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| **Job Specification; Sample Content**  **candidate Clinical Nurse Specialist (cCNS)**  **candidate Clinical Midwife Specialist (cCMS)**  **(2695, 2696, 2697,2698, 2699, 2700)** | |
| **The following template provides sample content for the above role.**  **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** | |
| **Reporting Relationship** | ***For Example:***  The professional reporting relationship is to the relevant Nursing/Midwifery Line Manager.  The clinical reporting relationship is to the senior clinical decision maker who has responsibility for the service /service user. |
| **Key Working Relationships to include but not limited to** | ***For Example:***  The cCNS/cCMS will work collaboratively with a range of internal and external stakeholders including:  Director/Assistant Director of Nursing/Midwifery/Line Manager  CNS/CMS’s, RANP/RAMP’s and other nursing grades  Multidisciplinary Team colleagues and other key stakeholders within services, including National Clinical and Integrated Care Programmes  Service users/families and/or carers  Nursing and Midwifery Board of Ireland  Educational Bodies  Nursing and Midwifery Planning and Development Units  Centres of Nursing and Midwifery Education  National Clinical Leadership Centre  Other relevant statutory and non-statutory organisations |
| **Purpose of the Post** | ***For Example:***  **As outlined in this job description, the cCNS/cCMS pathway will facilitate the post holder to be supported to professionally and clinically develop the skills and knowledge required to achieve the competencies of the CNS/CMS role.**  The cCNS/cCMS post holder will be enabled to deliver care in line with the five core concepts of the role set out in the Framework for the Establishment of Clinical Nurse/Midwife Specialist Posts, 4th edition, National Council for the Professional Development of Nursing and Midwifery (NCNM) 2008.  **Caseload**  The cCNS/cCMS will focus initially on the following service user groups: List **service user groups** – (*reference Scope of Practice of the cCNS/cCMS role within your service*)  The cCNS/cCMS clinical role is based on the core concepts and associated competencies for the CNS/CMS (adapted from NCNM 4th edition 2008)  The concepts are:   * Clinical Focus (Direct and Indirect Care) * Service user/Service User Advocacy * Education and Training * Audit and Research * Consultancy (including leadership in clinical practice) |
| **Principal Duties and Responsibilities** | ***For Example:*** Clinical Focus **The cCNS/cCMS will be supported to:**  Develop a strong service user focus whereby the specialty defines itself as nursing/midwifery and subscribes to the overall purpose, functions and ethical standards of nursing/midwifery.  The clinical practice role may be divided into direct and indirect care. Direct care comprises the assessment, planning, delivery and evaluation of care to the service user, family and/or carer. Indirect care relates to activities that influence and support the provision of direct care.  **Direct Care**  Throughout the agreed pathway, the cCNS/cCMS will be enabled to develop the specific knowledge, skills and competencies to:   * Provide a specialist nursing/midwifery service for service users with a diagnosis ofXXXX who require support and treatment through the continuum of care * Undertake comprehensive service user assessment to include physical, psychological, social and spiritual elements of care using best evidence based practice in **Insert Name**  care * Use the outcomes ofnursing/midwifery assessment to develop and implement plans of care/service user group management to contribute to the plans of service users, their families/carers and the MDT * Monitor and evaluate the service user’s response to treatment and amend the plan of care accordingly in collaboration with the MDT and service user, family and/or carer as appropriate. * Make alterations in the management of service user condition in collaboration with the MDT and the service user in line with the nursing/midwifery aspect of agreed pathways and policies, procedures, protocols and guidelines (PPPG’s). * Accept appropriate referrals from MDT colleagues * Co-ordinate investigations, treatment therapies and service user follow-up * Communicate with service users, family and/or carer as appropriate, to assess service user needs and provide relevant support, information, education, advice and counselling as required * Where appropriate, work collaboratively with MDT colleagues across Primary and Secondary Care to provide a seamless service delivery to the service user, family and/or carer as appropriate * Participate in medication reconciliation taking cognisance of poly-pharmacy and support medical and pharmacy staff with medication reviews and medication management * Identify and promote specific symptom management strategies as well as the identification of triggers which may cause exacerbation of symptoms. Provide service user with appropriate self-management strategies and escalation pathways * Manage nurse/midwife led **Insert Name** clinics in collaboration with the MDT * Identify health promotion priorities for the service user, family and/or carer and support service user self-care in line with best evidence. This will include the provision of educational and health promotion material which is comprehensive, easy to understand and meets service user’ needs.   **Indirect Care**  Throughout the agreed pathway, the cCNS/cCMS will be enabled to develop the specific knowledge, skills and competencies to:   * Identify and agree appropriate referral pathways for service user with XXXX when **Insert Name** * Participate in service user case reviews with MDT colleagues * Use a case management approach to service user complex needs in collaboration with MDT in both Primary and Secondary Care as appropriate * Take a proactive role in the formulation and provision of evidence based PPPGs relating to **Insert Name** care * Take a lead role in ensuring the nursing/midwifery service for service user with **Insert Name** condition is in line with best practice guidelines and the Safer Better Healthcare Standards (HIQA, 2012)   **Service user/Client Advocate**  Throughout the agreed pathway, the cCNS/cCMS will be enabled to develop the specific knowledge, skills and competencies to:   * Communicate, negotiate and represent service user, family and/or carer values and decisions in relation to their condition to MDT colleagues in **both Primary and Secondary Care** as appropriate * Develop and support the concept of advocacy, particularly in relation to service user participation in decision making, thereby enabling informed choice of treatment options * Respect and maintain the privacy, dignity and confidentiality of the service user, family and/or carers * Establish, maintain and improve procedures for nursing/midwifery collaboration and cooperation between Acute Services, Primary Care and Voluntary Organisations as appropriate * Proactively challenge any interaction, nursing/midwifery or otherwise, which fails to deliver a good quality service to service user.  Education and Training Throughout the agreed pathway, the cCNS/cCMS will be enabled to develop the specific knowledge, skills and competencies to:   * Develop clinical competence in service user management within **Insert Name** nursing/midwifery, keeping up-to-date with relevant research to ensure the implementation of evidence based practice. * Provide the service user, family and/or carer with appropriate information, education and other supportive interventions to increase their knowledge, skill and confidence and autonomy in managing their **Insert Name** condition. * Contribute to the design, development and implementation of education programmes and resources for the service user, family and/or carer in relation to **Insert Name** to enable them to manage their own condition. * Participate in training programmes for nursing/midwifery, MDT colleagues and key stakeholders as appropriate * Create exchange of learning opportunities within the MDT in relation to evidence based **Insert Name** nursing/midwiferydelivery through journal clubs, conferences etc. * Develop and maintain links with Regional Centres for Nursing and Midwifery Education (RCNMEs), the Nursing and Midwifery Planning and Development Units (NMPDUs) and relevant third level Higher Education Institutes (HEIs) in the design, development and delivery of nursing/midwifery educational programmes in **Insert Name** care * In tandem with the line management structure, be responsible for addressing own continuing professional development (CPD) needs to achieve competencies required for the role * Use agreed protected time for research, education and professional development * With the line manager, use the Professional Development Planning Framework for Nurses and Midwives to plan and self-assess competency achievement and additional CPD needs  Audit and Research Throughout the agreed pathway, the cCNS/cCMS will be enabled to develop the specific knowledge, skills and competencies to:   * Establish and maintain a register of service user with **Insert Name** within the cCNS/cCMS Caseload. * Maintain a record of clinically relevant data aligned to National Key Performance Indicators (KPI’s) as directed and advised by the DON/M. * Identify, initiate and conduct nursing/midwifery audit and research relevant to the area of practice and take part in MDT audit and research. * Identify, critically analyse, disseminate and integrate into practice, best evidence relating to care in **Insert Name** * Contribute to nursing/midwifery research on **Insert Name** care. * Use the outcomes of audit to improve nursing/midwifery service provision and advocate, when appropriate, for improvement of non-nursing/midwifery services * Contribute to service planning and budgetary processes through use of audit data and specialist knowledge * Monitor, access, utilise and disseminate current relevant research to advise and ensure the provision of informed evidence based nursing/midwifery practice   **Audit expected outcomes including**   * Collate relevant data (insert agreed KPIs/clinical targets) which will provide a baseline audit of expected outcomes and demonstrate evidence of the effectiveness of the cCNS/cCMS interventions undertaken and refer to the National KPIs associated with the specialty. They should have a clinical nursing/midwifery focus as well as a breakdown of activity - service user seen and treated. * Evaluate nursing/midwifery audit results and research findings to identify areas for quality improvement in collaboration with nursing/midwifery management and MDT colleagues (Primary and Secondary Care).  