



DAUGHTERS OF CHARITY Disability Support Services

JOB DESCRIPTION

JOB TITLE: CLINICAL NURSE MANAGER 3
LOCATION: St. Vincent's Centre, Navan Road, Dublin 7
REPORTS TO: SERVICE MANAGER
ROLE RELATIONSHIPS

The CNM3 has specific job contact with nursing and relevant personnel.

RESPONSIBILITY OF EMPLOYEE

- Be proactive in promoting and ensuring that the Ethos, Mission, Vision and core values of the Daughters of Charity are upheld.
- Ensure that personnel within their designated area of responsibility work in accordance with the policy and ethos of the Daughters of Charity
- Ensure that all nursing staff adhere to professional code of conduct and operate within the scope of practice
- Ensure that any concerns for the safety and welfare of Service Users are reported in a timely manner
- Ensure a holistic Model of Care for Service Users which is consistent with a Person Centred approach
- Be familiar with all Policies and Procedures, particularly those pertaining to Service Users safety and welfare

MAIN PURPOSE OF JOB

- The post holder is responsible for the efficient and effective co-ordination and management of nursing practices and service delivery and resources in their designated area of responsibility
- Line-manager to CNM2 in designated areas

DUTIES AND RESPONSIBILITIES

1. Leadership and Accountability

- Use an enabling style of leadership that ensures that staff are involved, motivated and accountable in decision- making and for practice issues within their environment.
- Provide guidance and support to relevant staff in the development of unit/house/department based teams and objectives
- Encourage all team members to participate and contribute their views on service issues.
- Support the process of person centeredness
- Encourage sharing of ideas and learning from relevant projects.
- Keep the Service Manager/Director of Nursing/Assistant Director of Nursing informed of any significant development within area of responsibility.
- Maintain an open door policy and is available to staff as and when needed
- Visit designated areas of responsibility regularly as agreed with Service Manager

2. **Professional and Clinical Responsibility**

- Promote high standards of professional care and safety in the day-to-day delivery of services within designated area of responsibility.
- Ensure that all staff in area of responsibility work adhere to the standards and practices outlined in the HIQA regulations.
- Maintain and promote a high standard of work performance, attendance, appearance and punctuality.
- Ensure that each person with an Intellectual Disability is treated with the utmost respect and dignity at all times.
- Ensure the highest standards of confidentiality are maintained at all times.
- Ensure that all staff in designated areas are aware of their roles and responsibilities and what is expected of them
- Promote the development and implementation of service user plans to ensure that an integrated service is provided.
- Work in collaboration with units/houses/departments in planning and achieving short and long- term goals.
- Design methods of quality assurance in conjunction with unit/houses/departments
- Monitor the results of audit findings, identify trends and develop appropriate actions ensuring best practice.
- Identify and prioritise areas for practice development in conjunction with Assistant Director of Nursing & Nursing Staff
- Ensure adherence to all codes and guidelines relating to professional nursing practice and behaviour
- Ensure that service policies are implemented across area of responsibility.
- To respond to all emergencies in an appropriate and timely manner
- Facilitate and promote reflective practice in units/houses/departments
- Promote and participate as appropriate in clinical supervision.
- Lead as appropriate interdisciplinary groups on service issues
- Keep clinically and professionally competent.

3. **Planning**

- Ensure the efficient and effective use of resources, which includes relief and agency staff.
- Advise on skill-mix and staff allocation as appropriate.
- Plan ahead with Service Manager and CNM2's regarding resource requirements for changing Service User needs and new and developing services
- Evaluate Service User care in conjunction with relevant staff
- Ensure that each unit/house develops an efficient system for utilising interdisciplinary sessions available to them
- Identify education and development needs of nursing and allied staff

4. **Human Resources**

- Assist the Service Manager with the recruitment and retention of staff

- Ensure that relevant staff within area of responsibility participate in the performance management programme
- Contribute to the development of an organisational culture conducive to the establishment and maintenance of good staff morale.
- Ensure that CNM1's and CNM2's receive adequate induction programme, have a clear understanding of their duties, responsibilities and the standards of performance expected of them at all times.
- Assist the Service Manager in the initialisation of grievances and disciplinary procedures in accordance with Service policies and procedures.
- Regularly monitor levels of absenteeism taking appropriate corrective action where necessary.
- In collaboration with all disciplines promote good employee relations in accordance with human resource policies.

5. Management and Staff Development (Teambuilding, Communication and Deputising)

- Act as mentor for relevant staff
- Develop action plans with staff to operationalise relevant parts of the centre and strategic plans
- Foster the development and maintenance of good team relations.
- In accordance with the service communication charter provide a regular forum for staff communication
- Provide professional development opportunities for all staff in area of responsibility.
- Deputise as appropriate for Service Manager/Provider Nominee
- Intervene decisively where standards of behaviour, performance or attitude contravenes Service Policy and Procedures

6. Finance

- Ensure the efficient and effective use of resources.
- Implement effective monitoring systems for all key resource deployments.
- Plan and track budget variances in defined cost centres.
- Ensure that staff evaluate and monitor all supplies and equipment relevant to their area.

7. Quality, Education and Research (Incl Professional Development)

- Review and measure practice and clinical standards of care at regular intervals.
- Review clinical service provision based on clinical expertise and makes appropriate recommendations.
- Explore and develop new ideas in order to improve care and optimise to full potential.
- Identify problems within designated area– assesses, plans and takes action as appropriate.
- Encourage discussion on and supports clinical and research initiatives to improve care.
- Ensure quality assurance processes are adhered to.
- Identify areas for quality improvement and works with interdisciplinary team member to improve particular processes/practice
- Keep up to date on new research findings ensuring that they are implemented where appropriate.

8. General Duties

- Any other duties as may be assigned from time to time.

The above job description is not intended to be a comprehensive list of duties and responsibilities 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 when in office. This job description may change in line with the changing needs and objectives of the Daughters of Charity Service.