

Person Specification

Position Title: Clinical Nurse Manager (CNM1)

Based: West Cork (*specific location is negotiable*)

Reports To: Adult Services Manager

Overall Position Purpose:

The postholder will deliver staff training and provide advice, support and guidance on CoAction's Medication Management Policy to Area Managers and staff. The Nurse will oversee the full implementation and ongoing review of all aspects of the Medication Management Policy to ensure it is being fully complied with across CoAction's services. The postholder will support staff, in particular Area Managers and lead staff in developing and maintaining positive working relationships with primary Healthcare professionals, in particular GP's, Pharmacists, PHN's and Consultants. The postholder has primary responsibility for ensuring the medical care needs (assessment, plans, implementation and evaluation) of the people we support are to the highest professional and ethical standards and best practice.

Essential Qualifications & Knowledge

- Nurse qualification, RNID preferred
- Full clean Drivers Licence
- In depth knowledge and understanding of the regulations governing medication management in the intellectual disability (ID) sector

Desirable Qualifications & Knowledge

- Train the Trainer
- Risk Management
- Health & Safety
- Person Centred Planning

Essential Skills & Abilities

- Ability to develop and deliver staff training on medication management and other specific healthcare issues, for example epilepsy, diabetes, catheter management, etc.
- Ability to evaluate and adapt staff training programmes on an ongoing basis
- Ability to undertake Competency Assessments & Medication Audits and review procedures in line with best practice
- Ability to develop, review and audit Healthcare Management Plans
- Ability to develop and review policies and procedures relevant to the role
- Flexible and ability to adapt and change as the role evolves
- Excellent communication skills, both written and verbal
- Ability to lead and motivate staff
- Confident and willing to address issues of poor practice / work with line managers regarding staff who require additional support / training or disciplinary sanction

Desirable Skills & Abilities

Essential Experience

- 3 – 5 years' experience of working in the ID sector
- Experience of delivering staff training
- Experience of developing, monitoring and evaluating healthcare management plans
- Experience of working on own initiative

Desired Experience

- Previous experience of working in a community based setting, liaising with Primary Healthcare and Allied professionals

Health Care Nurse - Job Description

This job description indicates the main functions and responsibilities of the post and is subject to review and amendment in light of changing circumstances and may include other duties and responsibilities as may be determined from time to time by the Adult Services Manager or CEO. The postholder will be given as much notice of such changes as possible. It is CoAction's policy to review job descriptions on a regular basis.

Reporting to: Adult Services Manager

Base: To be discussed with the successful candidate

Overall Purpose of Position

The post holder will deliver staff training and provide advice, support and guidance on CoAction's Medication Management Policy to Area Managers and staff. The Nurse will oversee the full implementation and ongoing review of all aspects of the Medication Management Policy to ensure it is being fully complied with across CoAction's services. The post holder will support Area Managers, Social Care Leaders and Workers in developing and maintaining positive working relationships with primary Healthcare professionals, in particular GP's, Pharmacists, PHN's and Consultants. The post holder has primary responsibility for ensuring the medical care needs (assessment, plans, implementation and evaluation) of the people we support are to the highest professional and ethical standards and best practice.

Main Responsibilities

- Deliver 'core' and 'refresher' training to staff, day and residential / respite, including and undertake competency assessments in line with CoAction's Medication Management Policy and Regulations
- Ensure the Staff Training Pack is fully in line with the Medication Management Policy and review and update in line with any changes or amendments to the policy or to the Regulations.
- Undertake Medication audits in line with the policy
- Support managers in the creation and regular review of Healthcare Management Plans and regular liaison with GP's, Pharmacies and families
- Ensure any transcribing is in line with CoAction's policy.
- Ensuring Medication Prescription Sheets (MPS) are compliant and contain all the relevant information as required by the Regulations.
- Develop healthcare & medication related policies as required from time to time by the organisation or by a change in the Regulations / statutory framework.

Professional Responsibilities

The Registered Nurse will:

- Practice Nursing according to the Code of Professional Conduct as laid down by the Nursing Board (An Bórd Altranais & Cnáimhseachas) and Professional Clinical Guidelines and be on the An Bórd live register.
- Comply with national, regional and local Health Service Executive (HSE) guidelines, policies, protocols, legislation and CoAction guidelines and policies.
- Work within his/her scope of practice and take measures to develop and maintain the competence necessary for professional practice.
- Maintain a high standard of professional behaviour and be accountable for his/her practice.
- Be aware of ethical policies and procedures which pertain to his/her area of practice.
- Respect and maintain the privacy, dignity and confidentiality of the people we support subject to the safety, health and welfare of that person / their family not being put at risk.

