



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



The business division of the HSE

Clinical Placement Coordinator (Mental Health) Job Specification, Terms and Conditions

Job Title and Grade	Clinical Placement Coordinator (Mental Health) (Grade Code: 241Y)
Campaign Reference	NRS04110
Closing Date	Wednesday 7 th September 2016 at 12 noon
Proposed Interview Date (s)	Week commencing 17 th October 2016
Taking up Appointment	To be indicated at job offer stage.
Location of Post	Dublin North Mental Health Services, CHO Area 9 There is currently one permanent, whole-time post available in In Patient and Community Services. The post holder will be based in the Nurse Practice Development Unit (NPDU) on the grounds of St Ita's Hospital, Portrane, Co Dublin. A panel will be created for North Dublin Mental Health Services, CHO Area 9 from which current and future vacancies, permanent or specified purpose vacancies of full or part-time duration will be filled.
Informal Enquiries	Rose Bennett Tel: 087 6623870 Email: rose.bennett@hse.ie
Details of Service	Dublin North Mental Health Services The main acute services are in the Aishlin Centre which is located on the grounds of Beaumont Hospital. Community services are provided in Coolock, Kilbarrack East and West, Artane, Killester, Swords and Balbriggan. The O'Casey Rooms, located in Fairview, is an elderly care unit for people with mental health problems in later life. Team Structure Reports to: Nurse Practice Development Coordinator Professionally responsible to: Area Director of Nursing Liaises with: Students' third level institute, staff and managers of clinical placements/service areas and all other stakeholders for undergraduate nursing programme. Personal Development Opportunities The service provides training to staff throughout the year based on the service needs. This will cover all the mandatory training courses relevant to the post. In addition funding can be accessed by the Nursing and Midwifery Practice Development Unit.
Reporting Relationship	Accountable to Assistant Director of Nursing and Director of Nursing.
Purpose of the Post	The Clinical Placement Coordinator (CPC) will guide and support pre-registration nursing students and staff in assigned clinical areas to ensure that clinical placements meet the requirements of the education programme with regard to planned experiences and learning outcomes.

	The additional remit of CPC post includes the provision of support to students in all learning environments including those beyond the principal teaching site.
Principal Duties and Responsibilities	<p><i>The Clinical Placement Coordinator will:</i></p> <ul style="list-style-type: none"> • Advise, encourage, support and facilitate student nurse learning through a broad range of means e.g. the identification of learning opportunities in the clinical areas, imparting knowledge and creating an environment that is conducive to learning in order that students can achieve maximum outcome from clinical placements. • Encourage and promote the students' application of theoretical knowledge to nursing practice in the clinical areas. This can be achieved through the development of competencies, interpersonal skills, reflective practice; evidence informed practice; teaching and assessing, in a clinical environment conducive to learning. • Support registered nurses in their role as preceptor, supervisor and clinical teacher. • Act as a link between the student nurse, the preceptor, associate preceptor relevant nurse manager, third level lecturers and the School of Nursing and Midwifery. • Educate and support both students and preceptors regarding the assessment process. Ensure the assessment process is carried out with due concern for fairness and accuracy. • Facilitate the application of knowledge based nursing practice and standards in clinical practice, including completion of clinical learning environment audits in designated clinical placement, participating and working with staff, in service improvement and initiatives. • Participate in nurse practice development initiatives, which foster the application of theory to practice and improved quality of patient care. • Coordinate, guide and support the pre-registration student nurse during their clinical placement. This involves dedicated individual support to the student, the identification of learning opportunities in the clinical area, and the imparting of the CPC's knowledge and expertise in the area. • Ensure, in partnership with the Student Allocations Liaison Officer and CNMs, that each student is assigned a named preceptor, who is a registered nurse, for the duration of the clinical practice placements. • Act as a resource and guidance for student nurses and nursing staff on any issues relating to student clinical placements. Assist the relevant managers, preceptors, and staff nurses in ensuring that students are assigned to patient/client care as appropriate. • Collaborative with all stakeholders to create a climate in which student nurses and nursing staff feel free to express themselves and seek assistance, support and advice. • Assist in the development and delivery of orientation programmes for student nurses. • Give encouragement and support to assigned students during the clinical placements and help build students' confidence. • Be available to discuss the student's overall performance during their clinical placements. Discuss strengths and weaknesses with the student, their preceptor and relevant manager. • Advise relevant staff nurses and preceptors of the learning needs of individual students and assist, where necessary, in the implementation of an action plan/supportive learning plans to facilitate student development. • Support relevant managers, staff nurses and preceptors in developing their teaching and preceptor role to ensure that the students learning outcomes and competencies are achieved. • Facilitate workshops on the competency documentation as appropriate and also be

available to assist the preceptorship teaching/assessing courses.

