



Saint Joseph's Shankill

Dedicated to Dementia Care

Saint Joseph's Shankill, part of the Saint John of God Hospital clg, is the only care home in Ireland solely dedicated to dementia care. Our vision is to lead the way in dementia care in Ireland, providing the highest quality; person centred supportive care to our residents, where their home, happiness and feelings matter most to us. At Saint Joseph's Shankill we aspire to lead the way in dementia care in Ireland. Over the last few years we have transformed from a traditional style, medical modelled nursing home into six new homes or 'lodges' as they are known. We are an accredited Meaningful Care Matters 'Butterfly Home'. We are part of the Irish Hospice Foundation's CEOL Programme focusing on person centred end of life care and Winners of the NHI Excellence in Dementia care Award 2018.

Post: Clinical Nurse Manager II (CNM II)

Reporting to: Director of Nursing, Saint Joseph's Shankill

Responsible to: Chief Executive, Saint John of God Hospital clg.

Purpose and Summary of post:

The Clinical Nurse Manager II at St. Joseph's Shankill should have the passion for leading person-centred dementia care. Be able to mentor, coach and show staff directly, best practice in person-centred care through role modelling your own skills in how to support and care for people living with a dementia. Be action focused and deliver measureable improvements in quality of life and quality of service. Demonstrate a relaxed manner and a skill in 'going with the flow' which focuses on people's individual needs and not tasks and routines whilst still ensuring all clinical and work requirements are met

The Clinical Nurse Manager II at St. Joseph's Shankill will play a pivotal role in supervising and supporting staff nurses and health care assistants in the delivery of quality evidenced based nursing care and the co-ordination and management of resources on a daily basis. The main responsibilities will include: Professional/Clinical Leadership, Communication, Change Management, Practice Development, Resource Management, Staffing and Staff Development. Function as a role model, promote best practice in the delivery of care, and provide clinical expertise and support within the Inter Disciplinary Team.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Management Responsibilities

- Provide a high level of professional and clinical leadership and to exercise authority in the running of assigned areas (3 lodges) in Saint Joseph's Shankill.
- To assist with the formulation of policies, protocols, guidelines and procedures ensuring the highest standard of patient focused nursing care is provided within available resources and to ensure that all policies, protocols and guidelines are adhered to.
- Have an in-depth knowledge and be familiar with National Quality Standard for Residential Care Settings for Older People in Ireland, the Health Act 2007 (Regulations 2013) and continuous quality improvement.
- To identify resources and facilities required to manage the clinical care requirements. Manage all resources efficiently and effectively with agreed budgets.

- To ensure adequate levels of stocks/supplies are maintained for clinical care needs
- To ensure that all registered staff nurses are aware of their legal responsibilities as regards the prescription, administration and management of medications.
- Direct and advise nursing personnel; staff nurses and healthcare assistants, in ensuring that all nursing practice is carried out in accordance with the Nursing and Midwifery Board of Ireland, Health Act 2007 (Regulations 2013), Saint John of God Hospitaller Services Group Policies, Saint John of God Hospital clg and Saint Joseph's Policies and Procedures and best evidence based practice. .
- Facilitate co-ordination, co-operation and liaison across multidisciplinary team and programmes and promote community liaison.
- Be responsible for allocating staff, providing support and supervision to all staff and volunteers on all aspects of nursing care required.
- To plan and co-ordinate duty rotas and annual leave managing attendance, absenteeism in accordance with human resources policy.
- Provide staff leadership and motivation which is conducive to good working relations and work performance.
- To liaise closely with household, administrative, maintenance and catering staff with regard to residents' needs.
- To liaise with nursing colleagues and arrange/ participate at meetings as required.
- Ensure compliance with legal requirements, policies and procedures affecting residents, staff and other service matters.
- Participate, develop and monitor performance improvement plans including key performance indicators.
- To ensure quality of care by regular audits and ongoing monitoring and guiding clinical staff.
- Lead on practice development and audits within the clinical area and implement change.
- To cover for Department of Nursing as required.
- To deputise for the Director of Nursing / Person in Charge in their absence and be competent to undertake the responsibilities for that office.