Consultant (including leadership in clinical practice) Throughout the agreed pathway, the cCNS/cCMS will be enabled to develop the specific knowledge, skills and competencies to:   * Understand leadership in clinical practice with the aim of acting as a resource and role model for nursing/midwifery **Insert Name** practice. * Contribute the expanding nursing/midwifery knowledge/expertise to the development of clinical standards and guidelines and support implementation * Use growing specialist knowledge to support and enhanceown nursing/midwifery practice and practice of colleagues * Develop collaborative working relationships with local **Insert Name** CNS/CMS’s, Registered Advanced Nurse/Midwife Practitioner/MDT colleagues as appropriate, contributing to person centred care pathways to promote the integrated model of care delivery. * With the support of the DoN/M/line manager, attend integrated care planning meetings as required * Where appropriate, develop and maintain relationships with specialist services in voluntary organisations which support service users in the community. * Understand the requirement to liaise with other health service providers in the development and on-going delivery of the National Clinical and Integrated Programme model of care. * Understand the requirement to network with other cCNS/cCMS’s and CNS/CMS’s in **Insert Name** and in related clinical and professional areas of practice. |
| **Health and Safety** | These duties must be performed in accordance with local organisational and the HSE health and safety polices. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act (2005). Staff must carry out their duties in a safe and responsible manner in line with the local policy documents and as set out in the local safety statement, which must be read and understood.   * 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.   **Quality, Risk and Safety Responsibilities**  **I**t is the responsibility of all staff to:   * Participate and cooperate with legislative and regulatory requirements with regard to quality, risk and safety * Participate and cooperate with local quality, risk and safety initiatives as required * Adequately identifies, assesses, manages and monitors risk within their area of responsibility * Participate and cooperate with internal and external evaluations of the organisation’s structures, services and processes as required, including but not limited to, The National Hygiene Audit, National Decontamination Audit, Health and Safety Audits and other audits specified by the HSE or other regulatory authorities * Initiate, support and implement nursing/midwifery quality improvement initiatives in their area which are in keeping with local organisational quality, risk and safety requirement * Contribute specialist expertise to the development of PPPGs and safe professional practice and adhere to relevant legislation, regulations and standards * Comply with Health Service Executive (HSE) Complaints Policy * Respond immediately and appropriately to ensure the safety of any service user that you are aware has been put at risk * Ensure completion of incident/near miss forms and clinical risk reporting * Adhere to department policies in relation to the care and safety of any equipment supplied and used to carry out the responsibilities of the cCNS/cCMS in **Insert Name**  care   **Specific Responsibility for Best Practice in Hygiene**  Hygiene is defined as: “The practice that serves to keep people and environments clean and prevent infection. It involves the study of preserving one’s health, preventing the spread of disease, and recognising, evaluating and controlling health hazards. In the healthcare setting it incorporates the following key areas: environment and facilities, hand hygiene, catering, management of laundry, waste and sharps, and equipment“(HIQA, 2008; P2).  It is the responsibility of all staff to ensure compliance with local organisational hygiene standards, guidelines and practices. |
