



Job Description: Senior Nursing Manager CNM 3

Characteristic and Values:

Pragmatism, Lack of Prejudice, Optimism, Boldness, Enthusiasm, Committed, Kindness, Positivity, Self-awareness, Sense of Social Justice, Sense of humour, Compassion, Integrity, Empathy, Tenacity, Imagination, Respect, Openness, Patience and Idealism

- **Do you want a job where you can make a difference?**
- **Do you aspire to the characteristics and values above?**
- **If so, come work for SafetyNet Primary Care!**

Job title:	Senior Nursing Manager (CNM 3 Grade)
Particulars of Office:	Permanent full-time (subject to funding) <i>6 month probationary period</i>
Salary Range:	€67,400 – CNM 3
Annual Leave:	25 days per annum
Report To:	CEO/Board Clinical Governance Oversight Sub-Committee

SafetyNet Primary Care

SafetyNet Primary Care is a Medical Charity providing services to those in our society most in need of health care but without access to appropriate care. SafetyNet innovatively removes barriers by bringing healthcare to homeless people and vulnerable groups in hostels, food halls and drop-in services and by providing a mobile health service to rough sleepers and International Protection Applicants. SafetyNet has developed a significant Migrant Health service providing health assessment screening and GP clinics to vulnerable migrants, refugees and asylum seekers. We advocate for an inclusive health system and work towards integration of our patient's health care to mainstream services.

SafetyNet Primary Care is an equal opportunities employer.

Nursing Services

The nursing team provides health services and screening services to vulnerable populations and other hard to reach groups where mainstream services are not available, or they are unable to access them. It facilitates the integration of specific population groups, including international protection applicants, into mainstream services.

We operate daily fixed GP clinics, day and evening Mobile Health Unit outreach response, and operate the Mobile Health Screening Unit, which includes a mobile X-Ray unit. The team for each clinic usually consists of a blend of a GP, Nurse, Health Care Support Worker, Medical Administrator and, where appropriate, Driver.

General Job Description

This new role is key to the continuing development and execution of Safetynet Health Care Services, with a keen focus on quality standards and best practice. The purpose of the Senior Nursing Manager (SNM) role is to lead the Nursing team and other allied Health Professionals to provide a responsive, effective, and efficient delivery of nursing services and associated tasks. Additionally the role will provide clinical leadership and management to the Nursing team and other allied Health Professionals, promoting their own training and development. This role will include providing support in all clinic activities across a variety of settings. Working as part of the Senior Management Team (SMT), the SNM will ensure Standard Operating Procedures are developed, as identified, implemented and adhered to across the organisation. This role will work closely with both the Medical Director to ensure Safetynet clinical teams operate to the highest standard and provide a high-quality service to our patients every time.

The post will have face to face clinical duties appropriate to the role, time available and service needs.

Qualifications

- Candidates shall be registered (or entitled to be so) in the General Division of the Register of Nurses kept by An Bord Altranais
And
Have at least 5 years post registration general nursing experience, with at least 2 years in a nursing management role.
And
Have good working knowledge of general nursing administrative procedures
And
Have the clinical, managerial and administrative capacity to properly discharge the functions of the role
- Candidates should be of good character.
- Candidates shall be in a state of health that indicates a reasonable prospect of ability to provide regular and efficient service.

Duties & Responsibilities

Management

- Take responsibility for the appropriate and effective management of nursing team and other allied health professionals
- Line manage and regularly supervise designated nursing staff and allied health professionals.
- Participate in the development of KPIs for each service, and monitor and review activity.
- Problem solve and generate options and solutions for the nursing team.
- Ensure compliance with the relevant HIQA regulations and ensure they remain informed and knowledgeable of the regulatory environment.
- Oversee nursing clinical caseloads and manage, accordingly, ensuring equitable allocation in line with

capacity and clinical capability.

- Agree & communicate work schedules for nurses to Services Manager.
- Provide innovative and effective leadership, support, and advice to nursing and allied health professionals.
- Identify, develop, implement, and provide guidance to nursing and other staff in the actioning of nursing policies.
- Maintain good employee relations and promote good communication with all relevant staff and teams.
- Plan and guide activities to provide optimum client care in accordance with Safetynet policies and procedures.
- Ensure adherence to all standards and guidelines relating to professional nursing practice, behaviour and Safetynet standards.
- Ensure that agreed procurement are actioned as per policy guidelines and shared with the Administration Manager.
- Support recruitment and training of nurses and other allied health professionals.
- Undertake other relevant duties as may be determined from time to time.

