

Role Profile

Role Title	Clinical Nurse Manager II: Clinical Facilitator for Endoscopy Services
Purpose of the Role	The post holder is responsible for the creation and delivery of a structured educational programme designed to provide nursing and associated health care professionals with knowledge surrounding current best practice in Endoscopy. The focus of the position is to facilitate the personal and professional development of registered nurses working in the Endoscopy service to ensure they are competent and safe practitioners, thus providing a high quality of patient care.
Department/Directorate	MED Directorate
Key Reports	Directorate Nurse Manager (ADON) or CNM III Professionally accountable to the Director of Nursing
Key Direct Reports	CNM I, Staff Nurses, Student Nurses, Health Care Assistant Staff
Grade	Clinical Nurse Manager II
Salary Scale	€59,070 - €74,643 (LSI x 1)
Job Reference Number	000667
Enquiries To	Mr Vincent Naughton, Assistant Director of Nursing, MED Directorate Phone: (01) 410 3387; Bleep: 252 Email: vnaughton@stjames.ie Or Ms Margaret Taylor, Clinical Nurse Manager III, Endoscopy, MED Directorate Phone: (01) 410 3988; Bleep: 469 Email: mtaylor@stjames.ie
Closing Date	Sunday, 15 th September 2024

Key Duties and Responsibilities

The post holder will be responsible for collaborating with nursing staff and the multidisciplinary team within Endoscopy Unit & associated posts, the Centre for Learning and Development (CLD), University of Dublin at Trinity College (TCD), other clinical facilitators in St. James's and other hospitals to ensure the continuous quality improvement of critical care nursing practice

Clinical Facilitation/ Education

- Time allocated for clinical facilitation is illustrated in the table below:

Time allocated per week	
65% of time with registered nurses in clinical practice	24.375 hours
25% administration, preparation for lectures	9.375 hours
10% annual leave	3.75 hours

- Promote a clinical learning environment that is conducive to the learning needs of registered nurses, nursing students and allied health care professionals working in the speciality of Endoscopy (Medical & Surgical G.I., Respiratory and Urology)
- Enable Endoscopy registered nurses to work as accountable professionals who are able to explain and justify their care to the multidisciplinary team, patients and family members
- Develop and continually revise the clinical learning outcomes/competencies for the Endoscopy speciality
- Implement the continuous assessment process required to complete the Clinical Assessment Document
- Set the Clinical Learning Outcomes and provide feedback according to the Clinical Assessment Document
- Records all teaching and assessment interventions promptly and clearly
- Formulate appropriate action plans in conjunction with the CNM3 and the CNM 2 for nurses who do not meet the criteria for clinical competency
- Facilitate nurses to develop individual professional portfolios
- Actively encourage and facilitate nurses in developing their teaching and presentation skills
- Work in close liaison with the educational facilitator for Endoscopy Foundation course
- In collaboration with the medical staff, Director of Nursing, Clinical Nurse Managers/Staff development and Practice development facilitator, the clinical facilitator contributes to the overall planning, organizing, development and evaluation of the Endoscopy services
- Ensure that teaching and learning reflects current research and innovations in Endoscopy practice
- Recruit and support senior staff nurses in the area to act as preceptors
- Ensure that all nursing staff within the Endoscopy environment act at all times within the Code of Professional Conduct and Ethics for Registered Nurses and Midwives (An Bord Altranais & Cnaimhseachais na hEireann, 2014), the Scope of Nursing and Midwifery Practice Framework (An Bord Altranais, 2015) and St James's Hospital policies and procedures
- Act as an expert resource person for Endoscopy nursing.
- Recruit and select potential candidates for the Endoscopy Foundation course and assist in the further development of the course into the future
- Assist in any educational study days/workshops required within the service

Managerial/Leadership

- Work closely with the CNMIII, CNMII's, CNS's and medical staff to identify the clinical learning needs of all staff in the area
- Create an environment that enables nursing staff to work to their full potential as accountable professionals who can rationalize their care to colleagues, the multidisciplinary team, patients and their families
- Establish clear, positive and credible leadership both professionally and managerially for nursing staff in the Endoscopy Unit
- Facilitate and evaluate change in Endoscopy using best practice in change management
- Demonstrate creativity, energy and inspiration to motivate other members of staff in the Endoscopy Unit
- Foster a nursing management team approach that embodies respect and loyalty for all members of the management team
- Maintain strict confidentiality in regard to all aspects of the role
- Contribute to the strategic planning of critical care services within the MED Directorate
- Collaborate with the Multi-disciplinary team during any Accreditation process that may take place
- Participate in the recruitment and selection of nursing staff to the area

