

Aid to Developing Job Descriptions

The following is an aid to assist the relevant healthcare and/or human resource personnel in the formulation of the job description for clinical nurse/midwife specialists.

Role Description

HEADING	DETAILS TO BE INCLUDED UNDER EACH HEADING
Job Title	<ul style="list-style-type: none"> • Clinical Nurse Specialist (+ title of specialty) • Clinical Midwife Specialist (+ title of specialty) • The area of specialty is a defined area of nursing/midwifery practice requiring the application of specially focused knowledge and skills which are necessary to improve the quality of patient/client care
Grade	<ul style="list-style-type: none"> • Equivalent to Clinical Nurse/Midwife Manager 2 (CNM2/CMM2)
Whole Time Equivalent Hours	<ul style="list-style-type: none"> • The hours in which the post-holder is employed in the CNS/CMS capacity must be stated • The person may be employed in a full-time or part-time capacity by the organisation.⁸
Reporting Relationship	<p>The post-holder is:</p> <ul style="list-style-type: none"> • Professionally accountable to a senior nurse/midwife manager⁹
Location	<ul style="list-style-type: none"> • Department/Centre/Unit • Hospital/Service/Organisation • Health Region
Background to Post	<p>Generic</p> <ul style="list-style-type: none"> • The health care need addressed by the introduction of the CNS/CMS post should be outlined • The likely benefits and outcomes of a CNS/CMS service for patient care should be enumerated. References may be made to relevant health policy documents <p>Specific</p> <ul style="list-style-type: none"> • Evolution and development of nursing/midwifery roles in the specific clinical practice area • Effect of policy changes on professional practice and health service provision (local/national/international) • Geographical aspects of the service • Demographics of the region/locality • Service need addressed by post
Purpose of Post	<p>Indicate:</p> <ul style="list-style-type: none"> • How the post (will) contribute(s) to optimal healthcare provision • How the post (will) complement(s) the role of other members of the interdisciplinary health care team(s)

⁸ 18.75 hours is considered the minimum hours per week that a CNS/CMS should work, in order to maintain their competencies required for the role. Where the post is less than 18.75 hours substantive additional evidence will need to be supplied detailing how the post-holder will be able to fulfil all the core concepts of the role and how maintenance of competency will be achieved.

⁹ In the absence of a nursing/midwifery management structure formal links must be established with an agreed nurse/midwife manager with regard to professional matters. This may be organised on a local basis as appropriate and could be through the Nursing and Midwifery Planning and Development Units.



Role Description cont

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RESPONSIBILITIES	
Clinical Focus • Direct Care • Indirect Care	<ul style="list-style-type: none"> • Indicate how responsibilities/tasks relate to the specialist area • Assessment, planning, delivery and evaluation of care to patients/clients and families - give specific examples of assessment methods and aims of same, examples of interventions and their likely outcomes, etc • Details of patient/client case load - approximate numbers attended in own unit and in other settings (if appropriate), presenting conditions/diseases, etc • Details of any nurse-led/midwife-led services/clinics, etc • Activities influencing others (members of the interdisciplinary team, family, other carers) - examples of these activities
Patient/Client Advocate	<ul style="list-style-type: none"> • Communicates, negotiates and represents patient/client values and decisions in collaboration with other professionals and community resource providers • Elaborate on how this extends beyond that of a staff nurse/midwife
Education and Training	<ul style="list-style-type: none"> • Facilitates staff development and patient education • Specify - grades of staff/members of interdisciplinary team for whom education/training programmes the CNS/CMS (will) provide(s) educational/training activities; other persons for whom the CNS/CMS (will) provide(s) education/training programmes (e.g: patients/clients, family members, carers; support groups; professional associations, etc); types of education/training programmes (to be) provided by the CNS/CMS (i.e. formal and informal activities)
Audit and Research	<ul style="list-style-type: none"> • The CNS/CMS should at the very least be delivering nursing/midwifery care based on the best and most current evidence available • Audits current nursing/midwifery practice • Evaluates improvements in the quality of patient care • Contributes to nursing/midwifery research relevant to the area of practice
Consultant	<ul style="list-style-type: none"> • Consults with and is a consultant to other nurses/midwives and other healthcare professionals both within and outside the service

Personal Specification

HEADING	DETAILS TO BE INCLUDED UNDER EACH HEADING
Qualifications	<ul style="list-style-type: none"> The applicant must be a registered nurse or midwife on An Bord Altranais' live register The person must be registered in the division in which the application is being made. In exceptional circumstances which must be individually appraised, this criterion may not apply. The person must have undertaken formal recognised post-registration education relevant to his/her area of specialist practice at level 8 or above on the NQAI framework (major award)¹⁰. If the person does not meet the educational criteria of having undertaken formal recognised post-registration education relevant to level 8 or above on the NQAI framework, then the person will still be eligible to apply for the post. If offered the post the person must sign a contract with his/her employer stating that they will undertake the relevant post-registration level 8 education within three years^{11 12}.
Experience	<ul style="list-style-type: none"> The person must have extensive experience and clinical expertise i.e. a minimum of five years post registration experience (following registration either in midwifery or in the division of nursing in which the application is being made) including a minimum of two years experience in the specialist area.
Competencies	<ul style="list-style-type: none"> Identify core and specific competencies required to fulfil the role description The core competencies for CNS/CMS (page 8) as defined by the National Council should be included together with specific competencies for the role as defined by the employer.
Terms of service	<ul style="list-style-type: none"> In accordance with local/organisational/national policy It is important to specify that the job description and person specification may be subject to review in accordance with local/national policy and guidelines in consultation with the post holder.

Terms of service

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Terms of service	<ul style="list-style-type: none"> In accordance with local/organisational/national policy It is important to specify that the job description and person specification may be subject to review in accordance with local/national policy and guidelines in consultation with the post holder.

¹⁰ The National Qualifications Authority of Ireland (NQAI) provides a framework which comprises ten levels, with each level based on specified standards of knowledge, skill and competence. These standards define the outcomes to be achieved by learners seeking to gain awards at each level. A higher diploma and an honours degree as distinct from an ordinary level degree are at level eight of the NQAI framework (www.nqai.ie).

¹¹ From 1st September 2010 all nurses and midwives who apply for CNS/CMS approval must have acquired a level 8 post-registration National Qualifications Authority of Ireland (NQAI) qualification (major award) relevant to his/her area of specialist practice *prior* to their application.

¹² Unless exceptional circumstances exist which are agreed formally in writing with Director of Nursing/Midwifery, the National Council and NMPDU