



**Clinical Nurse Manager 1 (Surgical), Sligo University Hospital**

**Job Specification, Terms & Conditions**

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| **Job Title and Grade** | **Clinical Nurse Manager 1 (Surgical)**  *(Grade Code: 2127)* |
| **Campaign Reference** | SLIGO 0020 |
| **Closing Date** | 12 noon Monday 25th March 2019 |
| **Proposed Interview Date(s)** | **Friday 29th March 2019** |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Organisational Area** | Saolta University Health Care Group, Health Service Executive (HSE) West |
| **Location of Post** | **Surgical North, Sligo University Hospital**  Immediate vacancy. Specified purpose whole-time for 3 years. A panel may be created from this recruitment campaign from which all current and future permanent and specified purpose vacancies of full and part-time duration may be filled throughout Sligo University Hospital. |
| **Informal Enquiries** | Name: Ms Therese Gallagher, Assistant Director of Nursing, Perioperative Directorate  Sligo University Hospital  Phone: 071 9171111, Bleep 285  Email: [therese.gallagher@hse.ie](mailto:therese.gallagher@hse.ie) |
| **Details of Service** | Saolta University Health Care Group is one of seven new hospital groups announced by the then Minister for Health, Dr. James Reilly TD in May, 2013, as part of a re-organisation of public hospitals into more efficient and accountable hospital groups that will deliver improved outcomes for patient. The Saolta University Health Care Group comprises of 7 hospitals:   * Letterkenny University Hospital * Sligo University Hospital * Mayo University Hospital * Roscommon University Hospital * Portiuncula University Hospital * Merlin Park University Hospital Galway * University Hospital Galway   The objectives of the groups are to:   * Achieve the highest standard of quality and uniformity in care across the group * Deliver cost effective hospital care in a timely and sustainable manner * Encourage and support clinical and managerial leaders * Ensure high standards of governance, both clinical and corporate and recruit and retain high quality nurses, NCHDs, consultants, allied health professionals and administrators in all our hospitals.     There is an evolving Group governance structure with 5 Clinical Directorates which manage the clinical specialities across each site:   * Medicine * Perioperative * Laboratories * Radiology * Women and Children’s   Each Directorate has a set of key performance indicators to improve quality, drive performance, and ensure efficiency.    The Group provides a range of high quality services for the catchment areas it serves and Galway University Hospitals (GUH) is a designated supra-regional cancer service provider meeting the needs of all the counties along Western seaboard and towards the midlands from Donegal to North Tipperary.    Saolta University Health Care Group aims to meet its service plan targets. Its priority is to implement the national clinical care programmes across the Group and establish a performance management culture with the development of Key Performance Indicators.  **Vision**  The formation of the hospitals groups, which will transition to independent hospital trusts, will change how hospitals relate to each other and integrate with the academic sector. Over time, the Group will deliver:   * Higher quality service * More consistent standards of care * More consistent access to care * Stronger leadership * Greater integration between the healthcare agenda and the teaching, training, research and innovation agenda   Our Academic Partner is the National University of Ireland, Galway and we are developing further international partnerships in the UK and the USA. |
| **Mission Statement** | Patients are at the heart of everything we do. Our mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.  **OUR VISION STATEMENT**  Our Vision is to build on excellent foundations already laid, further developing and integrating our Group, fulfilling our role as an exemplar, and becoming the first Trust in Ireland.  **OUR GUIDING VALUES**  **Respect** - We aim to be an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more.  **Compassion** - we will treat patients and family members with dignity, sensitivity and empathy.  **Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity.  **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research.  **Learning** - we will nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfill their potential.  **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions.  **Teamworking** – we will engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we aim to communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | CNM2 / CNM3 / Divisional Nurse Manager as relevant to the post / as appropriate. Accountable to the Assistant Director of Nursing and Director of Nursing. |
| **Purpose of the Post** | To be responsible for the management, care and treatment of service users, to ensure that the optimum standard of care is provided within the designated area(s) of responsibility.  The primary role of the CNM 1 will be one of clinical and professional leadership and development in the nursing team, including the development of nursing staff by means of in-service training, orientation of new staff and arranging for clinical experience and supervision of student nurses where this is appropriate. |
