

Role Profile

Role Title	Clinical Nurse Manager II: Student Allocations Officer
Purpose of the Role	The purpose of the Student Allocations Liaison Officer role is to work closely with the staff from the Nursing Practice Development Unit, the clinical wards and departments in St James's Hospital (SJH) campus and external to SJH, the School of Nursing and Midwifery TCD, and other linked hospitals in planning and co-ordinating practice placements for nursing students.
Department/Directorate	Nursing Practice Development Unit
Key Reports	Nursing Practice Development Co-Ordinator (Assistant Director of Nursing) 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) (pro rata to contractual hours worked)
Job Reference Number	000852
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 Or Elaine Kennedy, Clinical Nurse Manager II, Student Allocations Officer, Nursing Practice Development Unit Phone: (01) 410 3724; E-mail: studentallocations@stjames.ie
Closing Date	Monday, 3 rd February 2025

Key Duties and Responsibilities

The role of the CNM II is:

- Establishing and co-ordinating student placements as part of the St James's Hospital campus for the 4 year BSc Registration Degree Nursing Programme in consultation with the TCD Clinical Allocation Officer and the Director of Nursing in accordance with

the Nursing & Midwifery Board of Ireland (NMBI) Requirements and Standards for Nurse Registration Education Programmes and University Guidelines.

- Liaising with the TCD Clinical Allocation Officer, Student Allocations Liaison Officers from other university linked hospitals, Nursing Administration staff, Clinical Nurse Managers, and Clinical Placement Co-Ordinators on matters pertaining to clinical placements for the undergraduate programme.
- Co-ordinating the internal and external practice placements of both supernumerary and internship nursing students to clinical areas in order to meet the requirements of the NMBI.
- Preparing and co-ordinating clinical placement programmes for external hospital students on placement on St James's Hospital campus.
- Liaising with the Director of Nursing and nurse managers on matters relating to staffing levels during rostered clinical placement.
- Creating and promoting healthy working relationships between clinical staff, Clinical Placement Co-Ordinators, Nursing Administration and university staff.
- Liaising with Higher Education Institutes on all matters pertaining to the undergraduate programme.
- Maintaining records on student nurse sick leave, annual leave, absence, and attendance and in conjunction with the Nursing Practice Development Co-Ordinator, following up on absenteeism by meeting with students where necessary.
- Ensuring in conjunction with the Nursing Practice Development Co-Ordinator new clinical areas in St James's Hospital are appropriately prepared before students are placed in those areas.
- Supporting the Clinical Placement Co-Ordinators/relevant Nursing Practice Development Unit (NPDU) staff in developing and analysing the Clinical Learning Environment Audit for Nursing Students.
- Liaising with various departments (e.g. Human Resources, Occupational Health, Materials Management etc.) in ensuring students are adequately prepared for clinical practice placements at St James's Hospital in terms of Garda clearance, Occupational Health screening, uniforms etc.
- Organising general information in relation to payroll, personnel, and other related issues for students commencing rostered clinical placement.
- Being available for individual students for the purpose of advice and support, taking appropriate action including referral to appropriate agencies when necessary, and providing appropriate follow up.
- Ensuring appropriate follow up for students for whom incident forms have been completed.
- Co-ordinating an orientation day for first year students.
- Attending meetings and participating in formalised working groups/committees at hospital level and between St James's Hospital, other linked hospitals, and the School of Nursing and Midwifery TCD in relation to facilitating practice placements for students and the ongoing development and evaluation of the undergraduate programme.
- The Clinical Nurse Manager II must adhere to Code of Professional Practice and Behaviours for Registered Nurses.
- Is aware of and understands the need to adhere to Hospital and/or professional standards, policies and procedures, relevant to their area of practice.
- Communicates effectively in English language, written, and spoken, as appropriate to job requirements.
- 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.

- 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 setting or relevant clinical area within the last 7 years.
- Demonstrate management experience throughout the last 2 years.

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.

Desirable:

- Working knowledge of healthcare patient record systems.
- Working knowledge of Microsoft Excel and SAP system.

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

		<p>monitors performance and progress on achieving long and short term goals.</p> <ul style="list-style-type: none"> 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 <u>spoken</u> English will be assessed during the interview process appropriate to the role available.

Particulars of Office
<ol style="list-style-type: none"> The appointment to this post will be permanent, part-time, and pensionable. Annual leave allowance is 25 - 28 days per annum (pro rata to contractual hours worked). The person appointed must not give less than two months’ notice, in writing, of intention to resign. Normal working hours will be 18.75 hours per week. 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. 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 **Monday, 3rd February 2025.**

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

St. James's Hospital is an Equal Opportunities Employer