



**St. John's Hospital, Limerick
Clinical Skills Facilitator – CNMII
Full Time Post – Permanent Post**

Job Specification, Terms and Conditions:

Job Title, Grade and Grade Code	Clinical Skills Facilitator - Clinical Nurse Manager II Permanent Post Grade Code: 2119
Competition Reference	SJL/11/2021/2
Whole Time Equivalent	1 WTE
Closing Date	Friday 26 th November 2021 at 12 noon
Proposed Interview date(s)	To be confirmed
Taking up Appointment	A start date will be indicated at job offer stage
Duration of Post	Permanent Post
Location of Post	St. John's Hospital, John's Square, Limerick V94H272
Organisational Area	St. John's Hospital Limerick, UL Hospitals Group, HSE West
Post Specific Information	Details on this campaign can be found at http://www.stjohnshospital.ie/management-and-administration/recruitment/
Informal enquiries	Assistant Director of Nursing on duty adon@stjohnshospital.ie
Details of Service	St John's Hospital, Limerick is a Voluntary Hospital founded in 1780. It is a Model 2S, acute general hospital and a member of the University of Limerick Hospitals Group. The hospital provides a range of inpatient and outpatient services, including general medicine, general surgery, urology, gynaecology and endoscopy services. The hospital also has an Urgent Care Centre incorporating a Local Injuries Unit and Medical Assessment Unit.
Service mission, vision and values	<p>St. John's is an acute General Public Voluntary Hospital, funded by the Health Service Executive.</p> <p><u>Mission statement</u> Faithful to our tradition, we provide the highest possible standard of care and treatment in a professional and compassionate manner to every person who avails of our services.</p> <p><u>Aims and Objectives</u></p> <ol style="list-style-type: none"> 1. To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment. 2. To provide healthcare based on the assessed needs and preferences of our service users which ensures mutual respect, holistic care and continuous learning, and training. 3. To monitor, evaluate and continually improve our services.

<p>Reporting Arrangements</p>	<p>The post holder:</p> <ul style="list-style-type: none"> • Is professionally accountable to the Director of Nursing • Will have line management reporting arrangements to the Asst Director of Nursing responsible for Urgent Care and Inpatient Wards
<p>Purpose of the Post</p>	<ul style="list-style-type: none"> • To provide professional nursing skills in assessing, planning, implementing and evaluating the nursing care in an environment where quality, respect, caring, and compassion are at the centre of all we do. • To provide clinical support to qualified staff nurses and health care assistants to enable staff to become competent, skilled and professional members of the multi-disciplinary team. • To assist in supporting qualified staff nurses and health care assistants with developing skills and competencies in order to fulfil their roles and responsibilities in an ever changing health service. • To co-ordinate and manage the Hospital's Nurse training programme for Transfer of Tasks
<p>Principle Responsibilities and Duties</p>	<ul style="list-style-type: none"> • The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree. • Maintain, throughout the Hospital, awareness of the primacy of the patient in relation to all hospital activities. • Performance management systems are part of the role and you will be required to participate in the Hospital's performance management programme. <p><u>Professional/Clinical Focus</u></p> <p><i>The Clinical Nurse Manager 2 (Clinical Skills Facilitator) will</i></p> <ul style="list-style-type: none"> • Provide a high level of professional and clinical leadership. • Be responsible for the assessment of standards of nursing, and healthcare assistant practice. • Be responsible for the co-ordination of a regular schedule of education, professional development and clinical audit. • Ensure appropriate liaison and communication within the Department of Nursing and with all members of the multidisciplinary team as necessary. • Lead and participate in the development and evaluation of quality initiatives on behalf of the development of nursing services. • Participate in teams / meetings / committees as appropriate, communicating and working in co-operation with other team members.

- Facilitate co-ordination, co-operation and liaison across healthcare teams and programmes.
- Develop an annual work plan to meet the changing service needs.
- Develop appropriate systems, where required, in the stream lining of education, practice development, audit data collection and reporting.
- Maintain records in accordance with local service and professional standards.
- Manage resources efficiently and effectively to ensure continuous quality improvement in service.
- Attend and participate on departmental governance teams as required.
- Adhere to and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care.
- Evaluate and manage the implementation of best practice policy and procedures.
- Maintain professional standards in relation to confidentiality, ethics and legislation
- Implement and assess quality management programmes in consultation with the nurse practice development teams and other disciplines.
- Initiate and participate in research studies as appropriate.
- Operate within the scope of practice - seek advice and assistance from his / her manager with any cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance.
- Participate in the development, formulation and evaluation of guidelines, policies and procedures to enhance a quality service.
- Promote the guidelines for safety and best practice incorporated in hospital policies, Nursing and Midwifery Board of Ireland guidelines and relevant Acts such as Data Protection Act 2018, and The Health, Safety & Welfare at Work Act 2005.
- Assign time to engage directly in practice in order to keep pace with changes and provide an enabling process for staff to achieve their goals.