Clinical Responsibilities

- Assist with planning and arranging admissions to the lodges and person centred care planning
- Provide safe, comprehensive nursing care to residents' within the guidelines laid out by An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland – NMBI).
- To promote a person centred approach to dementia care, utilising specialist knowledge relating to the care of the resident.
- Ensure the health and wellbeing of each resident is promoted and they are given appropriate support to meet any identified healthcare needs.
- Ensure each resident is offered a choice of appropriate recreational and stimulating activities to meet their needs and preferences.
- To act as an effective role model and resource/advisor to colleagues in the delivery of nursing care and to take an active part in the delivery of care.
- Manage patient care to ensure the highest professional standards using evidence based, care planning approach, evaluate and manage the implementation of best practice policy and procedure.
- Develop, implement and review Enriched Care Plans to ensure they reflect person centered dementia care.
- To provide advice and support to residents and those close to them on psychological, social and spiritual issues when necessary.
- To support family and relatives through times of change and stress in their lives liaising with and referring to other professionals/specialists/ support groups as appropriate.
- Provide a welcoming relaxed and homely atmosphere for the resident and those close to them.
- Provide/promote educational support for residents and their families.
- To plan, liaise, and prepare resident's transfer to home or hospital if applicable.

- To ensure patient confidentiality is respected and maintained at all times.
- Be competent to deal with any allegation, suspected or confirmed abuse of any resident in accordance with the Safeguarding Vulnerable Adults Policy
- Investigate complaints pertaining to nursing areas, document and take appropriate action in accordance with policy.
- Operate within the scope of practice – seek advice from management team with any cases or issues that prove to be beyond the scope of professional competence in line with principles of best practice and clinical governance.
- Ensure that all clinical nursing records and documentation maintained to comply with legal requirements, facilitate the best recording standards and are kept up to date at all times.

Education and Training

- To provide instruction and guidance in the form of orientation and ongoing informal and formal teaching sessions to care assistants and staff nurses.
- Participate in the identification, development and delivery of education, training and practice development programs for nursing and non-nursing staff.
- To act as a resource to other members of the team, to other health care professionals and to students from external agencies.
- To co-ordinate and facilitate learning objectives for nurses undertaking diploma/degree courses when on clinical placement in the particular specialty.
- To be prepared to participate in relevant and appropriate research as agreed by Director of Nursing.
- Be competent in the use of and participate in the development and implementation and management of new Information Technology.
- Assist in the development and implementation of new ICT projects.
- Lead and implement change with particular reference to regulations of Health Act 2007 (Regulations 2013).
- Be responsible for implementation of a training programme for Healthcare Assistants as required and identify any relevant courses or seminars relevant to the further education of staff.
- To be responsible for personal professional development and to promote and encourage professional development of staff.

General:

- To adhere to Saint John of God Hospital clg and Saint Joseph's policies at all times.
- Be aware and supportive of the philosophy and ethos of the Saint John of God Hospitaller Services Group.
- To ensure confidentiality in all matters of information obtained during the course of employment.
- Be familiar with and adhere to the current code of ethics for nurses in Ireland.
- The extent and speed of change in the delivery of health care is such that adaptability is essential in this position. The incumbent will be required to maintain and enhance their professional knowledge, skills and attitudes necessary to respond to a changing situation.
- Saint Joseph's Shankill has a strong commitment to volunteering. Your role will involve engaging with and supporting our volunteer team.
- Information governance arrangements ensure secure record-keeping and file-management systems are in place to deliver a person-centred, safe and effective service.
- Understand and uphold the GDPR and Data Protection Policies and Procedures of Saint John of God Hospital CLG and liaise with the Data Protection Officer as required.
- To promote and assist in the implementation of Assisted Decision making act 2015 to improve process and safeguard residents.
- To perform such other duties appropriate to the post as may be assigned from time to time by the Director of Nursing

Health & Safety

- Assist in the development, implementation and review of the department's Health and Safety statement, as appropriate.
- Document appropriately and report any near misses, hazards, incidents and accidents and bring them to the attention of the relevant person(s).
- Be aware of risk management issues, identify risks and take appropriate action.
- Comply with department procedures with regard to assessment, recommendation all assistive devices.
- To ensure that the working environment is as safe and healthy as possible for residents, staff, volunteers and visitors.
- Lead and assist with Safeguarding and ensure the development and implementation of safeguarding strategies and procedures are actively in place.
- To be the lead for Infection Prevention & Control ensuring that Saint Joseph's has adequate strategies and systems in place to ensure compliance.

