement Co-ordinator**  *(Grade Code: 241Y)* |
| **Campaign Reference** | NRS05363 |
| **Closing Date** | *Monday, 6th November 2017* |
| **Proposed Interview Date (s)** | *W/C 4TH December 2017* |
| **Taking up Appointment** | To be indicated at job offer stage. |
| **Location of Post** | **Cavan Monaghan Mental Health Service, CHO Area 1**  There is currently one permanent, whole-time post available in St. Davnet's Campus Rooskey, Co Monaghan.  A panel may be formed as a result of this campaign for **Cavan Monaghan Mental Health Service, CHO Area 1,** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Padraig O’Beirne Area Director of Nursing Cavan Monaghan Mental Health Service.  **Tel:** 047 - 95357  **Email**: [padraig.obeirne@hse.ie](mailto:padraig.obeirne@hse.ie) |
| **Details of Service** | The Cavan Monaghan Mental Health Service is focused on a bio-psychosocial community based approach to Mental Health service provision through specialist Multidisciplinary Community Mental Health Teams (CMHT) which include Child & Adolescence, General Adult, Mental Health Services for the Elderly and Community [Rehabilitation](http://www.hse.ie/eng/Find_a_Service/Mental_Health_Services/What_services_are_provided_/#rehab) Service (CRS). Community based Mental Health Services include: Home Base Treatment Teams, Assertive Outreach Teams, [Out-Patient Clinic](http://www.hse.ie/eng/Find_a_Service/Mental_Health_Services/What_services_are_provided_/#clin)s, [Day Hospital](http://www.hse.ie/eng/Find_a_Service/Mental_Health_Services/What_services_are_provided_/#dayh) services, [Residential units](http://www.hse.ie/eng/Find_a_Service/Mental_Health_Services/What_services_are_provided_/#residential)/ staffed hostels and group home settings. There are two Approved Centres under the Mental Health Act 2001 within its catchment area which are subject to Mental Health Commission inspection, the Acute Psychiatric Unit Cavan General Hospital and Blackwater House St. Davnet’s Campus. The service will implement the HSE Best Practice Guidelines for Mental Health Service and along with having responsibility for this in the service, the post holder will have a lead role in Policy Development, Quality, Audit and Research Nursing Metrics and Mental Health Act compliance |
| **Reporting Relationship** | Professionally reports to and is operationally accountable to the Area Director of Nursing and designated Assistant Director of Nursing. |
| **Purpose of the Post** | The purpose of the post of Nursing Clinical Placement Co-ordinator (CPC) will be to guide and support students and staff in assigned practice /clinical areas to ensure that the practice / clinical placement meets the requirements of the education programme with regard to planned experiences and outcomes.  The CPC will works with the Practice Development Department to support students and preceptors in all learning environments. |
| **Principal Duties and Responsibilities** | The Nursing Clinical Placement Co-ordinator will:  **Professional / Clinical**   * Maintain a person centred approach to professional practice and maintain an awareness that the patient is central to all service activity. * Be aware of his/her role as a professional and undertake practice in accordance with the Nursing and Midwifery Code of Conduct and Ethics and Scope of Practice Framework (NMBI). * Adhere to policies, procedures and guidelines that apply to student nurse clinical placements and nursing practice. * Engage in professional, autonomous decision-making within agreed protocols. * Support the philosophy and objectives of the nursing and midwifery service within Cavan & Monaghan Mental Health Service. * Be aware of the legislation and amendments governing or affecting nursing, patient safety, quality and health and safety. * Maintain and develop competence in professional nursing matters and relevant specialist knowledge including reflective practice, research and leadership skills, assessment and supervision of students and Clinical Supervision of staff. * Keep up to date with the Requirement & Standards for Nurse Registration Education Programmes of Nursing & Midwifery Board Ireland and all other relevant publications that impact on the Nurse Undergraduate Programme. * Assume responsibility for his/her own learning and development needs with evidence of commitment to on-going professional development. * Be a role model for all staff in professional standards, behaviour and practice * Liaise with Link Lecturers assigned to the clinical areas and discuss individual students’ performance and special learning needs, preceptor support and clinical learning environment audits. Act as liaison between the students, the clinical placement areas and the Institute of Technology. * Liaise with the Allocations officers ( HSE and third level institute) on relevant issues regarding clinical placements of the student. * Liaise with Clinical Placement Co-ordinators and with other relevant parties involved in the educational process in the placement sites and in the Department of Nursing, Dundalk Institute of Technology and other third level providers. * Communicate as necessary with all relevant parties exercising initiative and diplomacy. * Completes written reports in relation to students/ clinical learning environment as required. * Represent the hospital at regional Professional Standards Partnership meetings and other meetings related to the undergraduate programme as required, such as the Programme Board as assigned by the Area Director of Nursing / Nurse Practice Development Coordinator.   **Clinical Learning Environment**  The Nursing Clinical Placement Co-ordinator will:  **Students**   * Advise, encourage , support and facilitate student nurse learning through a broad range of means: such as the identification of learning opportunities in the clinical areas; imparting CPC knowledge; supporting the creation of a clinical environment that is conducive to learning. * Advise, encourage and facilitate students to achieve the maximum learning outcomes from clinical placement. * Be familiar with, and aware of the clinical experiences required to meet the needs of the educational programme. * Encourage and promote the students’ application of theoretical knowledge to nursing practice in the clinical areas. * Assist in overseeing the nursing practice of students during their clinical placements * Ensure that nursing practice assessments are fairly and accurately carried out by the appropriate registered nurse through effective liaison with preceptors, ward and departmental nursing and midwifery managers and registered nursing staff. * Be available to discuss the student’s overall performance during clinical placement with relevant staff. Discuss competency development with the student, their preceptor/associate preceptor and relevant manager. Participate and advise, as appropriate, in the implementation of an action or supportive learning plans that facilitate student development. * Observe students’ performance in the clinical setting and discuss strengths and areas for development with the student, preceptor and Clinical Nurse Manager. Advise Clinical Nurse Manager and preceptors on the learning needs of individual students. * Assist the Clinical Nurse Manager / Preceptors / Registered Nurses in ensuring that students are assigned to patient care in an appropriate and effective learning way. * Organize and assist student induction and orientation programmes locally in the hospital and also in internship regional induction programmes. * Ensure that each student is assessed by the Preceptor/Clinical Nurse Manager in accordance with agreed procedures and the rules of the Nursing and Midwifery Board of Ireland (NMBI). Discuss student’s intermediate and final assessments with preceptor/CNM or designee, and the student prior to completion of assessment records at the end of each clinical placement. * Maintain appropriate records in accordance with hospital policy and data protection standards and be aware of assigned students’ progress. * Ensure that students at all times meet the requirements of the stated dress and behaviour code in the clinical areas. Advise and guide students in relation to these areas and if necessary, prepare and submit written reports on non-compliance to the designated nurse manager and link lecturer. * Develop pastoral and supportive care for students to enable students to feel free to express themselves and seek assistance, support and advice. * Take responsibility for any documentation relating to the student nurse, which is assigned to the Nursing Clinical Placement Co-ordinator by the Director of Nursing. * Participation in monitoring of student sick leave   **Clinical Learning Environment**   * Be up to date with evidence based practice in relation to development of the clinical learning environment, preceptorship, and evidence based practice implementation, the undergraduate nursing curriculum and NMBI requirements for pre-registration nurse education. * Support registered nursing staff/ CNMs in the further development of the clinical learning environment using quality improvement approaches. * As part of the CPC team facilitate the organisation and development of the hospital Clinical Learning Environment Working Group. * Provide guidance to students and registered nurses on any issues relating to students clinical placements which arise in the clinical areas. * Assist in creating a clinical environment, which enhances and increases the student’s clinical competence. * Observe and report to Nurse Practice Development Co-ordinator and Nurse Managers any practices, procedures or behaviour in the clinical areas which would create a poor learning environment for student nurses and might adversely affect their performance. Assist in formulating corrective measures for discussion with appropriate nursing personnel. * Arrange and conduct formal Clinical learning Environment Audits in liaison with key personnel and provide reports as requested by NPDC and DKIT. * Arrange and conduct formal evaluation of student placements by students and preceptors. * Assist with orientation programmes for student nurses, newly appointed registered nurses and support staff.   **Preceptorship**   * Ensure, in partnership with the Clinical Nurse Manager/ Clinical Nurse Specialist that each student during their clinical placement is assigned a named preceptor, who is a registered nurse/midwife, and an associate preceptor as applicable. * Support Clinical Nurse Manager and preceptors in developing their teaching and preceptor role to ensure that the students learning objectives and required competencies are achieved. * Coordinate and lead on development of delivery of preceptorship training programmes, in accordance with standards identified by the Local Joint Working Group and liaison with the Professional Standards Partnership.   **Practice Development**  The Nursing Clinical Placement Co-ordinator will:   * Work as a member of the Nurse Practice Development Team on quality initiatives to improve patient care such as standard setting, clinical audits, research, policy development and other initiatives to develop improved systems of work and incorporate evidence informed practice. * Reports to Nurse Practice Development Co-ordinator and the Assistant Director of Nursing/Area Director of Nursing any practices, procedures or behaviour in the clinical areas that could create a poor clinical environment for patients, staff and students. Assist in formulating corrective measures for discussion with appropriate nursing personnel. Adhere to risk management policies and procedures.. * Documentation and dissemination of learning from initiatives and practice development * While the post is primarily concerned and designated to improving undergraduate nurse education, the post holder is expected to be aware of and work with other professionals involved in the whole continuum of nurse education (from undergraduate to continuing professional development). * Engage in personal development planning with line manager   **General**   * The job specification will be subject to amendment from time to time. * In order to remain up-to-date in clinical practice, the post holder will be required to undertake clinical practice for periods of time in order to maintain clinical nursing competencies. * The Nursing Clinical Placement Co-ordinator will be rostered to meet student and service needs as determined by the NPDC. * The CPC will be assigned to specific clinical areas. Both the extent and location of these areas may change from time to time and may include cross cover. * Carry out such other duties appropriate to the office as may be assigned to him/her by the Nurse Practice Development Co-ordinator and /or Area Director of Nursing. * Ensure compliance with all HSE and regulatory body policies, guidelines and procedures * Comply with the Hospital uniform code * Comply with health and safety legislation and policies and required training. * Take responsibility for own professional development and attendance at mandatory education and training programmes provided by the HSE in accordance with development needs jointly identified and agreed by self and line manager * Have a working knowledge of HIQA Standards as they apply to the role for example, Standards for Better Safer Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards, Nutrition and Hydration etc., and comply with HSE protocols for implementing and maintaining these standards as appropriate to the role. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the hospital grounds and building is not permitted. * Undertake the instructor training to be a designated trainer for Mandatory Training Programmes for the service as assigned by the Area Director of Nursing i.e. Mental Health Act, Manual Handling, BLS.   **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 application form for the post:**  **1. Professional Qualifications, Experience etc.**   * Be registered in the Psychiatric Division of the Register of Nurses kept by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) or be entitled to be so registered   **And**   * Possess a 3rd level qualification at Level 7 (ordinary degree) or higher   **And**   * Have at least 5 years post registration experience of which 2 must be in a student learning environment   **And**   * Have completed a Teaching and Assessing course   **and**   * Have the clinical, managerial and administrative capacity to properly discharge the functions of the role   **2. Age**  No age restriction shall apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate 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 psychiatric nursing experience to include working with student psychiatric nurses as relevant to the role |
| **Other Requirements Specific to the Post** | . Access to appropriate transport as this post will involve some travel |
| **Skills, Competencies and/or Knowledge** | ***Candidates must:***   * Demonstrate a good knowledge of the Health Service with particular reference to professional development issues, nurse education and practice development. * Demonstrate a knowledge of Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) requirements and standards that underpin the Nurse Undergraduate Programme. * Demonstrate a broad knowledge of the developments in nurse education and practice. * Demonstrate theoretical and clinical knowledge appropriate to the complexities of the post. * Demonstrate effective interpersonal and communication skills especially with regard to facilitation skills and counselling skills, the ability to present information in a clear and concise manner; ability to facilitate and manage groups through the learning process; the ability to give constructive feedback to support learning. * Demonstrate evidence of reflective practice. * Demonstrate effective organisational skills including time management. * Demonstrate flexibility and adaptability. * Demonstrate leadership/personal motivation skills. * Demonstrate commitment and responsibility towards students learning outcomes and a focus on quality outcomes. * Demonstrate commitment to professional and personal self development. * Demonstrate knowledge of and/or experience of change management. * Demonstrate knowledge of Audit. * Demonstrate evidence of computer skills including Microsoft Word, excel and use of email etc. |
| **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 Placement Co-ordinator**

**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 (01/04/17) for this 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 applying to the post is to 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 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)