**Overview**

The post of CNM 2 (Occupational Health) has a pivotal role in service planning, co-ordinating, and managing activity and clinical resources. The main responsibilities are: quality assurance, resource management, staffing and staff development, practice development, facilitating communication and professional / clinical leadership.

**Organisational Context**

The RCSI Hospital Group includes the following hospital:

* Beaumont Hospital
* Cavan General Hospital
* Connolly Hospital
* Louth County Hospital
* Monaghan Hospital
* Our Lady of Lourdes of Hospital
* Rotunda Hospital

The Academic Partner for the Group is the RCSI.

RCSI Hospital Group provides a national service and a regional service to Dublin and Dublin North East and is committed to the provision of world class care, exceptional services with respect and compassion.

**Key Responsibilities**

The HSE Dublin North East occupational health service (OHS) was the first occupational health service in the public service to be certified by SEQOHS Safe Effective Quality Occupational Health Service) international accreditation scheme managed by the Royal College of Physicians of London.

The service provides regional delivery of occupational health services to the employees of HSE DNE. This is a mixed urban/rural area extends from north Dublin county border to the border with Northern Ireland and to the eastern borders of Cavan and Meath. It covers HSE employees working in both acute and community settings in counties Meath, Louth, Cavan and Monaghan.

The occupational health nurse advisors provide occupational health services at sites in Ardee (central unit), Drogheda Hospital, Cavan General Hospital, Monaghan Hospital and Our Lady’s Hospital in Navan. Working semi-autonomously with the team of 5 occupational health nurse advisors to provide statutory health surveillance, screening medicals, vaccinations and assessment and rehabilitation of staff on long-term sickness absence. Duties include processing pre-placement health assessments, staff immunisation campaigns, management referrals in conjunction with the HSE ‘Attendance and rehabilitation policy,’ compliance with HSE HR Circular 012-2009 Prevention of Transmission of Blood Borne Diseases in the Healthcare Setting. The OHS provides training for employees and line managers on occupational blood and body fluid exposures, stress in workplace, attendance management training for managers, Health & Safety, Infection control, risk management, or national or regional occupational health advisory groups or committees.

**Professional / Clinical**

*The Clinical Nurse Manager 2 (Occupational Health) will:*

* Manage patient care to ensure the highest professional standards using an evidence based, care planning approach.
* Provide a high level of professional and clinical leadership.
* Be responsible for the co-ordination, assessment, planning, delivery and review of service user care by all staff in designated area(s).
* Provide safe, comprehensive nursing care to service users within the guidelines laid out by An Bord Altranais.
* Practice nursing according to:
* Professional Clinical Guidelines
* National and Area Health Service Executive (HSE) guidelines.
* Local policies, protocols and guidelines
* Current legislation
* Continuous professional development requirements and competence assurance.
* Manage own caseload in accordance with the needs of the post.
* 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.
* Collaborate with service users, family, carers and other staff in treatment / care planning and in the provision of support and advice.
* Communicate verbally and / or in writing results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy.
* Ensure that service users and others are treated with dignity and respect.
* Maintain nursing records in accordance with local service and professional standards.
* 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 e.g. admission and discharge procedures, control and usage of stocks and equipment, grievance and disciplinary procedures.
* Maintain professional standards in relation to confidentiality, ethics and legislation.
* In consultation with Head of Department and other disciplines, implement and assess quality management programmes.
* Participate in clinical audit as required.
* Initiate and participate in research studies as appropriate.
* Devise and implement Health Promotion Programmes for service users as relevant to the post.
* 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.
* Carry out health assessments of employees to ascertain their fitness, advice on adaptations and also to identify higher risk individuals and those who will be working with occupational hazards.
* Undertake health surveillance, health promotion and immunisation programmes according to identified needs.
* Assist with resuscitation, pending medical aid.
* Administering medication based on individual need within the boundaries set in the medical protocols by the consultant in occupational Medicine.
* Carrying out venepuncture as required.
* Blood-borne virus testing.
* Respond promptly to infection alerts amongst staff. Co-operating with Infection prevention and/or Environmental Health Department during an outbreak.
* Carry out assessment of occupational blood & body fluids exposure incidents (OBEs). Provide follow-up care after accidents where appropriate, e.g. OBEs. Make appropriate assessment and use of Universal Precautions and dispose of sharps in line with HSE policy.
* Use specialist equipment provided within the OHS and act as a resource for training and support with regard to this, e.g. vitalograph, audiometers. Ensuring accuracy of use, necessary calibration and certification in equipment use if necessary.

