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| **Job Specification; Sample Content****Clinical Nurse Manager 3, Theatre (2356)** |
| **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:*** Report to Divisional Nurse Manager as relevant to the post / as appropriate. Be accountable to the Assistant Director of Nursing and Director of Nursing.  |
| **Purpose of the Post**  | ***For Example:*** To provide professional / clinical leadership in the designated area(s) of responsibility. To oversee the management of resources including staffing and staff development. To facilitate communication across the healthcare teams. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Clinical Nurse Manager 3 (Theatre)***Professional / Clinical*** Provide a high level of professional and clinical leadership.
* 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
* 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, monitor and evaluate professional and clinical standards ensuring an evidence based, care planning approach.
* Manage own caseload in accordance with the needs of the post.
* 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 and programmes.
* Collaborate with service users, family, carers and other staff in treatment / care planning and in the provision of support and advice.
* Communicate results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy / as required.
* Formulate, manage and implement best practice policies and procedures.
* Ensure that service users and others are treated with dignity and respect.
* Ensure the maintenance of 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 other disciplines, implement and assess quality management programmes as appropriate.
* Participate in clinical audit as required and ensure that clinical audits are performed in their area(s) of responsibility.
* 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 their manager with any cases or issues that prove to be beyond the scope of they professional competence in line with principles of best practice and clinical governance.
* Ensure staff work in compliance with the Scope of Practice.

**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.
* Take appropriate action on any matter identified as being detrimental to staff and/or service user care or well-being / may be inhibiting the efficient provision of care.
* 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.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* 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.
* 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*** Contribute to service development through appropriate continuous education, research initiatives, keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and attend staff study days as considered appropriate.
* Provide support advice to those engaging in continuous professional development in they area of responsibility.
* 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 supervision and professional development of appropriate staff.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Management*** Exercise authority and co-ordinate the functions of the assigned area(s).
* Provide support, advice and direction to staff as required.
* Engage with the wider healthcare team and facilitate team building.
* Facilitate communication at ward and departmental level and within the senior nurse/midwife team.
* 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.
* Formulate service plans and budgets in co-operation with the wider healthcare team.
* Lead on practice development within the clinical area.
* Manage resources, including staff, efficiently and effectively to ensure the highest standards of service.
* Manage and evaluate the implementation of the service plan and budget.
* Provide reports on activity and services in a digital format as required.
* Develop and manage departmental and nursing policy with a particular emphasis on change management. Monitor as appropriate and lead on proactive improvement.
* Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters.
* Actively participate in the Nursing Management structure by ‘acting up’ when required.
* Engage in IT developments as they apply to service user and service administration.

**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.**  |
| **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.

**Proactive Approach to Planning and Managing Resources***For example:** Senses and keeps an ear to the ground on the corporate agenda. Leads on translating the corporate agenda into practical service planning.
* Shows awareness of service needs; is able to analyse and assess current systems and demand levels to develop best system, based on needs.
* Acts as the conduit to ensure that the learning from new service practices actively shapes future service plans.
* Shows system understanding and the ability to balance multiple resourcing issues; can skilfully deploy and adjust human resources to meet changes, demands and contingencies.

**Leadership and Team Management Skills***For example:** Demonstrates the ability to lead on clinical practice.
* Articulates a vision and sets clear objectives for service delivery
* Demonstrate the ability to work within, lead and manage a team.
* Is open to, leads and manages change. Makes a positive case for change / introduces new ways of working and sells the benefits of change to others; supports and monitors the implementation of change.

**Commitment to providing a Quality Service***For example:** Demonstrate a strong commitment to the delivery of quality service.
* Demonstrate the ability to lead on service quality and participate in the service planning and development process.
* Demonstrate knowledge of quality assurance practices and their application to nursing procedures.
* Demonstrate motivation, initiative and an innovative approach to job and service developments.

**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; applies research findings to improve nursing practice and processes.
* 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.

**Communication and Interpersonal** *For example:** Demonstrates sensitivity to issues arising from multiple stakeholders.
* Demonstrates good negotiation skills and assertiveness as appropriate.
* Tailors communication to suit the needs of the audience and demonstrates sensitivity, diplomacy and tact when dealing with others.
* Demonstrate resilience and composure in dealing with situations.
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