| **Management / Administration** | Throughout the agreed pathway, the cCNS/cCMS (Insert Speciality) will be enabled to develop the specific knowledge, skills and competencies to:   * Provide an efficient, effective and high quality nursing/midwifery service, respecting the needs of each service user, family and/or carer * Effectively manage time and caseloadin order to meet changing and developing service need * Continually monitor the nursing/midwifery service to ensure it reflects current needs * Implement and manage identified changes * Ensure that confidentiality in relation to service user records is maintained * Understand the need to represent the specialist nursing/midwifery service at local, national and international fora as required * Maintain accurate and contemporaneous records and data on all matters pertaining to the planning, management, delivery and evaluation of nursing/midwifery and ensure that this service is in line with HSE requirements. * Contribute to the service planning process as appropriate and as directed by the Director of Nursing/Midwifery/Line Manager * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **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 them from time to time and to contribute to the development of the post while in office** |
| **Sample**  **Post Specific Requirements** | ***For Example:***  The organisation will consider the post specific requirements or experience required in developing the specific cCNS/cCMS **Insert Name** service. |
| **Skills, competencies and/or knowledge** | ***For Example:***  *The candidate must demonstrate*  **Professional Knowledge and Experience**  The cCNS/cCMS is expected to demonstrate the core and specific competencies deemed necessary to work within the identified scope of practice required for this role.  The cCNS/cCMS will:  *For Example:*   * Practice in accordance with relevant legislation and with regard to The Scope of Nursing and Midwifery Practice Framework (Nursing and Midwifery Board of Ireland, 2015) and the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (Nursing and Midwifery Board of Ireland, 2021) * Maintain a high standard of professional behaviour and be professionally accountable for actions/omissions. Take measures to develop and maintain the competences required for professional practice * Adhere to the Nursing and Midwifery values of Care, Compassion and Commitment (DoH, 2016) * Adhere to national, regional and local HSE PPPGs * Demonstrate practitioner competence and professionalism as it related to cCNS/cCMS. * Demonstrate sufficient knowledge, clinical reasoning, communication and organisational skills and evidence based practice required to carry out the duties and responsibilities of the role * Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the clinical/specialist area. * Demonstrate the ability to relate nursing research to nursing practice. * Demonstrate an awareness of HR policies and procedures including disciplinary procedures. * Demonstrate an awareness of relevant legislation and policy e.g., health and safety, infection control etc. * Demonstrate a commitment to continuing professional development. * Demonstrate a willingness to develop IT skills relevant to the role.   **Communication and Interpersonal Skills**  *For Example:*   * Emotionally intelligent communication skills * Ability to build and maintain relationships particularly in the context of personal and team relationships * Ability to present information in a clear and concise manner * Ability to provide constructive feedback to encourage future learning * Demonstrates the ability to influence others effectively.   **Organisation and Management Skills:**  *For Example*   * Evidence of effective organisational skills including awareness of appropriate resource management and the importance of value for money * Ability to plan and organise effectively * Ability to attain designated nursing/midwifery service targets, manage deadlines and multiple activities * Ability to work autonomously * A willingness to be flexible in response to changing local/organisational requirements.   **Building and Maintaining Relationships including Team and Leadership skills**  *For Example*   * The ability to work on own initiative as well as the ability to build and maintain relationships with MDT colleagues. * With the required support, demonstrate leadership in clinical practice * A knowledge of change management and team management skills * Adopts a collaborative approach to patient care by co-ordination of care/interventions and interdisciplinary team working.   **Commitment to providing a quality service:**  *For Example:*   * Awareness and respect for service user and family/carers’ views in relation to their care * A strong commitment to providing quality improvement programmes * The ability to conduct audits * Demonstrates integrity and ethical stance. * Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change.   **Analysing and Decision Making**  *For Example:*   * Adopts an overview of complex problems before generating solutions and anticipates implications * Effective analytical, problem solving and evidenced-based decision making skill * Uses a range of information sources and knows how to access relevant information to address issues. |