



Clinical Nurse Manager 2 (Student Allocation Liaison Officer) Job Specification, Terms & Conditions

Job Title and Grade	Clinical Nurse Manager 2 (Student Allocation Liaison Officer) (Grade Code: 2119)
Campaign Reference	0617NL (CHO 9 Campaign)
Closing Date	Friday 14th of July 2017 at 12 Noon
Proposed Interview Date(s)	To be confirmed
Taking up Appointment	A start date will be indicated at job offer stage
Location of Post	<p>A panel may be created for Mental Health Services in CHO Dublin North City and County CHO (CHO Area 9) to fill current vacancies of full or part time duration.</p> <p>Further details in relation to the post can be sought from</p> <p>Name: Mr Sean Tone, Area Director of Mental Health Nursing Tel: 076 6958900 / 087 2296682.</p>
Details of Service	<p>Mental Health Services in CHO Dublin North City & County (CHO DNCC) are provided to a population of 621,216 via a comprehensive General Adult Service, Child and Adolescent Mental Health Service (CAMHS), and Psychiatry of Old Age (POA) Service based on “A Vision for Change”.</p> <p>CHO Dublin North City and County is committed to working towards the development of a recovery orientated service that acknowledges the unique nature of each service users’ journey to wellness and health. The focus is on providing assessment and treatment at the least complex level. The General Adult and CAMHS Services provide assessment and treatment at out-patient, homecare and day hospital levels. POA is a home based first assessment service and treatment is augmented by day hospital and out-patient services when recommended.</p> <p>There are sub-specialist services in Rehabilitation and Recovery, (3 Teams) Homeless Mental Health Services (1 Team) and Liaison Psychiatry (3 Teams) in the general hospitals (Beaumont, Connolly and Mater). Acute General Adult, (20 CMHTs) Child and Adolescent, (5 CMHTs) and Psychiatry of Old Age (2 CMHTs) acute in-patient care is provided in four locations (Ashlin Centre - Beaumont, Connolly Hospital, Mater Hospital and St. Vincent’s Hospital, Fairview). Two of these sites, Mater and St. Vincent’s, provide the service by way of service arrangements.</p> <p>A Regional Psychiatric Intensive Care Service is provided in the purpose built mental health facility in the Phoenix Care Centre, North Circular Road and provides a highly specialised psychiatric intensive care service for the entire Dublin North East Region, South Dublin and Wicklow.</p> <p>Day Hospital Intervention, Day Services, Specialist outpatient and in reach teams (Liaison, Bereavement, CBT, DSH, Assertive Outreach, Family Therapy)</p> <p>The core values that are intrinsic to the design and delivery of a quality mental health care service are as follows: services should be integrated, multidisciplinary and recovery orientated addressing the biological, psychological and social factors that contributes to mental health problems. The majority of mental health services are delivered in the community. Collaboration with service users and families is at the heart of nursing practice for every Nurse working in Mental Health Services. Care must be person centred and adapted to each individual’s needs and potential. The range of interventions should be recovery orientated, comprehensive and evidenced based.</p>

Reporting Relationship	Reports to Nursing Practice Development Co-ordinator or Clinical Nurse Manager 3 as relevant to the post. Accountable to the Assistant Director of Nursing and Area Director of Nursing.
Purpose of the Post	The SALO plays a pivotal role in the co-ordination and management of pre-registration student nurse placements. The SALO allocates pre-registration student nurses to clinical placement in accordance with Nursing and Midwifery Board of Ireland Requirements and Standards for Nurse Registration Education Programme (2005)
Principal Duties and Responsibilities	<p>Professional /Clinical</p> <p><i>The Clinical Nurse Manager 2 (SALO) will:</i></p> <ul style="list-style-type: none"> • Work closely with the Nursing Practice Development Co-ordinator (NPDC), Clinical Placement Co-ordinators (CPC's) and Allocation Officers, all relevant staff in Dublin City University, and other partner services • Co-ordinate clinical placement allocation of BSc in Mental Health Nursing, Higher Diploma in Mental Health, Seconded Student Nurses (General, Paediatric and Intellectual Disability), Return to Nursing Practice, Overseas Students, Adaptation and Transition Year programmes ensuring that each student receives the relevant amount of practice hours, experience and any specific requirements and standards • Plan and organise clinical placements for students efficiently in a timely manner and communicate this information to all interested parties • Communicate as necessary with all relevant parties exercising initiative and diplomacy • Spend time and consideration forecasting peak times in relation to overlap and increased numbers of students and have contingency plans for same • Ongoing Identification, and preparation in collaboration with the Nursing Practice Development Team, additional clinical placement areas within and external to DNCMHS • Be aware of the staffing and skill mix available to ensure quality supervised clinical learning experience for all student nurses • Assist in the auditing and monitoring of all clinical areas as required • Work with the NPDC in developing and overseeing practice development initiatives that will enhance both the clinical learning environment and quality patient care • Assist in the development and documentation of clinical learning objectives/outcomes, optimise adult learning, evaluate and adopt educational approaches as appropriate • Manage own caseload in accordance with the needs of the post <p>Health & Safety</p> <p><i>The Clinical Nurse Manager 2 (SALO) will:</i></p> <ul style="list-style-type: none"> • Contribute to the formulation, development, implementation and monitoring of Policies, Procedures, and Protocols as relevant to student nurses • Observe, report and take appropriate action on any matter which may be detrimental to the safety and well being of service users, student nurses and staff • Have a working knowledge and comply with all relevant Mental Health legislation, Best Practice Guidance for Mental Health, DNCMHS and associated HSE Policies Procedures and protocols <p>Education and Training</p>

