

Role Profile

Role Title	Clinical Nurse Manager II: Clinical Support Nurse (Nursing Practice Development Unit)
Purpose of the Role	<p>The post of Clinical Support Nurse has been developed as part of an initiative by the Dublin Academic Teaching Hospitals as a key element of its Human Resource strategy.</p> <p>The principal purpose of the role is to provide clinical support, direction and guidance for all nurses and Health care Assistants (HCAS) on the St James's Hospital Campus and off-site services. The post holder will also have responsibility for promoting nursing practice development initiatives and facilitating implementation of evidenced based practice in collaboration with all grades of nursing staff and HCAs.</p>
Department/Directorate	Nursing Practice Development Unit
Key Reports	Nursing Practice Development Co-Ordinator (ADON) 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	€59,661 - €75,389 (LSI x 1)
Job Reference Number	000934
Enquiries To	Val O'Brien, Nursing Practice Development Co-Ordinator (Assistant Director of Nursing), Nursing Practice Development Unit Phone: (01) 410 3453; E-mail: vobrien@stjames.ie
Closing Date	Sunday, 5 th January 2025

Key Duties and Responsibilities

CLINICAL PRACTICE:

1. Support the Clinical Nurse Managers and Staff Nurses in the Medical/Surgical areas, to plan, develop, implement and evaluate clinical practice in accordance with best available evidence in order to influence innovations in practice and promote quality care for patients in the general medical/surgical areas.
2. Act as a resource person on clinical issues, utilising skills and knowledge of a variety of clinical conditions.
3. Along with CNMs, assist staff nurses to move towards the level of expert practitioner in the clinical management of patient care.
4. Guide CNMs in assisting staff to recognise their own learning needs and to develop an appropriate action plan in line with these needs.
5. Support CNMs in assessing Health Care Assistants in relation to the 'Activities of Living Patient Care' Module as applied to the QCI FET (previously known as FETAC Programme).
6. Guide the CNMs in creating an environment that enhances continuous life long personal and professional development for all nursing staff.
7. The Clinical Nurse Manager II must adhere to Code of Professional Practice and Behaviours for Registered Nurses.
8. Is aware of and understands the need to adhere to Hospital and/or professional standards, policies and procedures, relevant to their area of practice.
9. Communicates effectively in English language, written, and spoken, as appropriate to job requirements.
10. 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.

PRACTICE DEVELOPMENT:

1. In collaboration with the Nursing Practice Development Coordinator and Facilitator, promote the development and maintenance of high standards of nursing care, through practice development projects.
2. Assist with identifying, facilitating and implementing practice development projects in the clinical areas.
3. In collaboration with the CNMs and ward staff assist with the development of policies, protocols, guidelines and clinical competencies and their implementation.
4. Assist with the provision of appropriate continuing education programmes to meet nurses' competency developmental needs.
5. Work with the Nursing Practice Development Coordinator & Facilitator and CNMs in implementing action plans to improve clinical practice and staff development.
6. Sit on appropriate multidisciplinary committees and sub-groups within the Nursing Practice Development Unit and at hospital level that are concerned with initiating practice development projects.

EDUCATION/STAFF DEVELOPMENT:

1. In conjunction with the Clinical Nurse Managers, assess and identify teaching and developmental requirements of all staff through observation in practice.
2. Collaborate with the Nursing Practice Development Co-ordinator, Clinical Nurse Managers, to ensure appropriate training, education and evaluation takes place.
3. In conjunction with Clinical Nurses Managers and Staff Nurses, develop and continually revise clinical nursing skills/competencies.
4. Be familiar with the assessment criteria and process as applied to the Activities of

Living Patient Care Module.

5. Co-ordinate educational sessions and in-service to meet the needs of all grades of nursing staff.
6. Create an environment for continuous life-long professional and personal development and learning for all staff.

RESEARCH, AUDIT & QUALITY ASSURANCE:

1. Encourage staff to analyse information, interpret patient's condition and develop clinical decision making skills based on available information.
2. Work with the Nursing Quality Co-ordinator in encouraging the continuous development of evidence-based practice through local audit procedures.
3. Take an active role with CNM's in the audit of clinical practice and the standards of care being provided.
4. Facilitate nurses in the development of audit tools to measure process and outcomes of nursing practice.
5. Ensure that research/Audit findings are disseminated and utilised in the delivery of patient care.
6. Assist with the audit of practice development projects and the presentation of findings to clinical staff.
7. Link with the Hospital Accreditation Programme and relevant personnel in promoting best practice and continuous quality improvement.

MANAGEMENT:

1. Demonstrate ability to self-manage and organise own workload efficiently.
2. Help foster a supportive working environment by demonstrating excellent leadership ability and communication skills.
3. Communicate effectively with the Directorate Nurse Manager and CNMs regarding the progress and development of staff nurses within their area of responsibility.
4. Demonstrate both clinical and professional leadership, enabling a multidisciplinary team culture of continuous staff learning and practice development.
5. Be highly motivated and have a vision of developing skills/competencies that are applicable to clinical areas.
6. Develop a network of contacts and communication links with other professionals that will assist in provision of expert advice to meet the needs of all grades of nursing staff.
7. Attend managerial meetings that require the input of the clinical support nurse.

PERSONAL & PROFESSIONAL DEVELOPMENT:

1. Take responsibility for own professional and personal development updating.
2. Be pro-active in developing own competencies in a structured way linked to regular professional, personal development planning.
3. Practice within St James's Hospital policies and procedures, Scope of Professional Conduct, and Scope of Nursing Practice.
4. Undertake appropriate further training and education to enable you to practice within a variety of clinical medical/surgical areas and enable you to support the service needs within the scope of professional practice.
5. Ensure own mandatory learning and training is kept up to date.

* 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 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.
- Demonstrate management experience throughout the last 2 years.
- Educated to Degree/Post-Graduate Diploma/Higher Diploma or equivalent level.

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 in conducting clinical audits.

Desirable:

- Working knowledge of healthcare patient record systems.

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

		<ul style="list-style-type: none"> 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 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, 5th January 2025.**

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

St. James's Hospital is an Equal Opportunities Employer