Clinical

- Support all nursing staff to achieve their maximum potential in relation to professional development
- Collaborate with all the nurse managers and the practice development facilitator in devising policies, protocols and guidelines for the Endoscopy Unit
- Participate in the planning and implementation of formal/informal in-service study days to disseminate best evidence in the Endoscopy Unit
- Identify areas of practice that require development, in collaboration with other members of the nursing and multidisciplinary team
- Develop an Endoscopy nursing strategy in collaboration with other members of the nursing team
- Demonstrate ability to work as part of a team and on own initiative
- Actively promote good Endoscopy nursing practice by participating in local and national conferences and networking with national and international critical care units.
- Develop excellent communication skills both written and verbal
- Aim to reduce the risk of litigation related to critical care nursing for example by promoting an awareness of accurate documentation, adhering to unit and St James's Policies and Procedures, Health and Safety legislation, and any other legislation that affects practice
- Take a proactive role in the development and implementation of innovative practice in the Endoscopy Unit, both locally and nationally.
- Influence other members of staff (including the multidisciplinary team) in individual and group situation

- Ensure that all staff within the environment adheres to infection control policies as identified by the infection control team
- Represent in the Endoscopy Unit at internal and external meetings
- Promote each individual staff member's equity, diversity and rights in the Endoscopy Unit

Professional Development

- Maintain own education and professional and personal development
- The post holder must act at all times within the Code of Professional Conduct and Ethics for Registered Nurses and Midwives (An Bord Altranais & Cnaimhseachais na hEireann, 2014), the Scope of Nursing and Midwifery Practice Framework (An Bord Altranais, 2015) and St. James's Hospital policies and procedures
- Be pro-active in maintaining own personal and professional development to act as role model for high standards of evidence-based nursing care
- Maintain an awareness of current nursing issues and Department of Health and Children strategies that impact on healthcare
- Communicates effectively in English language, written, and spoken, as appropriate to job requirements.

Audit & Research

- Audit and continuously evaluate quality improvement programmes within the Endoscopy Unit
- Work closely with the practice development facilitator to promote audit and to facilitate staff participation in audit activities
- Identify areas of clinical practice within the Endoscopy Unit, that require auditing.
- Support and facilitate audit of specific areas such as: Infection control, Clinical practice, Documentation, Patient dependency, Skill-mix and Health and safety
- Once audit has been undertaken, work with staff to achieve and oversee implementation of action plans to correct any deficiencies within the area
- Encourage research awareness and promote an evidence-based culture amongst staff in the Endoscopy Unit
- Encourage and motivate Endoscopy staff to participate in continuing education, research activities and submission of projects for publication.
- Disseminate research projects locally and nationally

Health & Safety

- Facilitate a healthy work environment for staff by an awareness of each individual's physical and mental health. Refer staff to the appropriate agencies, ensuring confidentiality of personal information (i.e. occupational health, accident & emergency department, and or counselling)
- Ensure that all staff within the environment are aware of health and safety issues and legislation.
- Create a safe work environment for patients, staff and visitors by identifying and reporting any hazards or faulty equipment to the appropriate personnel.
- Identify and report all incidents and near misses to the CNM11/CNMIII and the risk manager

- Facilitate all staff members to attend manual handling and fire drill as per hospital policy
- Is aware of and understands the need to adhere to Hospital and/or professional standards, policies and procedures, relevant to their area of practice.
- Participate and cooperate with legislative and regulatory requirements in relation to Health and Safety as outlined in the Safety, Health and Welfare Act 2005 and the Hospital Safety Statement.

* The above Role Profile 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/them from time to time and to contribute to the development of the post while in office. This Role Profile will be subject to review in the light of changing circumstances.

Academic/Professional Qualifications and/or relevant Experience

Required:

- Registered General Nurse with The Nursing Midwifery Board of Ireland (NMBI), or eligible to register.
- 5 years post-registration experience in an acute hospital/relevant clinical area within the last 7 years, 3 of which must be in Endoscopy within Gastroenterology/Respiratory /Urology
- Demonstrate management experience throughout the last 2 years.
- Endoscopy Course or relevant qualification

Desirable:

- Management course.

Technical/Clinical Competencies

Please note for each of the required technical/clinical competencies below, you will be required to provide examples of your current level of knowledge, skill, and/or experience for each of these under the **Application Questions** section of the application form.

Simply enter each of the below as a heading and provide your knowledge, skills, and/or experience in the corresponding numbered box under the **Application Questions** section of the application form.