Clinical Practice

The Registered Nurse will:

- Provide staff training on the Medication Management Policy, epilepsy and other related training and competency assessments and follow up as required.
- Undertake quarterly Medication Audits in each of the houses regulated by HIQA
- Undertake 6-monthly reviews of Prescription Sheets and medicines or more frequently as required.
- Liaise and collaborate with GP's, PHN's and other primary care professionals as appropriate.
- Ensure Individual Healthcare Management Plans (IMP's), Epileptic Care Plans (EPC's) are as required by the Regulations
- Review Medication Prescription Sheets and medicines being administered in line with organisational policy and the Regulations.
- Transcribing medication prescription sheets in line with organisational policy and the Regulations.
- Provide contingency / emergency support to Day Services and in particular at the time of new enrolments each year where people may have significant medical / health support needs.

- Be available to advise and support Area Managers on individual cases where there are particularly complex medical needs and challenges.
- Participate in the review and development of relevant / necessary policies, procedures and guidelines in conjunction with relevant staff and managers, in compliance with statutory obligations.
- Fulfil his/her statutory obligations within the legislation and HSE/CoAction policies as appropriate to the role.
- Deliver nursing care to the people we support according to best practice and within an evidence based framework
- Manage a caseload as directed by the Line Manager.
- Promote the health, welfare and social wellbeing of the people we support.
- Link with the multi-disciplinary team in all aspects of service delivery including case conferences, clinical meetings, team meetings.
- Assess, plan, implement and evaluate individual person centred Healthcare Management Plans within an agreed framework and in accordance with policies, procedures, guidelines and established best practice.
- Develop and promote good interpersonal relationships with the people we support, their families and circle of support.
- Participate in the development, promotion and implementation of infection control guidelines.
- Endeavour to ensure that care is carried out in an empathetic and ethical manner and that the dignity and spiritual needs of the person being supported are respected at all times.
- Promote and recognise the social, cultural and religious dimensions of care and the need to be proactive in understanding and being sensitive to the particular cultural and religious background of the people enrolled in services.
- Collaborate and work closely with those enrolled in services, their family, the multi-disciplinary team, external agencies and services to facilitate discharge planning, continuity of care and specific care requirements.
- Provide education and information to the person being supported and their family as required and be an advocate for the individual and their family if necessary.
- Consult with Nursing professionals external to CoAction on clinical issues as necessary.
- Maintain appropriate and accurate written records and reports in accordance with CoAction / national / professional and confidentiality policies and guidelines.
- Participate in innovation and change management in the approach to the delivery of healthcare particularly in relation to new research findings, evidence based practice and advances in treatments.
- Participate in clinical audits and reviews as required.
- Participate in community needs assessment and ongoing community involvement as required.

- Promote a positive health culture within CoAction and contribute to health promotion and disease prevention initiatives as outlined by the Health Service Executive
- Link with other services as required.

Health & Safety

The Post holder will:

- Participate in the development of policies/procedures and guidelines to support compliance with current legal requirements in the safe storage and administration of medicines and other clinical products.
- Participate in the development of policies/procedures and guidelines with health, safety, risk and management personnel and participate in their development in conjunction with relevant staff and in compliance with statutory obligations.
- Observe, report and take appropriate action on any matter which may be detrimental to care or well-being of any person being supported by CoAction.
- Be fully informed of and comply with CoAction's Safety Statement, Risk Management Policy and other relevant policies and ensure that any issues of concern are notified to the relevant manager immediately.

Education, Training & Development

The Post holder will:

- Keep abreast of the latest developments in nursing practice as far as possible.
- Develop and use reflective practice techniques to inform and guide practice.
- Participate in the clinical / workplace induction of new nursing and support staff.
- Contribute to the identification of training needs pertinent to the clinical area.
- Develop teaching skills and participate in the planning and implementation of orientation, training and teaching programmes for nursing students and the nursing element of education for other health-care staff as appropriate.
- Identify and contribute to the continual enhancement of learning opportunities within a population health framework.
- Provide support guidance and advice to junior colleagues when required within the scope of practice.
- Participate in regular performance / clinical reviews with his/her line manager.

Administration

The Post holder will:

- Ensure that records are safeguarded and managed as per CoAction policy and in accordance with relevant legislation.
- Maintain records and submit activity data / furnish appropriate reports to the line manager as required.
- Contribute to policy development and formulation, performance monitoring, business planning and budgetary control.
- Maintain professional standards and in particular confidentiality in all areas of work.

- Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements.
- Contribute to on-going monitoring, audit and evaluation of the service as appropriate.
- Accurately record and report all complaints and concerns to appropriate personnel in line with CoAction's policies and procedures.