



Saint John of God Community Services Liffey Services

Job Description

Post:	Clinical Nurse Manager II
Location:	Residential, Saint John of God Community Services Clg., Liffey Services,
Responsible to:	Regional Director
Reporting to:	Programme Manager

Hospitality, Care, Respect, Excellence, Justice

Person Specification:

Qualifications:

- Be on current register as maintained by the Nursing and Midwifery Board of Ireland and preferably possess the RNID qualification

Experience:

- Have at least 5 years post registration experience of which 2 must be in the speciality of Intellectual Disability at CNM 1 Level

Professional Knowledge

- Strong clinical, managerial and administrative skills evident in previous roles
- Demonstrate evidence of continued commitment to professional development
- Excellent communication skills essential
- Excellent knowledge and understanding of relevant Health Act Regulations, HIQA standards and all other relevant legislation.
- Knowledge of a Time to Move On from Congregated Settings report - 2011
- Knowledge of New Directions report

Essential:

- Full clean driving licence

The post holder is required to be the Person in Charge (PIC) of the designated centre/location.

Role and Responsibilities:

The Clinical Nurse Manager II key areas of responsibility will be:

Resident Welfare:

- To ensure HIQA standards are met.
- To ensure the development and implementation of quality systems primarily using the Personal Outcome Measure so that a service of the highest quality is provided to Residents and their families.
- To create a homely atmosphere in the Home/Respite facility in keeping with the Saint John of God Hospitaller Ministries commitment to Person Centred Planning i.e. POM's/discovery.
- To Ensure that the highest possible standards of care, education and training are maintained within the unit in keeping with the values of Saint John of God Hospitaller Ministries.
- You will be required to work as part of the on-call team providing support to front line staff outside your normal working hours on a rostered basis.
- To implement the Saint John of God Hospitaller Ministries policy documents together with St. John of God Community Services policy documents.
- To develop and implement a range of Resident's individual care plans aimed at improving quality of life. "Quality of Life" embraces personal choice, relationships, personal development, integration and participation in community life.
- To participate with members of the multi-disciplinary team in the formulation of a range of individually focused programmes for those people who attend the service and to ensure their effective implementation.
- To provide and maintain the highest standards in care and training for Residents including involvement in the development, implementation and evaluation of care plans, individual programme plans, multi-element behaviour support plans and study groups.
- To promote self-advocacy and to act as advocate for Residents who need support in this area.
- To be aware of goals set in line with Person Centred Planning, resident's individual plans and to include them when devising Care Plans.
- Act as PIC for designated centre

Staff Management:

- To be responsible for the coordination of staff in home/respite facility so that best practice is delivered and to ensure that duties, activities, care plans and programmes allocated to staff are carried out efficiently.
- To promote a healthy work environment which encourages staff to develop their potential within a spirit of teamwork.
- To implement the Saint John of God Hospitaller Ministries policy documents together with St. John of God Community Services Liffey Services policy documents.
- To support staff through implementation of the Performance Development and Review system.
- To ensure the St. John of God Community Services Liffey Services induction procedures are carried out promptly and effectively.
- To carry out all instructions and treatments prescribed by the medical practitioner.
- Maintain custody of all medical preparations including controlled drugs and ensuring the safe administration of medical preparations in accordance with the Guidance of Nurses and Midwives on the Administration of Medical Preparations 2000 (An Bord Altranais).
- To supervise staff team.
- To report without reasonable delay, any defects in equipment or system of work which might endanger safety, health or welfare, of which he/she becomes aware.

- To identify staff training needs and participate in in-service training for staff.
- To keep abreast of developments in the field of intellectual difficulties with particular emphasis on the education and training of people with moderate, severe and profound intellectual disability and to communicate this information to staff.
- To attend seminars, in-service programmes and courses on professional matters as required, in order to maintain a high professional standard within St. John of God Community Services Liffey Services.
- Managing Resources i.e. staff rosters
- To ensure HIQA requirements in relation to staff training and supervision are achieved.
- Supervision of Staff

Communication:

- To provide Residents with all available opportunities to communicate.
- To ensure that individual and their families are involved in any decision making process relative to them.
- To organise regular staff meetings and to ensure that an effective system of communication is in operation.
- To maintain and promote effective communication between Day Service staff and Residential Home/Respite facility.
- To liaise with other Clinical Nurse Managers and heads of departments in matters concerning both the direct provision of services and also concerning the effective provision of support services, maintenance, catering and housekeeping etc.

Other Duties:

- To ensure prompt investigation of all accidents and incidents and the compilation of reports which may be required.
- To ensure all Residents documentation is kept up to date and all relevant information recorded, dated and signed in each Service User's individual file/care plan as per Guidance for nurses in recoding clinical practice (2002) An Bord Altranais.
- To liaise and cooperate with the Pastoral Care Departments to ensure that the spiritual needs of individuals are met.
- To be fully familiar with the terms and safety, Health and welfare at Work act, and all relevant policy documents of the Saint John of God Hospitaller Ministries.
- To ensure all residential home/respice facility staff are familiar with the health and safety regulations so that proper safety standards are maintained.
- To report any irregularities he/she may observe.
- To participate in local committees and working groups as requested.
- Delivery of training/competencies if required.
- To report all incidents appropriately through local procedure, NIMS and HIQA

CONFIDENTIALITY

Ensure confidentiality is kept as a priority and information is disseminated through the appropriate channels on a need to know basis.

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of service users and/or staff or other Centre/Service business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff or clients or other Centre business be divulged or discussed except in the

performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

This job description will be subject to review in the light of experience and/or changing circumstances and will include other duties appropriate to the post as may be determined by the Regional Director.
