



**Clinical Nurse Manager 1 (CNM1)  
Job Specification & Terms and Conditions**

<b>Job Title and Grade</b>	Clinical Nurse Manager 1 (CNM1)
<b>Taking up Appointment</b>	
<b>Location of Post</b>	Leopardstown Park Hospital, Foxrock Dublin 18
<b>Details of Service</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The service provides general care of the elderly with some elderly rehabilitation and respite service</li> <li><input type="checkbox"/> The client group is care of the older persons ( &gt; 65 years) with some rehabilitation</li> <li><input type="checkbox"/> Further development of a falls programme which has already commenced.</li> <li><input type="checkbox"/> Expertise in the area of the Geriatric Giants including movement disorders, incontinence, falls, bone health and dementia as well as stroke</li> <li><input type="checkbox"/> The team structure is interdisciplinary; including Clinical Nurse Manager 2, Staff Nurses, Health Care Assistants, Medical Officer as well as Consultant Physicians and Geriatricians The Health and Social Care Professionals are made up of Physiotherapists, Occupational Therapists, Speech and Language Therapists and Social Workers. Household staff also play an important role on the ward</li> <li><input type="checkbox"/> Patients are admitted from local hospitals, home and also referred from Community Services</li> </ul>
<b>Reporting Relationship</b>	<p>Professionally accountable to the Director of Nursing or designated officer</p> <p>Will report to the Clinical Nurse Manager 2</p>
<b>Purpose of the Post</b>	The Clinical Nurse Manager 1 will be accountable for the day to day management of the unit. This includes the determination of work to be done, the rostering and allocation of the work, the coaching and supervision of staff, teaching and training of nurse and support staff and participation in the ongoing development and evaluation of systems and programmes of care delivery. This includes assessment of resident care needs, the development, implementation and evaluation of programmes of care plans and the setting and monitoring of standards of care.
<b>Principal Duties and Responsibilities</b>	<p><b>Professional and Clinical Practice</b></p> <p>The Clinical Nurse Manager 1 will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Be responsible for the coordination, assessment, planning and implementation and review of care for residents in adherence to standards in association with the CNMII</li> <li><input type="checkbox"/> Provide safe, comprehensive nursing care to residents within the guidelines of NMBI.</li> </ul> <p>The CNM 1 will practice according to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Professional clinical guidelines</li> <li><input type="checkbox"/> National and Leopardstown Park Hospital guidelines, policies and procedures</li> <li><input type="checkbox"/> Current legislation including HIQA Standards and Nursing Home Legislation.</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Manage own caseload in accordance with the needs of the post</li> <li><input type="checkbox"/> Encourage evidence based practice, using individual assessment and care plan</li> <li><input type="checkbox"/> Participate in teams as appropriate, communicating and working in cooperation with other team members.</li> <li><input type="checkbox"/> Collaborate with residents, family and carers and other staff in the provision of care including support and advice</li> <li><input type="checkbox"/> Communicate verbally and in writing the results of assessments, care provision, and communicate recommendations to the team and other relevant others in</li> </ul>



accordance with service policy.

- Plan admissions, discharges or transfer with all relevant stakeholders.
- Assist in providing staff leadership and motivation, which is conducive to good staff relations and work performance.
- Ensure residents are treated with dignity and respect.
- Maintain accurate up to date records in accordance with local and national guidelines.
- Contribute to the development and maintenance of nursing standards protocols and guidelines to ensure delivery and evaluation of evidence based practices.
- Coordinate and participate in clinical audit.
- Devise, deliver and evaluate health promotion programmes for service users
- Lead and implement change
- Operate within the Scope of Nursing Practice- seek advice and assistance from his/her manager with any case or issues that provide beyond the scope of his/her professional competence in line with the principles of best practice and clinical governance.
- Maintain professional standards in relation to confidentiality, ethics and legislation.
- 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.

#### **Health and Safety**

The Clinical Nurse Manager 1 will:

- Play their part in maintaining a safe environment for residents, 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/RMEF or other appropriate system
- 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. Infection Control Manager, Occupational Therapy, Physiotherapy, Procurement Officer re appropriateness for procurement of equipment.
- Will ensure the cleanliness and hygiene of the unit will be to highest standard.

#### **Risk Management**

The Clinical Nurse Manager 1 will

- Be actively involved in the identification and management of risk
- Assess risk utilising the local risk management processes as outlined in risk management policy documents.
- Complete and review action plans pertaining to risk.
- Complete near miss and incident documentation
- Provide learning to staff from incidents and near misses.

