



Saint John of God Community Services Liffey Services

Job Description

Post:	Clinical Nurse Manager I
Location:	Day Services, Saint John of God Community Services Clg., Liffey Services,
Responsible to:	Regional Director
Reporting to:	Programme Manager / Day Service Coordinator

Hospitality, Compassion, Respect

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 leadership & management is desirable

Experience:

- At least 3 years' experience of supporting adults with Intellectual Disabilities

Professional Knowledge

- The CNM1 will ensure that services are provided in a person-centered manner and will have a leading role in service planning, coordinating and managing resources within the day service
- Strong leadership, administrative and clinical skills.
- Management of Infection prevention and control including Covid-19
- Demonstrate evidence of continued commitment to professional development
- Excellent communication and interpersonal skills
- Computer skills essential (to include Word and Excel)
- Excellent knowledge and understanding of relevant Health Act Regulations, New Directions standards and all other relevant legislation.
- Extensive knowledge of HSE Safeguarding Vulnerable Persons at Risk of Abuse and Neglect Policy & Procedures 2015

Essential:

- Full clean driving licence and willingness to drive own car as part of duties

Role and Responsibilities:

The Clinical Nurse Manager 1 key areas of responsibility will be:

Service User Welfare:

- To ensure management of and compliance with New Directions standards
- To implement all policy documents as directed by HSE & St. John of God Community Services.
- To oversee the development and implementation of individual person-centred plans for each service user ensuring personal choice, opportunities for meaningful 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 facilitate circles of support meetings to support the service user to achieve their goals
- To oversee the development and implementation of Positive Behaviour Support Plans
- To promote self-advocacy and to act as advocate for service users who need support in this area.

Staff Management:

- To be responsible for the governance and safety of your department as required.
- To provide clear, regular supervision and performance development & management to staff reporting to you.
- To support staff in identifying training needs and participation in in-service training.
- To promote a healthy work environment
- To devise local protocols for staff to follow in your area as required.
- To ensure the St. John of God Community Services Liffey Services induction procedures are carried out promptly and effectively.
- To supervise and if necessary carry out all instructions and treatments prescribed by the medical practitioner as per policy.
- 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 all qualified and non-qualified staff in your area of responsibility.
- To report without reasonable delay, any defects in equipment or system of work which might endanger safety, health or welfare, of which you becomes aware.
- To keep abreast of developments in the field of intellectual disabilities 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. Annual leave, training , absenteeism

Communication:

- To provide service users with all available opportunities to communicate, including the use of assistive technology and other augmented communication.
- To ensure that individuals, in conjunction with their circle of support, are involved in any decision making process relative to them.
- To organise and record 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 facility.
- To liaise with other Clinical Nurse Managers and heads of departments in matters concerning both the provision of services and also concerning the effective provision of support services, maintenance, catering and housekeeping etc.
- To update your line manager and / or Programme Manager of any pertinent information.

Other Duties:

- To report and ensure prompt investigation of all accidents and incidents and the compilation of reports which may be required.
- To ensure all service users 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 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 Community Services.
- To ensure all staff are familiar with the health and safety regulations so that proper safety standards are maintained.
- To participate in local committees and working groups as requested.
- Delivery of training/competencies if required.
- Complete any tasks or duties given by the Coordinator/Programme manager.

CONFIDENTIALITY

The Saint John of God **Data Protection and Information Security Policy** applies to all staff members of Saint John of God Community Services to make sure that data is managed and protected in compliance with GPDR (General Data Protection Regulation) and the Data Protection Act 2018.

Confidentiality is of the highest importance in all of Saint John of God Services and information is disseminated only 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.

May 2023