

**Clinical Nurse Manager 2 (Intellectual Disability)**

**Job Specification, Terms & Conditions**

|  |  |
| --- | --- |
| **Job Title and Grade** | **Clinical Nurse Manager 2 (Intellectual Disability) – Supplementary- Rolling**  **Bainisteoir Altraí Cliniciúla 2**  *(Grade Code: 2119)* |
| **Campaign Reference** | N.005.2024 |
| **Closing Date** | Rolling Campaign |
| **Proposed Interview Date(s)** | To be confirmed |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Location of Post** | CHO Area 1 – Donegal  The following positions are available:  Permanent Whole Time – Various Throughout Donegal  A supplementary panel may be formed as a result of this campaign for **Intellectual Disability Services, Donegal** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Ciara McFeely, Acting Service Manager, Disabilities Service  **Mobile:** 0871957421 **Email:** ciara.mcfeely@hse.ie |
| **Details of Service** | **The Intellectual Disability Service in Donegal**  The HSE in Donegal provides a wide range of specialist services for children and adults with an intellectual disability directly and in partnership with persons with disabilities, their families, carers, locally based organisations, statutory and non-statutory organisations.  Services range from Specialist Preschool Services to Care of the Older Person with Intellectual Disability.  Donegal Intellectual Disability Services seek to enable each individual with an intellectual disability to achieve his / her full potential, in accordance with their wishes. The services are progressive, needs-led, person-centred and underpinned by the principle of equity.  A key element of these services is the promotion of citizenship and inclusion for people with disabilities. Services are needs-led, and delivered using a person-centred approach.  Services are staffed by qualified nursing and health care assistants and are supported by General Practitioners, Consultant Psychiatrist, Psychologist, Occupational Therapist, Physiotherapist, Speech & Language Therapist and Community Dietician. |
| **Reporting Relationship** | Reports to the Director of Nursing. |
| **Purpose of the Post** | The post of CNM 2 has a pivotal role in service planning, co-ordinating, and managing activity and resources within the clinical area. The main responsibilities are: quality assurance, resource management, staffing and staff development, practice development, facilitating communication and professional / clinical leadership. |
| **Principal Duties and Responsibilities** | *The Clinical Nurse Manager 2 (Intellectual Disability) will:*  **Professional /Clinical**   * Manage patient care to ensure the highest professional standards using an evidence based, care planning approach. * Provide a high level of professional and clinical leadership. * Be responsible for the co-ordination, assessment, planning, delivery and review of service user care by all staff in designated area(s). * Provide safe, comprehensive nursing care to service users according to the Code of Professional Conduct as laid down by the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and Professional Clinical Guidelines * 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. * Participate in teams / meetings / committees as appropriate, communicating and working in co-operation with other team members. * Facilitate co-ordination, co-operation and liaison across healthcare teams and programmes. * 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. * Ensure that service users and others are treated with dignity and respect. * Maintain nursing records in accordance with local service and professional standards. * Adhere to and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care. * Evaluate and manage the implementation of best practice policy and procedures e.g. admission and discharge procedures, control and usage of stocks and equipment, grievance and disciplinary procedures. * Maintain professional standards in relation to confidentiality, ethics and legislation. * In consultation with CNM3 and other disciplines, implement and assess quality management programmes. * Participate in clinical audit as required. * Initiate and participate in research studies as appropriate. * Devise and implement Health Promotion Programmes for service users as relevant to the post. * 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 & Safety**   * Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff e.g. health and safety procedures, emergency procedures. * Observe, report and take appropriate action on any matter which may be detrimental to staff and/or service user care or well-being / may be inhibiting the efficient provision of care. * 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. * Ensure completion of incident / near miss forms / clinical risk reporting. * Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. * Liaise with other relevant staff e.g. CNS infection control Occupational Therapist re appropriateness for procurement. * 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 as appropriate to the role. * 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**   * 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. * 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 identification, development and delivery of induction, education, training and development programmes for nursing and non-nursing staff. * Provide support and supportive supervision to Clinical Nurse Manager 1 and front-line staff where appropriate. * Supervise and assess student nurses and foster a clinical learning environment. * Engage in performance review processes including personal development planning as appropriate.   **Management**   * Exercise authority in the running of the assigned area(s) as deputised by the CNM3. * Provide the necessary supervision, co-ordination and deployment of nursing and support staff to ensure the optimum delivery of care in the designated area(s). * Manage communication at ward and departmental level and facilitate team building. * Provide staff leadership and motivation which is conducive to good working relations and work performance. * Promote a culture that values diversity and respect in the workplace. * Formulate, implement and evaluate service plans and budgets in co-operation with the wider healthcare team. * Manage all resources efficiently and effectively within agreed budget. * Lead on practice development within the clinical area. * Lead and implement change. * Promote, facilitate and participate in the development of nursing policies and procedures. Monitor as appropriate and lead on proactive improvement. * Contribute to the formulation, development and implementation of policies and procedures at area and hospital level. * Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters. * Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service and the community. * Actively participate in the Nursing Management structure by ‘acting up’ when required. * Maintain all necessary clinical and administrative records and reporting arrangements. * Engage in IT developments as they apply to service user and service administration.   **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** | 1. **Professional Qualifications, Experience, etc**   **(a) Eligible applicants will be those who on the closing date for the competition:**  (i) Are registered in the Intellectual Disability division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.  **AND**  (ii) Have at least 5 years post registration experience (or an aggregate of 5 years) of which 2 must be in the speciality or related area of Intellectual Disability.  **AND**  (iii) Have the clinical, managerial and administrative capacity to properly discharge the functions of the role.  **AND**  (iv)Candidates must demonstrate evidence of continuous professional development.  **AND**  **(b)** Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the functions of the role.  **2. Annual registration**  (i) 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**  (ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).  **3. Age**  Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 68 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**  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.  **5. Character**  Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience in Intellectual Disability and the integration of residents to community settings, as relevant to the role, to include experience of HIQA regulations. |
| **Other Requirements Specific to the Post** | Access to appropriate transport to fulfil the requirements of the role, as the post will involve travel between a number of different locations. |
| **Skills, Competencies and/or Knowledge** | ***Candidates must:***   * Demonstrate knowledge of HIQA regulations. * 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 and 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 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. |
| **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.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) 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 2 (Intellectual Disability)**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | There are currently a number of vacancies throughout Donegal.  The posts are pensionable. A supplementary 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 01/03/2023) for the post is:    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. |
| **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 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. |
| **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)