

**Clinical Nurse Manager 2 - Mental Health**

**(Regulatory Compliance Manager)**

**Job Specification and Terms and Conditions**

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| **Job Title and Grade** | **Clinical Nurse Manager 2 - Mental Health**  **(Regulatory Compliance Manager)**  Specified Purpose Contract of 12 month duration initially.  *(Grade Code 2658)* |
| **Campaign Reference** | T/04/17 |
| **Closing Date** | Thursday 2nd November, 2017 at 12 noon |
| **Proposed Interview Date(s)** | Mid November |
| **Taking up Appointment** | Immediately |
| **Location of Post:** | Mayo Mental Health Services - CHO2 |
| **Informal Enquiries** | PJ Rainey, Area Director of Nursing, Mayo Mental Health Services.  **Tel:** 094 90 42040  **E-mail:** pj.rainey@hse.ie |
| **Details of Service** | The population of Mayo is 130,638 and Mayo Mental Health Services provide secondary specialist care to this population. Each community Mental Health Team has one lead Consultant Psychiatrist and Community Mental Health Team. In addition a Consultant Psychiatrist leads Psychiatry of Old Age, Recovery in Mental Health and Mental Health in Intellectual Disability.  There are four approved centres with a the total no of inpatient beds in these centres of 76 |
| **Reporting Relationship** | The post holder will be professionally accountable/report to the Area Director of Nursing and will report to the Nurse Practice Development Co-ordinator for day to day operations. |
| **Purpose of the Post** | The purpose of this post is to lead, manage and co-ordinate all regulatory compliance activities within Mayo Mental Health Service as a result of rules, regulations and codes of practice for Mental Health Act and all associated standards and requirements as provided for in the Judgement Support Framework and Best Practice Guidelines. |
| **Principal Duties and Responsibilities** | **Professional / Management**   * Provide support, advice and direction to staff as required with regard to compliance, audits, quality improvement plans and corrective and preventative actions. * Engage with the wider healthcare team 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. * 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. * Be able to work across disciplines to produce reports for regulators eg Mental Health Commission. * Provide a high level of professional and clinical leadership to all stakeholders in regulatory compliance within mental health service. * Manage, monitor and evaluate professional and clinical standards ensuring an evidence based, care planning approach. * 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 for the completion of audits, development of quality improvement plans and on-going monitoring and evaluation of quality improvement plans. * Communicate results audits and quality improvement plans to the teams and relevant others as required. * Ensure that service users and carers/family members are involved in all aspects of service compliance to standards. * Maintain professional standards in relation to confidentiality, ethics and legislation. * In consultation with other disciplines, implement and assess quality management programmes as appropriate. * Initiate and participate in research studies as appropriate. * 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**   * 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 wellbeing. * 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. * 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**   * Contribute to service development through appropriate continuous education on all matters relating to regulatory compliance for MMHS. * Provide support advice to those engaging in continuous professional development in his / her area of responsibility. * Participate in the identification, development and delivery of induction, education, training and development programmes for new staff to MMHS.   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 for receipt of completed applications for the post be:**   * Be currently employed by the HSE   **and**   1. Be registered in the Psychiatric 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 speciality area of psychiatric nursing   **and**   1. Candidates must demonstrate evidence of continuous professional development.   **and**   1. Candidates must possess the requisite knowledge and ability including a   high standard of suitability and clinical, managerial and administrative  capacity to properly discharge the functions of the role.  **Age**  Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) 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.  **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.  **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 the area of legislative and regulatory standards relevant to mental health setting, audit processes, compliance, quality improvement plans and service wide improvements as relevant to the role. |
| **Other requirements specific to the post** | * Access to appropriate transport as this post may involve frequent travel. * IT skills (ability to formulate excel, word templates and presentations essential). |
| **Skills, competencies and/or knowledge** | Candidates must:   * Demonstrate an in depth knowledge of all regulatory requirements for mental health * Demonstrate expertise in leading and facilitating groups to comply with regulators * Demonstrate expertise in development of tools eg audit & quality improvement plans to measure against predetermined standards * Demonstrate expertise in producing succinct reports in a timely manner for regulators * Demonstrate an awareness of current and emerging strategies in relation to mental health practice. * Demonstrate a high level of skill in liaising with all stakeholders including vol agencies and families for mental health regulation. * Demonstrate knowledge/experience of 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. | |



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**Terms and Conditions of Employment**

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| **Tenure** | The vacancy is temporary whole-time - specified purpose contract (12 month duration initially).  The post is pensionable.  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 01/04/2017) 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 this post is 39 hours per week and will be a 5/5 roster (Mon-Fri) |
| **Annual Leave** | The annual leave associated with each 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 permanent 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. |
| **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)