- Ensure that each student is assessed by the designated preceptor in accordance with agreed procedures and An Bord Altranais'/ Nursing & Midwifery Board Ireland Requirement & Standards for Nurse Registration Education Programmes.
- Support the implementation of the Requirement & Standards for Nurse Registration Education Programmes of Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland).
- Assist in creating a clinical environment that enhances and increases the student's competence.
- Carry out clinical learning environment audits in partnership with CNMs.
- Work as a member of the Nurse Practice Development Team in preparation for Nursing & Midwifery Board Ireland site visits.
- Assist in formulating and implementing action plans, in conjunction with the relevant nurse managers, nursing staff, Nursing Practice Development Coordinator and School of Nursing and Midwifery Waterford Institute of Technology for improving the clinical environment.
- Assist the organisation in identifying the need, developing in-service training and education that enhances the clinical learning environment for nursing students and staff.
- Encourage the application of nursing theory to nursing practice in the clinical areas. Assist in formulating measures, in line with best practice and in consultation with appropriate nursing and multidisciplinary personnel, Nurse Practice Development Coordinator and/or Assistant Director of Nursing and/or Area Director of Nursing, to improve practices, procedures or behaviour in the clinical setting that could create a poor learning environment for nursing students.
- Promote, encourage and participate in research, development and quality improvement initiatives. Participate in multidisciplinary committees within the Health Service, Third Level Institute, Centre of Nurse Education.
- Works as a member of the Nurse Practice Development Team on quality initiatives such as standard setting, clinical audits, research, policy development and other initiatives to develop improved systems of work and incorporate evidence informed practice.
- Act as a facilitator between the student's clinical placement areas and School of Nursing and Midwifery, Waterford Institute of Technology. Discuss where necessary, with the assigned lecturer/clinical skills tutor, the individual student's performance and specific learning needs.
- Work in collaboration with the Student Allocations Liaison Officer in the monitoring of student nurse attendance and all issues regarding both the supernumerary and rostered clinical placement allocations of the student.
- Be jointly involved with the Nurse Practice Development Coordination in the preparation of external placements.
- Report to the Nursing Practice Development Coordinator any practices, procedures or behaviour that could create a poor clinical learning environment for student nurses. Assists in formulating corrective measures for discussion with appropriate nursing personnel so as to achieve the highest standard and promote an environment conducive to best practice.
- Ensure that the students at all times meet the requirements of clinical placement guidelines including the dress and professional behaviour code in the clinical areas.
- Maintain appropriate records and at all times be aware of the assigned student's progress. The CPC will support and assist Student Nurses and Registered Nurses in

	<p>the accurate completion of the student competence assessment</p> <ul style="list-style-type: none"> • Support and encourage reflective practice for student nurses. Support student in the completion of their reflective portfolio by assisting them to link practice to the 'Domains of Competence'. • Encourage students to access where appropriate student support services in relation to personal issues/concerns. • Deal with student issues/challenges in an appropriate, timely manner adhering to set out local guidelines for same. • Give support and counsel to preceptors and take action in accordance with agreed service policy, if necessary. • The CPC will be assigned to specific clinical areas. Both the extent and location of these areas may change from time to time and may include cross cover. • While the post is primarily concerned and designated to improving undergraduate nurse education, the post holder is expected to be aware of and work with other professionals involved in the whole continuum of nurse education (from undergraduate to continuing professional development). <p>Professional Development</p> <p><i>The Clinical Placement Coordinator will:</i></p> <ul style="list-style-type: none"> • Maintain and develop competence in professional nursing matters and relevant specialist knowledge including reflective practice, research and leadership skills, assessment and supervision of students. • Keep up to date with the Requirement & Standards for Nurse Registration Education Programmes of Nursing & Midwifery Board Ireland and all other relevant publications that impact on the Nurse Undergraduate Programme. • Keep up to date with curriculum developments and undertaking clinical learning environment audits. • Participate in activities that enhance their own professional development • Refer to the Scope of Practice Framework (An Bord Altranais, 2000/ Nursing & Midwifery Board Ireland) and Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives 2014 in their professional practice. • Carry out such other duties appropriate to the office as may be assigned to him/her by the Nurse Practice Development Coordinator and/or Area Director of Nursing • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. • Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards. <p>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 while in office.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/ or</p>	<p>Each candidate must, at the latest date for receipt of completed application form for the post:</p>

