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| **Job Specification; Sample Content****Clinical Nurse Manager 2, Night Duty (2372)** |
| **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:*** Reports to the CNM 3 / Divisional Nurse Manager as relevant to the post / as appropriate. Accountable to the Assistant Director of Nursing and Director of Nursing. |
| **Purpose of the Post**  | ***For Example:*** The post of CNM 2 has a pivotal role in service planning, co-ordinating, and managing activity and resources within the clinical area. The main responsibilities are: quality assurance, resource management, staffing and staff development, practice development, facilitating communication and professional / clinical leadership. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Clinical Nurse Manager 2 (Night Duty) will:***Professional / Clinical*** 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 according to the Code of Professional Conduct as laid down by the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and Professional Clinical Guidelines
* 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
* Plan discharge or transition of the service user between services as appropriate
* 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
* In consultation with CNM3 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 and 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
* Observe, report and take appropriate action on any matter which may be detrimental to staff and/or service user care or wellbeing / may be inhibiting the efficient provision of care
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility
* Assist in observing and ensuring implementation and 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 / 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
* 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*** 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
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate

**Management*** 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.

**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 them from time to time and to contribute to the development of the post while in office.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*** *The candidate must demonstrate***Professional Knowledge and Experience** *For example:** Demonstrate practitioner competence and professionalism.
* Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the clinical / designated 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.

**Organisation and Management Skills***For example:** Demonstrate the ability to plan and organise effectively.
* Demonstrate the ability to manage deadlines and effectively handle multiple tasks.
* Demonstrate an awareness of resource management and the importance of value for money.
* Demonstrates flexibility and adaptability in their approach to work

**Building and Maintaining Relationships *(including Team Skills and Leadership Potential)****For example:** Demonstrate the ability to work on own initiative as well as part of a team
* Adopts a collaborative approach to patient care by co-ordination of care / interventions and interdisciplinary team working.
* Demonstrate strong interpersonal skills including the ability to build and maintain relationships. Fosters good professional work relationships between colleagues
* Demonstrates the ability to lead on clinical practice

**Commitment to providing a Quality Service***For example:** Demonstrates a strong commitment to the delivery of quality service.
* Display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect.
* Demonstrates integrity and ethical stance.
* Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change.

**Analysis, Problem Solving and Decision-Making Skills***For example:** Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability.
* Shows sound professional judgement in decision-making.
* Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions.
* Uses a range of information sources and knows how to access relevant information to address issues.
* Demonstrate resilience and composure in dealing with situations.

**Communication Skills***For example:** Demonstrate strong communication skills - presents written information in a concise, accurate and structured manner.
* Demonstrates the ability to influence others effectively.
* Anticipates and recognises the emotional reactions of others when delivering sensitive messages.
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