#### **Education and Training**

The Clinical Nurse Manager will

- Engage in continuing professional development by keeping up to date with nursing



	<p>literature, recent nursing and new developments in nursing management, education and practice and to attend staff study days as considered appropriate</p> <ul style="list-style-type: none"> <li>• Be familiar with the curriculum training programme for students nurses/ health Care Assistants and be aware of the clinical experience required to meet the needs of the programme</li> <li>• Engage in performance review processes including personal development planning as appropriate</li> <li>• Provide a high level of professional and clinical leadership</li> <li>• Provide supervision and assist in the development of knowledge, skills and attitudes of staff and assigned students</li> <li>• Participate in the assessment of student nurse/ Health Care Assistants proficiency in clinical nursing skills</li> </ul> <p><b>Personnel / Administrative</b></p> <p>The Clinical Nurse Manager 1 will:</p> <ul style="list-style-type: none"> <li>• Exercise authority in the running of the assigned area(s) as deputised by the Clinical Nurse Manager 2</li> <li>• 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</li> <li>• Assess and monitor trends through collection and analysis of activity and data and keeping Clinical Nurse Manager 2 and Senior Nursing Management informed of changing work patterns, which may require increased resources allocation</li> <li>• Collaborate with the Clinical Nurse Manager 2 in preparing, implementing and evaluating budget and service plans for the clinical area</li> <li>• Co-operate in managing all resources-including nursing and non-nursing staff within an agreed budget</li> <li>• Promote a culture that values diversity and respect in the workplace</li> <li>• Assist in maintaining the necessary clinical and administrative records and reporting arrangements/contribute to quality assurance by assisting in data collection</li> <li>• Ensure that patient care equipment is maintained to an appropriate standard</li> <li>• Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters</li> <li>• Participate actively in the Nursing Management structure 'acting up' when required</li> <li>• Engage in IT developments as they apply to residents and service administration</li> </ul> <p>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.</p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/ or experience</b></p>	<p><b>Candidates must at the latest date of application: -</b></p> <ul style="list-style-type: none"> <li>• Be registered with the Nursing and Midwifery Board of Ireland or be entitled to be so registered</li> </ul> <p style="text-align: center;"><b>and</b></p> <ul style="list-style-type: none"> <li>• Have a minimum 3 Years Post Registration experience of which 1 must be in Care of Older Persons</li> </ul> <p style="text-align: center;"><b>and</b></p> <ul style="list-style-type: none"> <li>• Have the clinical, managerial and administrative capacity to properly discharge the functions of the role.</li> </ul>



	<p><b>Health</b> 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.</p> <p><b>Character</b> Each candidate for and any person holding the office must be of good character.</p>
<p><b>Post Specific Requirements</b></p>	<p>n/a</p>
<p><b>Other requirements specific to the post</b></p>	<p>A recognised management qualification is desirable</p>
<p><b>Skills, competencies and/or knowledge</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to lead on clinical practice and service quality</li> <li>• Demonstrate promotion of evidence-based decision making</li> <li>• Demonstrate practitioner competence and professionalism</li> <li>• Demonstrate the ability to plan and organise effectively</li> <li>• Demonstrate the ability to build, lead and manage a team</li> <li>• Demonstrate strong interpersonal skills including the ability to build and maintain relationships</li> <li>• Demonstrate problem solving and analytical skills</li> <li>• Demonstrate strong communication and influencing skills</li> <li>• Demonstrate initiative and innovation in the delivery of service</li> <li>• Demonstrate resilience and composure</li> <li>• Demonstrate openness to change</li> <li>• Demonstrate integrity and ethical stance</li> <li>• Demonstrate a commitment to continuing professional development</li> <li>• Demonstrate the ability to relate nursing research to nursing practice</li> <li>• Demonstrate knowledge of quality assurance practices and their application to nursing procedures</li> <li>• Demonstrate an awareness of HR policies and procedures including disciplinary procedures, managing attendance etc.</li> <li>• Demonstrate an awareness of relevant legislation and policy e.g. legislation relevant to the service area, health and safety, infection control etc.</li> <li>• Demonstrate an awareness of current and emerging nursing strategies and policies in relation to the clinical/designated area</li> <li>• Demonstrate an awareness of HIQA Standards and nursing home regulations</li> <li>• Demonstrate a willingness to develop IT skills relevant to the role</li> </ul>

This job description 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 (CNM1)  
Terms and Conditions of Employment**

<b>Tenure</b>	Permanent wholetime
<b>Working Week</b>	The standard working week applying to the post will be 39 hours rostered over 7 days and nights.  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
<b>Annual Leave</b>	The annual leave associated with the post will be confirmed at job offer stage
<b>Protection of Persons Reporting Child Abuse Act 1998</b>	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.
	<p><b>N.B</b>  <b>The role of the CNM1 will not be limited by reference to this outline. This job description is applicable at the present time and may in detail; or emphasis in light of future changes or developments, with due consultation with the holder of the post.</b></p> <hr/> <p>This is to confirm that I have received and read a copy of my Job Description</p> <p>Print Name: _____ Signed: _____  Date: _____</p> <p>Line Manager: _____ Signed: _____  Date: _____</p>