Required:

1. Demonstrate I.T. skills including excellent keyboard skills.
2. Experience in teaching and assessing the nursing and HCA Team throughout the last 2 years.
3. Experience and knowledge of all Endoscopy procedures and associated endoscopy equipment
4. Experience of working with electronic reporting system

Desirable:

- Working knowledge of healthcare patient record systems.
- Knowledge of decontamination process.
- Teaching & Assessing Course

SJH Behavioural Competencies (These behavioural competencies will be assessed in detail at the *interview stage*. You are *not required to include written examples of behavioural competencies in the online application form*. However, during the interview, you will be required to *provide examples* of when you previously demonstrated these competencies.)

Competency Required	Level Required	The following “<u>descriptors</u>” are a further clarification of the behaviours required.
People Management	Up to Level 3	<ul style="list-style-type: none"> • Allocates responsibilities fairly among team members to effectively manage caseloads/workloads. • Empowers staff to carry out their responsibilities, according to the needs of the service/department. • Makes consistent and transparent decisions in relation to people, when all options are considered. • Supports others, both formally and informally, seeking to develop the skills and abilities of team members.
Leadership Potential	2	<ul style="list-style-type: none"> • Embraces organisational change initiatives, filling structure/roles to support it. • Able to follow through on commitments and bring new ideas/initiatives to fruition (at local level). • Understands importance of getting input and commitment from others when seeking involvement. • Motivates others to act.
Communication	3	<ul style="list-style-type: none"> • Creates a culture of open communication to maintain a climate of trust and honesty. • Supports ideas with appropriate research and information to persuade others. • Tailors the content and method of communication to their audience’s level of expertise.
Quality & Safety Service	3	<ul style="list-style-type: none"> • Empowers staff to provide quality of service; ensures regular quality audits are carried out and findings are actioned and followed through. • Champions initiatives to improve quality of services. • Promotes and enables a culture of safety.

Planning & Organisation	3	<ul style="list-style-type: none"> • Builds and uses extended networks of influence for planning and organising workload. • Develops operational plans and monitors performance and progress on achieving long and short term goals. • Is active in planning for and managing all resources vis a vis the service demands. Escalates expected gaps and shortfalls for remedial action.
Continuous Development – Personal & Professional	3	<ul style="list-style-type: none"> • Is an advocate for the hospital/department by consistently projecting a professional image, promoting the highest standards. • Encourages investment in continuous learning, at hospital level and in partnership with affiliated and/or other relevant third level institutions as appropriate, and is a role model for others in this regard. • Promotes and supports inter-disciplinary working and associated learning. Furthers same.
Competency Desirable	Level Required	Appropriate Descriptors
N/A		

Proficiency in the English Language

A level of proficiency in the English language, written and spoken, is a requirement of all roles within St. James's Hospital. You will be required to self-assess your proficiency level in the Standard Application Form. **In addition, your proficiency in spoken English will be assessed during the interview process appropriate to the role available.**

Particulars of Office

1. The appointment to this post will be **permanent, full-time, and pensionable.**
2. Annual leave allowance is **25 - 28 days per annum.**
3. The person appointed must not give less than **two months' notice**, in writing, of intention to resign.
4. Normal working hours will be **37.5 hours per week.**
5. You will be required to work the agreed roster / on call arrangements You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am - 8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.
6. Incremental credit is normally granted on appointment, in respect of previous relevant experience in the Civil Service, local authorities, health service, public service bodies and other agreed relative experience.

General Conditions

1. The Hospital Board will not be responsible for the loss or theft of personal belongings.
2. Fire orders must be observed and staff must complete fire training every 2 years.
3. All accidents within the department must be reported immediately.
4. In accordance with the "Safety, Health and Welfare at Work Act 2005", all staff must comply with all safety regulations.
5. St. James's Hospital is a Tobacco Free Campus. The use of Tobacco or Electronic Cigarettes is not permitted within the Hospital Buildings or on the grounds.

Confidentiality

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Health

A candidate 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.

Infection Control & Hygiene

It is the responsibility of all staff across the hospital to ensure that infection control and hygiene standards are adhered to and maintained at all times.

Recruitment Process

- Approval to Hire (VAF process)
- Hiring Manager – Role Profile
- Advertising
- Application Process (Online Application Form)
- Shortlisting of Candidates will be based on information provided in the Online Application Form
- Interview Process
- All applicants who move to the 2nd stage of the Selection process (i.e. post interview) will be subject to Reference Checking X 2, Garda E Vetting and Occupational Health Screening (Questionnaire)
- All successful external candidates who take up appointment will be required to attend Mandatory Induction Programme

Application Procedure

To apply for this position, please complete the relevant online application form in full by no later than **Sunday, 15th September 2024**

A panel may be formed from which future vacancies will be filled

St. James's Hospital is an Equal Opportunities Employer