The 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.

As the service needs of Saint John of God Hospital CLG and Saint Joseph's Shankill evolve and develop over time, there may be an impact on this role and therefore the job description may be reviewed according to the needs of the organisation.

This job description is a guide to the general range of duties assigned to the post holder. It is not intended to be definitive or restrictive and is subject to periodic review with the employee.

PERSON SPECIFICATION

Clinical Nurse Manager II (CNMII)

Qualifications - Essential	Evidence of current registration on the General/Psychiatric division of the register maintained by the Nursing and Midwifery Board of Ireland (NMBI)
Qualifications - Desirable	Course in First Line Management Post registration qualification in Dementia/Gerontology
Experience - Essential	3 years nursing experience in a senior nursing role in Ireland
Personal competencies	<ul style="list-style-type: none">• High capacity for responsibility• Team player.• Ability to lead the change process, from problem recognition to change implementation and evaluation.• Ability to co-ordinate and motivate self and others in service delivery.• Ability to form effective interpersonal relationships which are sensitive to the diversity of personnel with whom you work.• Ability to provide attendees with both group and individualised care.

	<ul style="list-style-type: none"> • Ability to represent and negotiate on behalf of the team. • Well organised with effective time management skills. • Demonstrates initiative. • All posts in Saint Joseph's Shankill require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required. • Good computer skills.
Health	A candidate for and any person holding this office must undergo medical examination and be free from any defect or disease which would render him/her unsuitable to hold the office and be in a state of health as would indicate a reasonable prospect of ability to attend regular and efficient service.
Character	A candidate or any person holding this office must be of good character. Garda clearance is a mandatory requirement.

CONDITIONS OF EMPLOYMENT

Post Title	Clinical Nurse Manager II (CNMII)
Salary Scale	As per Consolidated Pay Scales
Nature of Appointment	Full Time / Permanent
Working Week	Appointment is made to the Nursing Department and the working week will be 39 hours dependent on the service or duties to which you are assigned.
Holidays:	Saint Joseph's holiday year runs from 1 st January to 31 st December and the annual leave will vary depending on experience. Public holidays will be granted in accordance with the provisions of the Organization of Working Time Act, 1977.
General	Saint Joseph's will not be liable for any expenses incurred by candidates in connection with interview etc., or in relation to employment in this position.
Confidentiality	Manager will have access to information concerning the medical or personal affairs of staff and/or patients/clients or other Centre/Service business. Such records and information are strictly confidential and unless acting on the instruction of an authorized person, on no account must information concerning staff or patients/clients or other Centre/Service business be divulged or discussed except in the performance of normal duty. In addition, records may never be left in such a manner that unauthorized persons can obtain access to them and must be kept in safe custody when no longer required.
Ethical Clause:	You are required to respect and operate within the tradition, character and ethics which govern the work of the Saint John of God Hospital clg/Saint/ Joseph's Shankill and Hospitaller Ministries.
Health & Safety	It shall be the duty of every employee, while at work, to take reasonable care for his/her own safety, health and welfare and to report to his/her immediate supervisor, without unreasonable delay, any defects in equipment or system of work which might endanger safety, health or welfare, of which he/she becomes aware.

Probation	A period of probation, appropriate to the appointment, will apply.
Other Working	Those being considered for posts and those already employed are required to confirm if they are employed in any way outside of their St John of God Hospital Clg/Saint Joseph's Shankill contract and to secure the approval of the Chief Executive for any additional working. Details of both the number of weekly hours and the nature of employment will be required.

Benefits of working at St John of God Hospital Clg, Saint Joseph's Shankill

- Onsite parking
- Defined benefit pension scheme
- Access to excellent learning and development opportunities
- Enhanced Nurse opportunities
- Sick leave benefits
- Library facilities
- Subsidised staff restaurant
- Access to health services credit union
- Group discount for health insurance
- Excellent access to public transport including bus routes.
- Tax saver commuter ticket scheme
- Saint John of God concession day

Role Description May 2022