

Role Profile

Role Title	Clinical Nurse Manager I: Mental Health
Purpose of the Role	The post holder will be responsible for the provision of the highest standard of nursing care to patients within the Jonathan Swift Clinic.
Department/Directorate	Jonathan Swift Clinic
Key Reports	Clinical Nurse Manager II Professionally Accountable to the Director of Nursing
Key Direct Reports	Support Staff, Health Care Assistants, Student Nurses as appropriate
Grade	Clinical Nurse Manager I Mental Health
Salary Scale	€56,642 - €66,705
Job Reference Number	001572
Enquiries To	Mairead Kelly, Assistant Director of Nursing, Jonathan Swift Clinic Phone: (01) 428 4015; E-mail: mdkelly@stjames.ie
Closing Date	Sunday, 7 th September 2025

Key Duties and Responsibilities

The Clinical Nurse Manager I will be responsible for the management, care, and treatment of service users, to ensure the optimum standard of nursing care is provided in compliance with An Bord Altranais Regulations and Guidelines, Mental Health Commission Regulations, St James's Hospital policies, and Health Service Executive national policies.

The primary role of the CNM I will be one of clinical and professional leadership, supporting the nursing team, promoting the development of nursing staff by means of in-service training, orientation of new staff and by arranging the clinical experience and supervision of nurses as required.

The CNM I will play a pivotal role as part of the multidisciplinary team.

The role of the CNM I is to:

- Assume responsibility for the efficient day-to-day management of the ward, subject to the overall supervision and direction of the CNM II and Assistant Director of Nursing.
- Provide supervision for all staff and orientation for new staff, ensuring all nursing staff in the area are aware of policies and procedures to be followed.

- Identify training needs of directly managed staff and provide guidance and support as appropriate.
- Encourage evidence based practice, using a care planning approach to nursing care. Monitor and evaluate care given.
- To ensure compliance with all legal requirements affecting patients, staff, and other Hospital matters including up to date mental health legislation, in particular the Mental Health Act 2001. This includes the Judgement support Framework, codes of practices, rules, regulations, and other standards required by the Mental Health Commission.
- In consultation with the CNM II and other disciplines, implement and assess quality management programmes
- Maintain good relations with medical, paramedical, and other staff to ensure prescribed care is carried out.
- Play a central role in maintaining a safe and clean environment for patients, staff, and visitors.
- Monitor all complaints and inform CNM II of any complaint to enable a full investigation of same.
- Deputise for CNM II as required
- The Clinical Nurse Manager I must adhere to Code of Professional Practice and Behaviours for Registered Nurses.
- Ensure patients property is cared for by the approved procedure and staff members are aware of this policy.
- Is aware 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 Psychiatric Nurse with The Nursing & Midwifery Board of Ireland (NMBI), or eligible to register with NMBI.
- 3 years post-registration experience in an acute hospital setting or relevant clinical area within the last 5 years.
- Demonstrate management/in-charge experience within the last year.

Desirable:

- N/A

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 Health Care Assistant team.
3. Be able to demonstrate knowledge and be able to ensure compliance with the legal requirements of the Mental Health Act 2001. This includes the codes of practices, rules, regulations, and other standards required by the Mental Health Commission.
4. Demonstrate professional knowledge of clinical risk assessment.

Desirable:

- Working knowledge of healthcare patient record systems.
- Experience in treatment and recovery of the patients presenting with mental illness.

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.
Leadership Potential	1	<ul style="list-style-type: none"> • Leads by example – engenders trust and respect from others and works well in a team. • Is energetic; has a positive “can-do” attitude. • Demonstrates an ability to be flexible and change position if required.
Communication	2	<ul style="list-style-type: none"> • Keeps people informed, sharing information in a timely and open manner. • Documents important/relevant communications. • Draws on a variety of communication methods to fit situation/circumstances.
Continuous Development – Personal & Professional	2	<ul style="list-style-type: none"> • Acts with integrity and deals with others fairly and consistently. • Responds appropriately to unsafe and/or unprofessional practices. • Looks to achieve personnel and professional fulfilment.

Quality & Safety Service	2	<ul style="list-style-type: none"> • Is a self-starter who shows initiative, assumes responsibility for results. • Anticipates potential challenges/complications; is proactive rather than reactive. • Demonstrates compassion and consideration for hospital patients, families, and carers at all times.
Planning & Organisation	2	<ul style="list-style-type: none"> • Priorities team workload and delegates tasks effectively. • Ensures most effective allocation and use of resources. • Manages competing and changing priorities.
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 **one 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, 7th September 2025.**

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

St James's Hospital is an Equal Opportunities Employer