Liaison and Communication

The Clinical Nurse Manager 2 (Clinical Skills Facilitator) will

- Support Clinical Nurse / staff competency development as appropriate.

- Liaise closely with Clinical Nurse Managers for all specialties in relation to policy proposals, staff training and development.
- Attend relevant meetings as required for role, liaising with appropriate staff.
- Attend staff meetings and receive staff suggestions for improvement in the system of work.
- Maintain open communication with all relevant staff.
- Develop good working relationships with wards and departments to promote quality patient centred care.
- Consult inter and intra-disciplinary both internally and externally as part of the contribution to promote staff education and patient management.
- Promote effective nurse documentation in the department and maintain appropriate records.

Education and Training

The Clinical Nurse Manager 2 (Clinical Skills Facilitator) will

- Keep up to date with current research, ensure evidence based practice and research is utilised and must contribute to nursing research that is relevant to his/her area of practice.
- 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.
- Assist or lead on relevant audits and formulating action plans.
- Participate in the identification, development and delivery of induction, education, training and development programmes for nursing staff.
- Identify the educational needs in collaboration with the Assistant Directors of Nursing, Clinical Nurse Manager and ward mentors/preceptors.
- Establish and maintain a mechanism of recording and co-ordination ongoing education. Support the implementation and maintenance of records systems for the training of nursing staff.
- Develop, support, implement and participate in training and in-service education programmes for all staff.
- Provide support when necessary to the clinical placement co-ordinator ensuring our nursing students achieve their professional goals.
- Plan, organise, supervise, assess, evaluate and monitor quality nursing standards and foster advanced evidence based clinical practice.

- Reduce the theory practice gap, foster staff empowerment and increase autonomy over learning.
 - Be responsible for the implementation, organisation and evaluation of induction programmes.
 - Educate and support staff, including the introduction and orientation of new staff in assistance with the Clinical Nurse Managers /A/Director of Nursing / Human Resource Department.
 - Assist in the implementation of personal development planning in nursing services
 - Assist nursing personnel to maintain high levels of competence by enabling them to identify their personal professional goals, provide feedback, and facilitate achievement of personal development outcomes.
 - Implement and support the development of personal portfolios in collaboration with the clinical nurse manager, senior staff nurses, mentors and advocates.
 - Work with the multidisciplinary team in establishing and maintaining a quality clinical learning environment for nurses and health care assistants.
- Engage in performance review processes including personal development planning as appropriate

Management:

The Clinical Nurse Manager 2 (Clinical Skills Facilitator) will

- Provide professional and clinical leadership and vision and facilitate staff team building to provide planned care and develop educational strategies and service goals.
- Maintain a quality standard of service. Lead on pro-active quality improvement and support accreditation.
- Effectively educate staff on hospital, regional policies as applicable.
- Initiate relevant audits related to practice and participate in quality improvements initiatives.
- Provide leadership and motivation which is conducive to good working relations and work performance.
- Promote a culture that values diversity and respect in the workplace.
- Lead and support on practice development within the clinical area.
- Lead and support the implementation of change where required.
- Promote, facilitate and participate in the development of nursing policies and procedures. Monitor as appropriate and lead on proactive improvement.

- Contribute to the formulation, development and implementation of policies and procedures at area and hospital level.
- Support Clinical Nurse Managers in the compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters.
- Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service and the community.
- Maintain all necessary clinical and administrative records and reporting arrangements.
- Engage in IT developments as they apply to service user and the service administration.
- Plan work in line with the recommendations of the Senior Nurse Manager and Quality Forum and focus on patient pathway of care.
- Support staff, CNMs and mentors in developing Personal Improvement Plans, where required

KPI's

- The identification & development of Key Performance Indicators (KPIs) which are congruent with the Hospital's service plan targets.
- The development of Action Plans to address KPI targets.
- Driving and promoting a Performance Management culture.
- In conjunction with line manager assist in the development of a Performance Management system for your profession.
- The management and delivery of KPIs as a routine and core business objective.

