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**Clinical Nurse Manager 1 (Emergency Medicine)**

**Job Specification, Terms & Conditions**

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| **Job Title and Grade** | **Clinical Nurse Manager 1 (Emergency Medicine)**  *(Grade Code: 2127)* |
| **Campaign Reference** | SLIGO 0515 via Rezoomo at <https://www.rezoomo.com/job/74154/> |
| **Closing Date** | **12 noon on Monday 20th January 2025** |
| **Proposed Interview Date(s)** | It is proposed that interviews will be held as soon as possible after the closing date. |
| **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** | **Emergency Department, Sligo University Hospital**  There are currently temporary and permanent whole-time and part time positions available in the Emergency Department, Sligo University Hospital.  A panel may be created as a result of this campaign for **Sligo University Hospital** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | **Name:** Tina Fraser  **Job Title:** A/DON  **Tel:** 071 91 72457  **Email:** martina.fraser@hse.ie |
| **Details of Service** | The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.  The Group comprises 7 hospitals across 8 sites:   * [Letterkenny University Hospital (LUH)](https://saolta.ie/hospital/letterkenny-university-hospital) * [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital) * [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital) * [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital) * [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Ladies Hospital Manorhamilton (OLHM) * Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital   The Group's Academic Partner is NUI Galway.  The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs in excess of 10,000 employees, and has a budget in excess of €800 million.  The Group provides a range of high quality services for the catchment areas it serves and 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**  Our vision is to be a leading academic Hospital Group providing excellent integrated patient-centred care delivered by skilled caring staff.  **Saolta Guiding Principles**  Care - Compassion - Trust - Learning  Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:   * Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population. * Deliver integrated services across the Saolta Group Hospitals, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity. * Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners. * Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **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** | Reports to CNM2 / CNM3. 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 Clinical Nurse Manager 1 (Emergency Medicine) 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. * 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 Clinical Nurse Manager 1 (Emergency Medicine) 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 Clinical Nurse Manager 1 (Emergency Medicine) 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 Clinical Nurse Manager 1 (Emergency Medicine) 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.   **KPIs**   * 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.   **The above Job Specification 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**  (i) Are registered in the relevant division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.  **And**  (ii) Have at least 3 years post registration fulltime experience (or an aggregate of 3 years post registration full time experience) of which 1 year post registration full time experience (or an aggregate of 1 years post registration full time experience) must be in the speciality of Emergency Medicine.  **And**   1. Have the clinical, managerial and administrative capacity to properly discharge the functions of the role   **And**   1. Candidates must demonstrate evidence of Continuing Professional Development.   **2. Annual registration**   1. Practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann).   **And**   1. Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).   **3. Health**  Candidates 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.  **4. Character**  Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience in Emergency Medicine Nursing as relevant to the role |
| **Other requirements specific to the post** | The Emergency Department Clinical Nurse Manager role is an internal rotational post operating over a 7/7 week. |
| **Skills, Competencies and/or Knowledge** | ***Candidates must demonstrate the following:***  **Organising and Management Skills**   * Demonstrate the ability to plan and organise effectively. * Demonstrate initiative and innovation in the delivery of service * *Demonstrates evidence of clinical knowledge and evidence based practice when organising and managing*   **Building & Maintaining Relationships (including Team Skills & Leadership Skills)**   * Demonstrate the ability to build and lead a team. * Demonstrate resilience and composure.   Demonstrate strong interpersonal skills including the ability to build and maintain relationships   * *Demonstrates evidence of clinical knowledge and evidence based practice when building and maintaining relationships*   **Commitment to Providing a Quality Service**   * Demonstrate openness to change. * Demonstrate a commitment to continuing professional development * *Demonstrates evidence of clinical knowledge and evidence based practice when providing a quality service*   **Professional Knowledge**   * Demonstrate the ability to lead on clinical practice and service quality. * Demonstrate the ability to relate nursing research to nursing practice. * Demonstrate an awareness of HR policies and procedures including disciplinary procedures. * Demonstrate an awareness of relevant legislation and policy e.g. health and safety, infection control etc. * Demonstrate an awareness of current and emerging nursing strategies and policy 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. * Demonstrate practitioner competence and professionalism.   **Analysis, Problem Solving and Decision Making Skills**   * Demonstrate promotion of evidence-based decision making. * Demonstrate integrity and ethical stance. * Recognises when it is appropriate to refer decisions / problems to the next level * Relies on experience to anticipate, understand & evaluate problems / make decisions. * Demonstrates sound practical judgement and decisiveness. * Gathers information from a range of sources to make well-founded decisions / solve problems and takes information on board quickly and accurately. * Uses experience to generate a number of possible alternatives.   **Communication & Interpersonal Skills**   * Demonstrate strong communication and influencing skills. * Demonstrate interpersonal skills in functioning as a member of a Health Care Team. * Demonstrate principles of confidentiality with all information. * *Demonstrates evidence of clinical knowledge and evidence based practice in their communication skills.* |
| **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.** | |

**Clinical Nurse Manager 1 (Emergency Department)**

**Terms and Conditions of Employment**

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| **Tenure** | There is currently one temporary whole-time position available in the Emergency Department, Sligo University Hospital.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  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 01/10/2024) for the post is:  €54,981 - €55,978 - €57,385 - €58,816 - €60,238 - €61,670 - €63,264 - €64,750  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at job offer stage.  ***\*\*Please note the hours of work include working: days, nights, week-ends, unsocial hours as required to meet service needs****.*  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. 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 (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with this 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. |
| **Protection of Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection for 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. |
| **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. |
| **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 as appropriate to the role. |
| **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 ward/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 ward/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)