**Health & Safety**

*The Clinical Nurse Manager 2 (Occupational Health) will:*

* Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff e.g. health and safety procedures, emergency procedures.
* Observe, report and take appropriate action on any matter which may be detrimental to staff and/or service user care or well being / may be inhibiting the efficient provision of care.
* Assist in observing and ensuring implementation and adherence to established policies and procedures e.g. health and safety, infection control, storage and use of controlled drugs etc.
* Ensure completion of incident / near miss forms / clinical risk reporting.
* Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
* Liaise with other relevant staff e.g. CNS infection control, Occupational Therapist re appropriateness for procurement.
* 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.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

***Education and Training***

*The Clinical Nurse Manager 2 (Occupational Health) will:*

* 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.
* Be familiar with the curriculum training programme for student nurses and be aware of the clinical experience required to meet the needs of the programme.
* Participate in the identification, development and delivery of induction, education, training and development programmes for nursing and non-nursing staff.
* Provide support and supportive supervision to Clinical Nurse Manager 1 and front-line staff where appropriate.
* Foster a clinical learning environment.
* Engage in performance review processes including personal development planning as appropriate.
* In conjunction with the appropriate persons, develop and implement health and well-being programmes for staff.

**Management**

*The Clinical Nurse Manager 2 (Occupational Health) will:*

* Exercise authority in the running of the assigned area(s) as deputised by the Head of department and consultant in occupational medicine.
* Provide the necessary supervision, co-ordination and deployment of nursing and support staff to ensure the optimum delivery of care in the designated area(s).
* Manage communication at ward and departmental level and facilitate team building.
* Provide staff leadership and motivation which is conducive to good working relations and work performance.
* Promote a culture that values diversity and respect in the workplace.
* Formulate, implement and evaluate service plans and budgets in co-operation with the wider healthcare team.
* Manage all resources efficiently and effectively within agreed budget.
* Lead on practice development within the clinical area.
* Lead and implement change.
* 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.
* Ensure 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.
* Actively participate in the occupational health management structure by ‘acting up’ when required.
* Maintain all necessary clinical and administrative records and reporting arrangements.
* Engage in IT developments as they apply to service user and service administration.

**Essential Criteria**

**Each candidate must, at the latest date for receipt of completed applications for the post:**

**Professional Qualifications & Experience**

* Be registered in the General of the Register of Nurses maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or be entitled to be so registered.

**AND**

* Have at least 5 years post registration experience of which 2 must be in the specialty area of occupational health or related area of public health / community nursing.

**AND**

* Have the clinical, managerial and administrative capacity to properly discharge the functions of the role

**AND**

* Demonstrate evidence of continuing professional development at the appropriate level

**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.

**Character**

Each candidate for and any person holding the office must be of good character

*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).*

*Post Specific Requirements:*

* Must hold a professional qualification specific to occupational health to minimum standard of Diploma Level 8 (QQI) or higher.
* Demonstrate depth and breadth of experience in occupational health nursing as relevant to the role.
* Access to own transport as the post will involves travel to HSE sites across the region.
* Available to work Monday to Friday (9am to 5pm).

**Skills & Competencies**

**Technical & Professional Knowledge**

Has a command over the technical/ professional skills and knowledge required within the job holder’s role and continues to upskill to maintain high professional standards and continuous professional development requirements.

**Leadership and Management**

Manages performance to deliver team goals; demonstrates accountability for leading, directing, monitoring and evaluating RCSI Hospital Group services. Creates a climate in which people want to do their best. Promotes confidence and positive attitude; influences others to follow a common goal.

**Communication & Interpersonal Skills**

Speaks and writes clearly, fluently and effectively to both individuals and groups; communicates in a manner that will persuade, convince and influence others, in order to motivate, inspire or encourage them to follow a particular course of action.

**Resource Management**

Manages and utilises the organisation’s resources in the most effective manner to maximise the value for money proposition and to identify costs savings where possible.

**Building & Maintaining Relationships**

Builds and maintains relationships with a network of people. Recognises the two way nature of relationships and works to develop mutually beneficial partnerships. Interacts with others in a manner that builds respect and fosters trust.

**Commitment to Quality & Risk Management**

The ability to focus on understanding stakeholder’s needs and expectations and to respond effectively and efficiently to them. Has a good knowledge of and is committed to offer a quality service through the achievement of goals, accreditation standards, other organisation/department standards and risk management frameworks and guidelines.

**Problem Solving & Decision Making**

Identifies and solves problems by understanding the situation, seeking additional information, developing and weighing alternatives, and choosing the most appropriate course of action given the circumstances.