Clinical

- Provide a high level of professional and clinical leadership, maintain a high standard of professional behavior and encouraging the same in others.
- Responsible for the management of Cold Chain protocols across the organisation and adherence to National Cold Chain policies, procedures and guidelines.
- Manage CNMs, RGNs and allied health professionals to provide safe, comprehensive nursing and clinical care to clients in accordance with the Nursing and Midwifery Board of Ireland guidelines (for nursing), legislative requirements and Safetynet operational procedures.
- Keep the organisation up to date with current Health Information Quality Authorities (HIQA) standards which effect the organisation.
- Manage, monitor, and evaluate professional and clinical standards of nursing care ensuring an evidence-based care planning approach.
- Manage regular multi-disciplinary team communications co-operation with all clinical teams.
- Formulate, manage, and implement best practice policies and procedures.
- Maintain professional standards in relation to GDPR, confidentiality, ethics, and legislation and at all times maintain the privacy, dignity and confidentiality of the patient.
- Provide face to face clinical duties as per service needs.
- Administer Childhood vaccinations, when required.

Administrative/Health & Safety

- Ensure that the clinic settings are maintained in good order using appropriate procedures, that supplies are adequate, and that all equipment is clean and in good working order and ready for immediate use.
- Ensure that effective safety procedures are developed, implemented, and managed to comply with all statutory obligations in line with the Safetynet Safety Statement.
- Be aware of risk management issues, identify risks and take appropriate action, consulting with the Medical Director, where appropriate.
- Support an integrated management approach of clinical and operational risks.
- Ensure reporting of any near misses, hazards and accidents are documented in a timely manner and are brought to the attention of the SMT.

- Maintain appropriate and accurate written and electronic nursing records and reports regarding patient care in accordance with Safetynet and professional guidelines.
- Provide clinical activity reports for SMT/CEO/Board/Funders.
- Ensure work is carried out in a safe manner with due care and attention to the safety of self and others and ensure reporting of any malfunctions in a timely manner.
- Ensure adherence to policies in relation to the care, safety and servicing of any equipment supplied for the fulfilment of duty.
- Oversee the ordering of clinic supplies.

Other Responsibilities

- Undertake other responsibilities commensurate with the role including administration as required
- Undertake the role in a professional manner maintaining a high-quality standard of work, and in accordance with the aims, values and ethos of the Safetynet Primary Care
- Be self-servicing in terms of word processing, filing, record keeping, database input, administration, collating information and generating reports from Safetynet Primary Care data etc.
- Participate in internal/external meetings as required
- Be an effective member of the Safetynet SMT team and participate fully in staff meetings and other committees of the Safetynet as required

Note

This Job Description outlines the current responsibilities of the role. As the organisation frequently adapts its operations to meet the changing needs of its client group, the duties associated with this position may change.

Selection Criteria - Core Competencies/Skills
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ESSENTIAL:

Character

- A desire to work in a busy, responsive environment
- An interest in inclusion health
- A desire to work with marginalised groups
- A desire to make positive change
- Commitment to self and others Continuing Professional Development
- Self-motivated, with an ability to work under pressure in a changing work environment

Professional Knowledge

- Demonstrate practitioner competence and professionalism to carry out the duties and responsibilities of the role
- Display evidence-based clinical knowledge in making decisions regarding client care
- Demonstrate an awareness of legislation and standards relevant to the role

Communication & Interpersonal Skills

- Demonstrate excellent interpersonal and communication skills including fluency of the English language to effectively carry out the duties and responsibilities of the role
- Demonstrate the ability to build and maintain relationships including the ability to work effectively as part of a multi-disciplinary, diverse team
- Demonstrate ability to present information clearly and concisely in both written and oral format
- Demonstrate leadership skills to motivate employees.
- Demonstrate IT skills relevant to the role and a willingness to develop these as required.
- Demonstrate evidence of ability to empathise with and treat patients and colleagues with dignity and respect

Planning & Organisational Skills

- Demonstrate evidence of effective planning and organising skills
- Demonstrate effective analytical, problem solving and decision-making skills
- Demonstrate flexibility in terms of working hours

DESIRABLE:

- Experience of working with marginalised groups in the health care sector
- Experience of working in a General Practice setting
- Experience in Phlebotomy (or be willing to learn)
- Experience in administering Childhood vaccinations (or be willing to learn)
- Experience in managing Cold Chain protocols
- Have a good working knowledge of the Health Information Quality Authorities (HIQA) standards.
- Experience in eliciting patient feedback to assist in shaping continuing service development.

Further Information for Candidates

- 35 Hours per week
- 5 days per week: Monday – Saturday (start time may vary depending on start times of services each day)
- Based mainly in Dublin 1, however some travel may be required.
- Post is subject to Garda Vetting

This post is being offered as a Permanent Contract subject to funding with a 6-month probationary period.

To apply

Please send current CV and cover letter to careers@primarycaresafetynet.ie by 20th September 2024.

Shortlisting may apply.