Health & Safety

The Clinical Nurse Manager 2 (Clinical Skills Facilitator) will

- 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 and record keeping.
- Assist Clinical Nurse Managers / nursing staff in their development in observing and ensuring implementation and adherence to established policies and procedures e.g. health and safety, infection control, storage and the management of controlled drugs etc.
- Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
- Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff.

- The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group's Risk Management Incident/Near Miss reporting policies and procedures.
- The post holder must foster and support a quality improvement culture throughout your area of responsibility in relation to services.
- Be aware of and familiar with Health & Safety regulations.
- Ensure mandatory training is up to date.
- The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.

Hospital Uniform:

Ensure you comply with hospital policy.

Personal Development:

Keep up to date with nursing literature, recent nursing research findings and new developments in nursing management, education and practice and advise staff on necessary changes. It is the responsibility of each professional to update his/her own human development.

Attend staff meetings/study-days/seminars as considered appropriate and feedback appropriate information.

Confidentiality

In the course of your employment you may have access to, or hear information concerning, the medical or personal affairs of patients and/or staff, or other health 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, patients or other health service 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 left in safe custody when no longer required.

It would be expected in the normal course of events at Hospital level that the role will evolve as professional and service demands change. Management structures, budgetary processes and training/education initiatives are the subject of on-going development to facilitate the exercise of the devolved functions set out above.

This job description indicates the main responsibilities and duties of the post and is subject to review and amendment to reflect the changing needs of the hospital service. The extent and speed of change in the delivery of health care is such that adaptability is essential. The incumbent will be required to establish, maintain, enhance and develop their professional knowledge, skills and aptitudes in order to respond to a developing service situation.

<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>1. Professional Qualifications & Experience</p> <p>Each candidate must, at the latest date for receipt of completed applications for the post:</p> <p>Be registered or be eligible to be registered in the General Division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland (NMBI)/ An Bord Altranais agus Cnáimhseachais na hÉireann.</p> <p style="text-align: center;">and</p> <p>Have a minimum of 5 years post registration nursing experience of which 2 years nursing experience must be in an acute hospital environment</p> <p style="text-align: center;">and</p> <p>Have the requisite knowledge and ability including, a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the functions of the role</p> <p style="text-align: center;">and</p> <p>Demonstrate evidence of continuing professional development</p> <p>Proof of current registration will be required before employment is confirmed</p> <p>2. Annual registration</p> <p>(i) Practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann).</p> <p style="text-align: center;">And</p> <p>(ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p>3. Age</p> <p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. In accordance with HR Circular 029/2018 all other appointees' who have not already reached their retirement age before 26th December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose.</p> <p>* <u>Public Servants not affected by this legislation:</u></p> <p>Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p> <p>4. Health</p> <p>Candidates 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</p>

	<p>reasonable prospect of ability to render regular and efficient service.</p> <p>5. Character Candidates for and any person holding the office must be of good character.</p>
<p>Post Specific Requirements/Desirable</p>	<ul style="list-style-type: none"> • Demonstrate effective interpersonal and communication skills especially with regard to facilitation skills and counselling skills and setting performance improvement targets. • Acts as a role model and credible clinical practitioner. • Demonstrate strong negotiation skills • Shows willingness to share own knowledge with others. • Adapt pro-active approach to difficult situations. • Acts as a change agent. • Shows innovation and creativity. • Ability to motivate self and others. • Shows flexibility. • Ability to get on with other members of team. <p>Supportive role towards staff and relatives</p>
<p>Essential Skills, competencies and/or knowledge</p>	<ul style="list-style-type: none"> • Teaching and assessing in clinical practice • Demonstrates a good knowledge of the Health Service with particular reference to professional development issues, nurse education and practice development. • Demonstrate knowledge of NMBI • Demonstrate a broad knowledge of the developments in nurse education and practice • Demonstrate theoretical and clinical knowledge appropriate to the complexities of the post. • Demonstrate effective communication skills including 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 including performance and capability. • Demonstrate the ability to lead on clinical practice and service quality. • Demonstrate promotion of evidence-based decision making. • Demonstrate practitioner competence and professionalism. • Demonstrate the ability to plan organise effectively. • 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. • Demonstrates a high level of clinical knowledge to effectively carry out the duties and responsibilities of the role • Demonstrate the ability to lead on clinical practice and service quality • Demonstrate evidence of further education / appropriate expertise in the speciality and demonstration of excellent clinical practice. • Demonstrate promotion of evidence-based decision making/ evidence based clinical knowledge in making decisions regarding patient/client care.