<p>experience</p>	<p>1. Professional Qualifications and Experience</p> <ul style="list-style-type: none"> • Be registered in the Psychiatric Division of the Register of Nurses kept by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) or be entitled to be so registered <p style="text-align: center;">And</p> <ul style="list-style-type: none"> • Possess a 3rd level qualification at Level 7 (ordinary degree) or higher <p style="text-align: center;">And</p> <ul style="list-style-type: none"> • Have at least 5 years post registration experience of which 2 must be in a student learning environment <p style="text-align: center;">And</p> <ul style="list-style-type: none"> • Have completed a Teaching and Assessing course <p style="text-align: center;">and</p> <ul style="list-style-type: none"> • Have the clinical, managerial and administrative capacity to properly discharge the functions of the role <p>2. Age No age restriction shall apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.</p> <p>3. Health A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>4.. Character Each candidate for and any person holding the office must be of good character.</p> <p><i>Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland)</i></p>
<p>Post Specific Requirements</p>	<p>Demonstrate depth and breadth of experience in a student learning environment as relevant to the role</p>
<p>Other Requirements Specific to the Post</p>	<p>Access to transport as this post will involve some travel</p>
<p>Skills, Competencies and/or Knowledge</p>	<p>Candidates must:</p> <ul style="list-style-type: none"> • Demonstrate a good knowledge of the Health Service with particular reference to professional development issues, nurse education and practice development. • Demonstrate knowledge of Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) requirements and standards that underpin the Nurse Undergraduate Programme. • Demonstrate broad knowledge of the developments in nurse education and practice.

	<ul style="list-style-type: none"> • Demonstrate theoretical and clinical knowledge appropriate to the complexities of the post. • Demonstrate effective interpersonal and communication skills especially with regard to facilitation skills and counselling skills, the ability to present information in a clear and concise manner; ability to facilitate and manage groups through the learning process; the ability to give constructive feedback to support learning. • Demonstrate evidence of reflective practice. • Demonstrate effective organisational skills including time management. • Demonstrate flexibility and adaptability. • Demonstrate leadership/personal motivation skills. • Demonstrate commitment and responsibility towards students learning outcomes and a focus on quality outcomes. • Demonstrate commitment to professional and personal self development. • Demonstrate knowledge of and/or experience of change management. • Demonstrate a knowledge of Audit. • Demonstrate evidence of computer skills including Microsoft Word, excel and use of email etc.
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<p>A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation.</p>
<p>Code of Practice</p>	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, information for candidates”.</p> <p>Codes of practice are published by the CPSA and are available on www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled “Code of Practice, information for candidates or on www.cpsa.ie.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.</p> <p>This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p>	



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**Clinical Placement Coordinator (Mental Health)
Terms and Conditions of Employment**

<p>Tenure</p>	<p>The current vacancy available post is permanent and whole time. This post is pensionable. A panel will be formed from this recruitment campaign and future permanent or specified purpose vacancies will be filled from this panel. The tenure of these posts will be indicated at "expression of interest" stage.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.</p>
<p>Remuneration</p>	<p>The salary scale (01/01/10) for this post is: Euro 47,089 – 47,886 – 48,559 – 49,659 – 50,874 – 52,067 – 53,260 – 54,604 – 55,852</p>
<p>Working Week</p>	<p>The standard working week applying to the post is 39 hours.</p>
<p>Annual Leave</p>	<p>The annual leave applying to the post is to be confirmed at job offer stage.</p>
<p>Superannuation</p>	<p>This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004.</p>
<p>Probation</p>	<p>Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.</p>
<p>Protection of Persons Reporting Child Abuse Act 1998</p>	<p>As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.</p>
<p>Infection Control</p>	<p>Have a working knowledge of HIQA Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.</p>