Job Description

Position: Clinical Nurse Manager 1

Accountable to: Clinical Nurse Manager 2
Assistant Director and Director of Nursing

Monitored by: Clinical Nurse Manager 2

Purpose of the Post:
The post holder has responsibility for the provision of professional nursing care, to meet the individual needs of the patient population/service and be accountable for the delivery of such care as well as the supervision of nursing and nursing support staff in the Respiratory Unit.

Qualifications and Experience

The successful candidate will be expected to meet the following:

Essential Criteria:
- Candidates must be registered in the Relevant Division of the Register of Nurses kept by The Nursing and Midwifery Board of Ireland or be entitled to be so registered
- Have at least 5 years post registration experience of which 2 must be in respiratory nursing
- Post Graduate Diploma in Nursing in Respiratory Care
- Evidence of consistent updating of clinical skills and knowledge

Desirable Criteria:
- Previous management experience and a recognized Qualification in management
- Competent and confident IT skills - Word, Excel, Power Point and e-mail
- Demonstrable Coaching & Development skills within clinical practice

Professional/Clinical Responsibilities

- To take ensure that patients have: -
  - an individual assessment based on their specific needs
  - a plan of care tailored based on their specific needs
  - their plan of care implemented, evaluated and that modifications are made as care needs change
  - involvement of other practitioners of the multidisciplinary team as the context of care to the patient and carer needs demand
• To actively promote and implement the concept of individualised patient care within the ward/area.
• To liaise and report on a regular basis to the Clinical Nurse Manager 2 on all aspects of patient care.
• To develop and promote good relationships with patients, families and carers, and thus ensuring a holistic approach to care
• To ensure that the Nursing Documentation relating to patient care is in accordance with Peamount Healthcare’s standards.
• To ensure strict confidentiality of information regarding patients is adhered to.
• To ensure that the principles, which govern adjustments to practice as identified in the document “Scope of Nursing and Midwifery Practice Framework” are promoted and adhered to.

Managerial Responsibilities

• To participate and support the Clinical Nurse Manager in the staff development and induction programme for both trained and untrained staff.
• To plan, develop and organize an in-service education and development programme to reflect the ongoing needs of the service, encouraging all staff to become competent and to expand their scope of practice.
• To be responsible for the implementation, overseeing and evaluation of the Staff Induction and Clinical Competencies programme.
• To promote an environment that provides learning and growth for all staff and to participate in the ward-learning programme.
• To facilitate in developing an environment conducive to promoting ‘reflective practice’ thus ensuring that care delivered to patients is of the highest standard.
• To keep professionally updated and abreast of current trends/developments in professional matters and evidenced based practice.
• Ensure that all staff have an equal opportunity to avail of the educational opportunities provided and assist in maintaining mandatory training records.
• To deputise for the Clinical Nurse Manager 2,
• To cover for Nursing Administration on a rostered basis including Night cover.
• To support the respiratory Out Patient service when required.
• To co-operate and liaise with hospital/community personnel and other hospitals involved in direct or indirect care of patients, and arrange services as appropriate.
• To establish regular and effective communication with medical staff and other members of the multidisciplinary team, and also with patients and relatives.
• To ensure that there is safe and effective distribution of nursing staff when in charge thus ensuring that the individual needs of patients are met.
• To ensure that the ward/patient areas are kept safe, clean and tidy.
• To develop mechanisms for the ongoing monitoring and management of clinical risks.
• To ensure cost effective and appropriate use of hospital resources
• To ensure that the hospital/unit Policies and Procedures are adhered to and that attendants/household staff are aware of same.
- To actively support the Clinical Nurse Manager in developing an evidence based culture.
- To participate and support in promoting Research Awareness in clinical nursing practice.
- To support the development of the ‘resource/link nurse’ for the clinical area.

Quality Outcomes & Audit

- To take an active role in leading and developing standards of care through participating in Quality Initiatives.
- To support the role out of the Safer Better Healthcare Standards on the Unit.
- To ensure that the Nursing Metrics are recorded and action plans implemented.

Health & Safety

- To consider the health, safety and welfare of staff, patients and visitors in accordance with the ‘Health and Safety at Work Act’ (1989).
- To be aware of the details of the Safety Statement as applicable to the clinical area. To effectively manage emergency situations.
- To lead by example and ensure that you have a working knowledge of Peamount Healthcare Policies and Procedures.
- Be familiar with the Emergency Plan and its implementation.
- To ensure that the practice of drug custody of Dangerous Drugs and Administration conforms to the requirement as laid down in the ‘Misuse of Drugs Act’ and ensure that correct drug records are kept. Report discrepancies immediately to the Clinical Nurse Manager 2 and/or nursing administration.
- Report and record all accidents or incidents involving staff, patient and visitors to the Clinical Nurse Manager 2 and/or Nursing Administration.
- Supervise the duties of non-nursing personnel and advise other staff of the need to detect and report faulty equipment and report repairs, which are required.
- To ensure the correct and appropriate use of equipment is maintained.
- To ensure that the Handling and Moving Policy is adhered to.

Note: The role of the Clinical Nurse Manager 1 will not be limited by reference to this outline. This job description is applicable at the present time and may change in detail, or emphasis in light of future change or development, with due consultation with the holder of the post.