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**Expression of Interest**

**Clinical Nurse Manager 2 Out Patients Department**

**Job Specification, Terms & Conditions**

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| **Job Title and Grade** | **Clinical Nurse Manager 2 Out Patients Department**  *(Grade Code: 2119)* | |
| **Campaign Reference** | C201713 | |
| **Closing Date** | 5pm Friday, 3rd November 2017 | |
| **Proposed Interview Date(s)** | Week beginning 6th / 13th November 2017 | |
| **Taking up Appointment** | A start date will be indicated at job offer stage | |
| **Organisational Area** | Ireland East Hospital Group | |
| **Location of Post** | Outpatient Department, Our Lady’s Hospital Navan | |
| **Informal Enquiries** | | Ms. Maura Coyle Meade, Director of Nursing  **Email:** maura.coylemeade@hse.ie  **Tel:** 046 9021210 |
| **Details of Service** | Our Lady’s Hospital, Navan is an Acute General Hospital for adults. It is part of the Ireland East Hospital Group which includes ten other hospitals within the group. Currently has a total of 117 beds and provides a general acute hospital service to the catchment area of Meath and a Regional Elective Orthopaedic service. The acute services are as follows: General Medicine including MAU, General Surgery, Elective Orthopaedics, Regional Rheumatology service, ICU/HDU, CCU, Emergency Department, Gynaecology Day surgery and Out-patient, Medical & Surgical Day Services, Out-patient service, Pathology services, Radiology, Occupational Therapy, Pre-op Assessment, Anaesthetic Services.  The Outpatient Department facilitates a wide range of clinics including Phlebotomy Service Rheumatology, Orthopaedics, Diabetes, Cardiology, Musculoskeletal, Memory, Warfarin - RAID, Minor Ops, Surgical and General Medicine clinics. It also facilitates visiting clinics Maternity Led Unit, Women’s Health, Gynae and Antenatal. | |
| **Reporting Relationship** | The post holder will:   * Be professionally accountable to the Director of Nursing or designated officer as required and works in partnership with the multi disciplinary team. * Have line management reporting arrangements to the Assistant Director of Nursing. | |
| **Purpose of the Post** | The post of the Clinical Nurse Manager 2 has a pivotal role in the planning, co-ordination and management of activity and resources within the Out Patients Department.  The post holder will be committed to the provision of a client focused, quality driven service as well as being clinically involved in leading the team. The main responsibilities are the operational management of the department, resource management, staffing and staff development, facilitating communication and professional/clinical leadership.  The post holder will participate in the strategic vision of the organisation and through clinical excellence will lead out in the development and evaluation of evidence based policies and procedures for the area of responsibility. | |
| **Principal Duties and Responsibilities** | **Professional /Clinical**  *The CNM2 Out Patients 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 within the guidelines laid out by the Nursing and 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 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. * 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 * Ensure communication within the hospital departments and national hospitals. * In consultation with the Assistant Director of Nursing and/or Director of Nursing 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 CNM2 Out Patients 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 medicine 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 practice nurse, 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 etc. * 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 CNM2 Out Patients 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 providing them with an induction handbook. * Engage in performance review processes including personal development planning as appropriate. * Ensure that staff attend mandatory lectures i.e. Fire, Patient Handling, Hand Hygiene etc.   **Human Resources:**   * Manage staff sickness and absence in accordance with H.S.E. Policy. * Manage staff leave entitlements in accordance with H.S.E. Policy. * Develop staff rosters that reflect the changing needs of health service provision and give cognizance to skill mix. * Implement annual staff development plans and performance reviews. * Promote good inter-professional teamwork as outlined in the Programme for Prosperity and Fairness.   **Management**  *The CNM2 Out Patients will:*   * Exercise authority in the running of the assigned area(s) as deputised by the CNM3 * 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 * All staff working in the HSE are legally required under the Date Protection Acts 1988 and 2003 to ensure the security and confidentiality of all personal data they collect and process on behalf of service users and employees. Date Protection rights apply whether the personal data is held electronic format or in a manual or paper based form.   **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 to Express an interest in this post :**   * Be currently employed as a Clinical Nurse Manager 2 within the HSE in a permanent capacity.   **And**   * Be registered in the General 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 a Clinical Nurse Manager 2 in Acute Services   **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   **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.  **Character**  Each candidate for and any person holding the office must be of good character  **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.  *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 areas of as relevant to the role. | |
| **Other requirements specific to the post** | n/a | |
| **Skills, competencies and/or knowledge** | * Demonstrate knowledge of the requirements to run specialist clinics in the following areas - Orthopaedics, ENT, Renal, Oncology/Haematology, Warfarin. * 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 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 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 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 a skills match meeting. | |
| **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. | | |

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**Terms and Conditions of Employment**

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| **Tenure** | This post is permanent and whole time.  This post is pensionable. A panel will be created from which permanent and specified purpose vacancies of full or part time duration will be filled.  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:  Euro 48,089 – 48,886 – 49,559 – 50,659 – 51,874 – 53,067 – 54,260 – 55,604 – 56,852 (pro rata) |
| **Working Week** | The standard working week applying to the post is: 39 hours  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 this 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 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. |