	<p><i>The Clinical Nurse Manager 2 (SALO) will:</i></p> <ul style="list-style-type: none"> • Participate in the identification, development and delivery of education, training and development programmes for nursing and non-nursing staff including Continuing Education and Induction programmes • Engage in continuing professional development by keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and to attend staff study days as considered appropriate • Engage in performance review processes including personal development planning as appropriate. <p>Management</p> <p><i>The Clinical Nurse Manager 2 (SALO) will:</i></p> <ul style="list-style-type: none"> • Maintain systems to ensure accurate collation and certification of student travel expenses, attendance sheets, sick leave and time owing • Organise and validate student uniforms purchased • Maintain accurate records that each student has been Garda Cleared, attended Occupational Health, received vaccinations and or referrals to other services • Maintain a data base of qualified preceptors in DNCMHS and in liaison with CPC's identify, manage and record re education and updates as required • Participate in teams / meetings / committees as appropriate, communicating and working in co-operation with other team members • Attend relevant and approved meetings where issues relating to student nurses are discussed • Maintain accurate and complete records and an up to date database of all student clinical placement records • Ensure that such data is available for review, investigation, analysis and audit • Promote a culture that values diversity and respect in the workplace • Oversee student induction programmes • Manage all resources efficiently and effectively within agreed budget • Ensure compliance with legal requirements, policies and procedures affecting service users, student nurses, nursing staff and other hospital matters • Engage in IT training and development as they apply to the role of SALO <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 experience</p>	<p>Each candidate must, at the latest date for receipt of completed applications for the post:</p> <ul style="list-style-type: none"> • Be registered in the Psychiatric Nursing Division of the Register of Nurses & Midwives maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or be entitled to be so registered <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 the speciality area of Mental Health / Psychiatric Nursing

	<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 style="text-align: center;">And</p> <ul style="list-style-type: none"> • Demonstrate evidence of continuing professional development at the appropriate level <p>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>Character Each candidate for and any person holding the office must be of good character</p> <p>Age Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.</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>
Pos Specific Requirements	Demonstrate depth and breadth of experience in the area of psychiatric nursing as relevant to the role
Other requirements specific to the post	Access to transport Work within Dublin North City and County Mental Health Services (CHO 9)
Skills, competencies and/or knowledge	<ul style="list-style-type: none"> • Demonstrate the ability to lead on clinical practice and service quality • Demonstrate knowledge of the Education and Clinical Requirements as set out by An Bord Altranais • Demonstrate promotion of evidence-based decision making • Demonstrate practitioner competence and professionalism • Demonstrate the ability to plan organise effectively • Demonstrate the ability to build, lead and manage a team • Demonstrate strong interpersonal skills including the ability to build and maintain relationships • Demonstrate strong communication and influencing skills • Demonstrate initiative and innovation in the delivery of service • Demonstrate resilience and composure • Demonstrate openness to change • Demonstrate integrity and ethical stance

	<ul style="list-style-type: none"> • Demonstrate a commitment to continuing professional development • Demonstrate the ability to relate nursing research to nursing practice • Demonstrate knowledge of quality assurance practices and their application to nursing procedures • Demonstrate an awareness of HR policies and procedures including disciplinary procedures, managing attendance, grievance procedure etc. • Demonstrate an awareness of relevant legislation and policy e.g. legislation relevant to the service area, health and safety, infection control etc. • Demonstrate an awareness of current and emerging nursing strategies and policies in relation to the clinical / designated area • Demonstrate an awareness of the Health Service Transformation Programme • Demonstrate a willingness to develop IT skills relevant to the role
<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>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</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>	

Clinical Nurse Manager 2 (SALO) Terms and Conditions of Employment

Tenure	<p>The initial vacancy for this post is specified purpose and part time (0.5 wte). This post is pensionable. A panel may be created from which specified purpose vacancies of full or part time duration may be filled. 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>									
Remuneration	<p>The Salary scale for the post is:</p> <p>01/04/17 - Euro:</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>48,089</td> <td>48,886</td> <td>49,559</td> <td>50,659</td> <td>51,874</td> <td>53,067</td> <td>54,260</td> <td>55,604</td> <td>56,852</td> </tr> </table> <p>(pro rata)</p>	48,089	48,886	49,559	50,659	51,874	53,067	54,260	55,604	56,852
48,089	48,886	49,559	50,659	51,874	53,067	54,260	55,604	56,852		
Working Week	<p>The standard working week applying to the post is: 39 hours</p> <p>HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>									
Annual Leave	<p>The annual leave associated with this post is to be confirmed at job offer stage.</p>									
Superannuation	<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>									
Probation	<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>									
Protection of Persons Reporting Child Abuse Act 1998	<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>									
Infection Control	<p>Have a working knowledge of 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>									