	<ul style="list-style-type: none"> • 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 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 a willingness to develop IT skills relevant to the role • Demonstrate the ability to plan and manage resources effectively • Demonstrate the ability to build and maintain relationships including the ability to work effectively as part of a multi-disciplinary team • Demonstrate a commitment to providing a quality service • Demonstrate initiative and innovation in the delivery of service and an openness to change • Demonstrate effective analytical, problem solving and decision-making skills • Demonstrate strong communication and influencing skills • Demonstrate integrity and ethical stance • Demonstrate resilience and composure • Demonstrate a commitment to continuing professional development. • 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 areas and the role of the Clinical Skills Facilitator. • Demonstrate an awareness of the Health Service Transformation Programme
<p>Other Requirements for the role</p>	<p>The successful applicant will be required to work flexibly in response to changing local/organisational/network requirements.</p>
<p>Competition Specific Selection Process</p> <p>Short listing / Interview</p>	<p>Applications should be submitted by completing the hospital's standard job application form. Application forms and full particulars relating to the post are available on St. John's Hospital Intranet website, or contact the HR department St. John's Hospital.</p> <p>Applications to Human Resources Department, St. John's Hospital. recruitment@stjohnshospital.ie</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</p>

	<p>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>
Code of Practice	<p>St. John's Hospital 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, feedback facilities for candidates 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.</p> <p>Codes of Practice are published by the CPSA and are available on www.hse.ie in the document posted with each vacancy entitled "Code of Practice, Information For Candidates" or on www.cpsa-online.ie.</p>



**Terms and Conditions of Employment
Clinical Skills Facilitator – Clinical Nurse Manager II**

Tenure	<p>The appointment is whole-time, Permanent and pensionable.</p> <p>A panel may be created from which permanent vacancies of whole-time duration may be filled during the life of the panel.</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 this post is in accordance with HSE approved salary scales.</p> <p>01/10/2021 PSPP: €51,422; €52,273; €52,993; €54,170; €55,469; €56,745; €58,021; €59,457; €60,792</p>

Working Week	<p>The standard working week applying to the post is: 39 hours delivered on a 5 over 7 day roster including weekends. The nature of the post may involve/require attendance at the Hospital outside of scheduled 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 entitlement is in accordance with St. John’s Hospital/HSE approved leave entitlements.</p>
Superannuation	<p>All pensionable staff become members of the pension scheme.</p>
Probation	<p>Employment will be probationary for the first six months, during which time the Department Head will carry out periodic probation assessment reviews. The appointee will cease to hold office at the end of or during the probationary period unless during such period the Hospital has certified that their service is satisfactory</p>
Mandatory Training and Health and Safety at Work Act	<p>The post holder is obliged to fulfil mandatory training requirements in line with this post. All staff must comply with all Hospital Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (2005), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.</p>
Children First Act	<p>Schedule 2 of the Children First Act 2015 specifies that this post falls under the classes of persons as “Mandated Persons” for the purpose of the Act. As a mandated person, under the legislation you are required to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed. It is a requirement of this post that you complete the HSE Land training in relation to Children First and any other training the Hospital deems appropriate in this regard</p>
GDPR	<p>The post holder is obliged to adhere to General Data Protection Regulations 2018. All staff who have access to patients’ care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Hospital’s Confidentiality Policy. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with FOI and GDPR 2018. Hospital policies and procedures at all times. Details of the Hospital’s policies are available on the intranet.</p>

Infection Prevention and Control	The post holder is obliged to adhere to Hospital policies and procedures relating to Hand Hygiene and Infection Prevention and Control and to assist in undertaking hand hygiene audits as required.
Professional Registration	If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Board of Ireland), it is a condition precedent of your employment to maintain membership of such professional body. It is also your responsibility to comply with the relevant body's code of practice. You are required to advise the Hospital if your professional body in any way limits or changes the terms of your registration. Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
Termination of Employment	<p>Two months' notice in writing, on either side, except in circumstances where the Hospital authority is of the opinion that the holder of the office has failed to perform satisfactorily the duties of his/her office or has misconducted himself/herself in relation to such office or is otherwise unfit to hold office.</p> <p>The mandatory retirement age for new entrant staff in employment in the public service after 1st January 2013 is 70 years.</p> <p>All other appointees in accordance with HR Circular 029/2018 who have not already reached their retirement age before 26th December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose</p>
Protection of Persons Reporting Child Abuse Act 1998	This post is one of those designated in accordance with Section 2 of the Protection of Persons Reporting Child Abuse Act, 1998. You will remain a designated officer for the duration of your appointment in this post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. Such officers will, on receiving a report of child abuse, formally notify the Senior Social Worker in the community care area in which the child is living.