



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.
- A qualification in management or a willingness to undertake same

Experience:

- Have at least 5 years post registration experience of which 2 must be in the speciality of Intellectual Disability.
- Be able to demonstrate an excellent knowledge of models of care and best practice in the field of intellectual disability

Professional Knowledge

- Strong clinical, managerial and administrative skills evident in previous roles and the ability to transfer these skills to a new setting
- Demonstrate evidence of continued commitment to professional development and implement new skills/knowledge to benefit the service
- Excellent communication skills across a range of disciplines
- Excellent knowledge and understanding of relevant Health Act Regulations, HIQA standards and all other relevant legislation and best practice, and how to implement these in practice.
- Knowledge of a Time to Move On from Congregated Settings report - 2011
- Knowledge of New Directions report

Essential:

- Full clean driving licence
- Willingness to participate in the governance of the service and participate in an on call service
- Required to be the person in charge of a designated centre(s) (PIC)
- A qualification in management or a willingness to undertake same
- Required to participate in the on-call roster (Monday to Friday evenings and weekends).

Role and Responsibilities:

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

Resident Welfare:

- To be fully versed in regulatory and outcome based standards for designated centres for adults with a disability as required by HIQA
- To ensure the development and implementation of quality systems primarily using the Person Centred Planning model so that a dynamic service of the highest quality is provided to residents and their families.
- To ensure all systems and practices are in place to ensure residents are safe, secure and protected from all forms of abuse and to report and act on any allegations or suspicions of abuse in the designated centre.
- To ensure that all residents are respected and supported as a valued individual with unique attributes, needs and wishes.
- To create a homely atmosphere in the designated centre in keeping with the Saint John of God Hospitaller Ministries.
- Manage the clinical and social care delivered to residents to ensure the highest professional standards using an evidence based, care planning approach.
- Provide a high level of professional and clinical leadership to all team members
- Be responsible for the co-ordination, assessment, planning, delivery and review of residents care by all staff in designated centre(s) incorporating an improved quality of life. "Quality of Life" embraces personal choice, relationships, personal development, integration and participation in community life.
- Provide safe, comprehensive nursing care to residents within the guidelines laid out by the Nursing and Midwifery Board of Ireland
- To work as part of the on-call service providing support to front line staff outside your normal working hours. This is on a rostered basis and is remunerated.
- To implement the Saint John of God Hospitaller Ministries policy documents together with St. John of God Community Services policy documents.
- 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.

Staff Management:

- To be responsible for the coordination of staff in the centre/respite facility so that best practice is delivered ensuring that duties, activities, care plans and programmes allocated to staff are carried out effectively and in a timely manner.
- Participate in the identification, development and delivery of induction, education, training and development programmes for healthcare and social care staff, promoting a learning environment for all.
- To support staff to fulfil their role and potential through implementation of the Performance Development and Review system.
- To participate in and ensure the St. John of God Community Services Liffey Services induction procedures are carried out promptly and effectively.
- To provide regular supervision for staff to be accountable for duties, work practices and where required improvements in performance where needed.
- To implement all HR policies and procedures
- To ensure all instructions and therapeutic treatments prescribed are implemented.
- 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 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 skills requirements, staff training needs and participate in in-service training for staff.
- To be fully aware of all best practice developments and key research in the field of intellectual disabilities with particular emphasis on person centred care for people with moderate, severe and profound intellectual disability and to support staff to implement relevant changes in practices based on these.
- 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 to the most benefit of residents i.e. staff rosters, equipment, skills mix
- Act as PIC for designated centre

Communication:

- To support all residents to access and experience a total communication approach utilising all available opportunities/tools/equipment to achieve this.
- To carry out all duties with a focus on achieving solutions and developing innovative ideas that benefit residents and the organisation
- To ensure that individual and their families are involved in the decision making process relative to them.
- To support and facilitate residents where required to utilise any advocacy or Assisted Decision Making services they require to represent their views
- To facilitate regular staff meetings and to ensure that an effective system of reflective practice and communication is in operation.
- To maintain and promote effective communication between Day Service staff and the designated centre.
- To liaise professionally 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 any additional support services, such as maintenance, housekeeping and MDT.

Other Duties:

- To ensure prompt identification and investigation of all accidents and incidents and the accurate compilation of any reports or reviews which may be required.
- To ensure all residents records are kept accurate, up to date, secure 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 ensure use of information and data is well managed in line with data regulations and GDPR and is only shared on a need to know basis
- To liaise and cooperate with the Pastoral Care Department or external advisors to ensure that the spiritual needs and wishes of individuals are met.
- To be fully familiar with the Health and Welfare at Work Act, Employment legislation, CORU requirements, HSE policy and Guidance and all relevant policy documents of the Saint John of God Hospitaller Ministries.
- To ensure that all residential centre/respice facility staff are familiar with the health and safety regulations so that proper safety standards are maintained.
- To report any irregularities or concerns he/she may observe.
- To participate in local committees and working groups as requested.
- Delivery of training and participate in assessing competencies if required.

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.

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 *as may be determined by the Regional Director.*

July 2019