

Role Profile

Role Title	Clinical Nurse Manager II: Accreditation Clinical Quality Manager (Haematology and Oncology)
Purpose of the Role	The purpose of the Accreditation Clinical Quality Manager is to ensure the highest standard of patient focused cancer care through leading and managing quality projects, ensuring compliance with JACIE and OECI accreditation requirements.
Department/Directorate	HOPe Directorate
Key Reports	Directorate Nurse Manager (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	€60,854 - €76,897 (LSI x 1)
Job Reference Number	001287
Enquiries To	Jane Murphy, Assistant Director of Nursing, HOPe Directorate Phone: (01) 416 2002; E-mail: jlmurphy@stjames.ie
Closing Date	Monday, 2 nd June 2025

Key Duties and Responsibilities

The Accreditation Clinical Quality Manager will work with medical, nursing, administration, and external agencies to implement and lead a patient focused service level improvement programme/quality management system within the HOPe Directorate to ensure compliance with all accreditation bodies including JACIE accreditation and OECI standards.

Accountability & Function

This person will be an integral member of the HOPe clinical team, working with the haematology and medical oncology multidisciplinary teams.

- Liaise with the haematology and medical oncology multidisciplinary teams to identify, plan, implement, and evaluate relevant clinical quality improvement initiatives.
- Work with the Directorate management and Tissue Establishment teams to ensure QI development aligns with the standards required by St James's Hospital (SJH) Clinical Effectiveness Programme, regulatory and accreditation agencies such as HSE, HPRA, HIQA, JACIE, and OECI.
- Promote a culture of learning for the dissemination and sharing of information.

- Use QI methodologies to build team skills and capacity for sustainable improvements in quality care systems.
- To provide expert guidance, support, mentorship, and leadership on quality and safety within the HOPE Directorate, aligning with the TSJCI Project Office, QSID Directorate, and SJH quality and safety framework, the National Standards for Safer Better Healthcare, and working with all of our stakeholders in a collaborative manner.
- The Clinical Nurse Manager II must adhere to the Code of Professional Practice and Behaviours for Registered Nurses.
- 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.

Quality

- To support staff in the development of local policies, protocols, and procedures (PPGs), and audit programmes in accordance with JACIE, OECI, and other relevant accreditation standards.
- Assist in the capture, analysis, presentation, and communication of clinical audit and safety and quality assurance information as required.
- Assist in identifying, communicating, implementing, evaluating actions, and auditing outcomes relating to recommendations and improvement projects.
- Act as a resource and educator and encourage staff to analyse information, and promote and support a quality review and improvement culture.
- Participate in existing quality initiatives and establish new strategies where gaps are evident within the Directorate.
- Create a culture of continuous process assessment to support provision of high quality and safe care.

Communication

- Act as an effective role model in promoting healthy professional relationships.
- Provide feedback to Directorate Nurse Managers, the Nurse Practice Development Co-Ordinator, Operations Manager, and Medical Consultants, and ensure buy-in from all stakeholders.
- Disseminate draft documents for comment as appropriate.
- Maintain accurate records of activity. Evaluate clinical audit, incorporating service monitoring which will contribute to evaluating the role and impact of the care pathway with particular emphasis on how the service improves the quality of patient care.
- Ensure the team makes the most effective and efficient use of developments in information technology for both patient care and administrative support in a manner which integrates well with systems throughout the organisation.
- Collaborate and work with the OECI Co-Ordinator in the TSJCI Project office.
- Communicates effectively in English language, written, and spoken, as appropriate to job requirements.

Management & Leadership

- Demonstrate the ability to self-manage and organise own workload efficiently.
- Help foster a supportive working environment by demonstrating excellent leadership ability.

- Demonstrate both clinical and professional leadership, enabling a multidisciplinary team culture of continuous staff learning and development in relation to clinical governance and quality.

* 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.
- Completed a formal recognised post registration education relevant to the role or a commitment to undertake within an agreed timeframe.
- Project management or quality improvement experience.

Desirable:

- Management course.
- Experience in care of patients with cancer.
- Experience in development of care pathways within healthcare.

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 excellent I.T. skills including excellent keyboard skills and proficiency in Microsoft Excel.
2. Experience in teaching and assessing the nursing and HCA team throughout the last 2 years.
3. Report writing skills.

Desirable:

- Working knowledge of healthcare patient record systems.
- Experience in quality improvement methodologies.

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 **Monday, 2nd June 2025**.

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

St. James's Hospital is an Equal Opportunities Employer