| **Principal Duties and Responsibilities** | **Professional / Clinical**  *The CNM1 will:*   * Be responsible for the co-ordination, assessment, planning, implementation and review of care for service users according to service standards. * Provide safe, comprehensive nursing care to service users within the guidelines laid out by An Bord Altranais Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland). * The Manager will practice nursing according to: * Professional Clinical Guidelines * National and Area Health Service Executive (HSE) guidelines * Local policies, protocols and guidelines * Current legislation * Manage own caseload in accordance with the needs of the post. * Encourage evidence based practice, using a care planning approach to nursing care. * Participate in teams as appropriate, communicating and working in co-operation with other team members. * Collaborate with service users, family, carers and other staff in treatment / care planning and in the provision of support and advice. * Communicate verbally and / or in writing results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy. * Plan discharge or transition of the service user between services as appropriate. * Assist in providing staff leadership and motivation, which is conducive to good staff relations and work performance. * Ensure that service users and others are treated with dignity and respect. * Maintain nursing records in accordance with local service and professional standards. * Contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care. * Maintain professional standards in relation to confidentiality, ethics and legislation. * In consultation with CNM2 and other disciplines, implement and assess quality management programmes. * Participate in clinical audit as required. * Devise and implement Health Promotion Programmes for service users as relevant to the post. * Lead and implement change, with particular reference to recommendations of the Commission on Nursing and the health service reform programme. * Operate within the Scope of Practice - seek advice and assistance from his / her manager with any cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance.   **Health and Safety**  *The CNM1 will:*   * Play a central role in maintaining a safe environment for service users, staff and visitors e.g. by contributing to risk assessment. * Assist in observing and ensuring implementation and adherence to established policies and procedures e.g. health and safety, infection control, storage and use of controlled drugs etc. * Observe, report and take appropriate action on any matter which may be detrimental to service user care or well-being / may be inhibiting the efficient provision of care. * Ensure completion of incident / near miss forms. * Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Education and Training**  *The CNM1 will:*   * Engage in continuing professional development by keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and to attend staff study days as considered appropriate. * Provide a high level of professional and clinical leadership. * Provide supervision and assist in the development of knowledge, skills and attitudes of staff and assigned students. * Be familiar with the curriculum training programme for student nurses and be aware of the clinical experience required to meet the needs of the programme. * Participate in the assessment of student nurse proficiency in clinical nursing skills as part of his/her role as preceptor. * Engage in performance review processes including personal development planning as appropriate.   **Personnel / Administrative**  *The CNM1 will:*   * Exercise authority in the running of the assigned area(s) as deputised by the CNM2. * Provide the necessary co-ordination and deployment of nursing and support staff in designated area(s) of responsibility, ensuring that skill mix takes account of fluctuating workloads and ensuring maximisation of available resources. * Assess and monitor trends through collection and analysis of activity and data and keeping CNM2 and Senior Nursing Management informed of changing work patterns, which may require increased resource allocation. * Collaborate with the CNM2 in preparing, implementing and evaluating budget and service plans for the clinical area. * Co-operate in managing all resources - including nursing and non-nursing staff within an agreed budget. * Promote a culture that values diversity and respect in the workplace. * Assist in maintaining the necessary clinical and administrative records and reporting arrangements / contribute to quality assurance by assisting in data collection. * Ensure that patient care equipment is maintained to an appropriate standard. * Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters. * Participate actively in the Nursing Management structure by ‘acting up’ when required. * Engage in IT developments as they apply to service user and service administration.   **KPI’s**   * The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets. * The development of Action Plans to address KPI targets. * Driving and promoting a Performance Management culture. * In conjunction with line manager assist in the development of a Performance Management system for your profession. * The management and delivery of KPIs as a routine and core business objective.   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:**   * Employees must attend fire lectures periodically and must observe fire orders. * All accidents within the Department must be reported immediately. * Infection Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. * The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. * The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:   + Continuous Quality Improvement Initiatives   + Document Control Information Management Systems   + Risk Management Strategy and Policies   + Hygiene Related Policies, Procedures and Standards   + Decontamination Code of Practice   + Infection Control Policies   + Safety Statement, Health & Safety Policies and Fire Procedure   + Data Protection and confidentiality Policies * The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group’s Risk Management Incident/Near miss reporting Policies and Procedures. * The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. * The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. * The post holders’ responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. * The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. * The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. * The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. * It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.   **The above Job Description 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 from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or Experience** | **Each candidate must, at the latest date for receipt of completed applications for the post possess:**  **1. Professional Qualifications & Experience**   * Candidates must be registered in the General Division of the Register of Nurses kept by An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or be entitled to be so registered   And   * Have at least 3 years post registration experience of which 1 must be in the Surgical Division   And   * Have the clinical, managerial and administrative capacity to properly discharge the functions of the role   And   * Candidates must demonstrate evidence of continuing professional development   **2. Annual registration**  i. Practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwifes maintained by the Nursing and Midwifery Board of Ireland (An Bord Altranais agus Cnáimhseachais na hÉireann)  ii. Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).  **3. Age**  Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.  **4. 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.  **5. Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of post registration nursing experience in Surgical nursing as relevant to the role. |
| **Skills, Competencies and/or Knowledge** | ***Candidates must:***   * Demonstrate the ability to lead on clinical practice and service quality * Demonstrate promotion of evidence-based decision making * Demonstrate practitioner competence and professionalism * Demonstrate the ability to plan organise effectively * Demonstrate the ability to build, lead and manage a team * Demonstrate strong interpersonal skills including the ability to build and maintain relationships * Demonstrate strong communication and influencing skills * Demonstrate initiative and innovation in the delivery of service * Demonstrate resilience and composure * Demonstrate openness to change * Demonstrate integrity and ethical stance * Demonstrate a commitment to continuing professional development * Demonstrate the ability to relate nursing research to nursing / midwifery practice * Demonstrate knowledge of quality assurance practices and their application to nursing procedures * Demonstrate an awareness of HR policies and procedures including disciplinary procedures, managing attendance etc. * Demonstrate an awareness of relevant legislation and policy e.g. legislation relevant to the service area, health and safety, infection control etc. * Demonstrate an awareness of current and emerging nursing strategies and policies in relation to the clinical / designated area * Demonstrate an awareness of the Health Service Transformation Programme. * Demonstrate a willingness to develop IT skills relevant to the role * Take appropriate actions and referrals to prevent avoidable deterioration, recognizing and ordering appropriate diagnostic testing. * Demonstrate technical competence in undertaking relevant treatments and practices, including expanded roles. * Provide an environment of trust and respect, ensuring and monitoring other behaviour. * Co-ordinate the care / treatment for a number of patients, managing admission / discharge in an appropriate and timely manner. * Recognising clinical priorities and acting proactively. * Understand the patient/family’s interpretation of the illness to consider the options and goals, involving the patient and family throughout the process. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commissioners for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, feedback facilities for applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information For Candidates”.  Codes of practice are published by the CPSA and are available on [www.careersinhealthcare.ie](http://www.careersinhealthcare.ie) in the document posted with each vacancy entitled “Code of Practice, information for candidates or on [www.cpsa-online.ie](http://www.cpsa-online.ie). |
| **The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.**  **This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.** | |

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**Clinical Nurse Manager 1 (Surgical)**

**Terms and Conditions of Employment**

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| **Tenure** | Immediate vacancy. Specified purpose whole-time for 3 years. A panel may be created from this recruitment campaign from which all current and future permanent and specified purpose vacancies of full and part-time duration may be filled throughout Sligo University Hospital.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary Scale (as at 01/10/18) for the post is: Euro €45,179: €46,006: €47,174: €48,361: €49,530: €50,707: €52,018: €53,240 LSI |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer Stage |
| **Annual Leave** | The annual leave associated with the post is to be confirmed at Job Offer Stage |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation   * To report child protection concerns at or above a defined threshold to TUSLA. * To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report   You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Protection of Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)