JOB DESCRIPTION

CLINICAL NURSE MANAGER I (DAY DUTY)

Payscale 2127

Contract of Indefinite duration

(37.5 HOURS PER WEEK)

(Ref 2026-079)

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1. Job purpose

To be responsible for the management, care, and treatment of patients, to ensure that the optimum standard of care is provided within the IPU.

The primary role of the Clinical Nurse Manager 1 (CNM 1) will be one of clinical and professional leadership and development in the nursing team, including the development of nursing staff by means of in-service training, orientation of new staff and arranging for clinical experience and supervision of student nurses where this is appropriate.

2. Accountability

The position reports to and is accountable to the CNM2/Assistant Director of Nursing/Director of Nursing or other designated officer in all matters relating to the job.

3. Key Dimensions

Direct reporting to the CNM2/Assistant Director of Nursing/Director of Nursing.
Key relationships that will influence the success of the role: Multidisciplinary Team Members and In Patient Unit Staff.

4. OPERATING ENVIRONMENT

Contractual Hours: 37.5 hours per week

Hours of work: Contracted hours of work are day and night shifts over seven days to meet the requirements of the services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).

Location: This position is based in SFHD which operates across two sites: Raheny & Blanchardstown. In the interest of patient care and changing needs, candidates are required to be flexible and are obliged to carry out duties in any department or location of the Hospice or associated locations when required to do so by the Director of Nursing/Assistant Director of Nursing.

As St. Francis Hospice Dublin is an expanding service, the demands for services can change and it will be necessary to meet these changes throughout the organisation. In such circumstances, it may be necessary to review the work location for this post and, on behalf of the Board of Directors, the Leadership Team reserves the right to change the terms and conditions as necessary. However, notification will be given of any such changes.

Garda Vetting: The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to a formal job offer being made.

5. SALARY SCALES, ANNUAL LEAVE & PENSION SCHEME

Salary Scale: Department of Health - Consolidated Salary Scale 2127 (1st June 2026) – Clinical Nurse Manager 1 - €57,780 - €70,087

Annual Leave: 28 days per annum pro rata.

Pension Scheme: Your post, position, or office is pensionable for the purpose of the Single Public Service Pension Scheme (the "SPSPS")

6. The Person: Qualifications, Experience, Knowledge & Competencies

	Essential	Desirable
Qualifications	• Registered in the General division of the Nurses Register as maintained by NMBI. • HDip in Palliative Care or a willingness to undertake one.	• Management qualification • HDip in Oncology
Experience	• Three years post registration experience. • One years' experience in Palliative Care or Oncology. • Have the clinical, managerial and administrative capacity to properly discharge the functions of the role. • Evidence of consistent updating of clinical skills and knowledge.	• Experience of Regulation inspections

7. Outline of Duties and Responsibilities

The role of CNM1 includes but is not limited to:

General

1. Comply with the Mission Statement and Values of St. Francis Hospice Dublin
2. Participate in Professional Development Reviews as required.
3. Create and promote healthy working relationships.
4. Communicate in a professional, efficient and confidential manner.
5. Foster and develop a spirit of teamwork and participate in team-building activities.
6. Maintain a high standard of work performance, attendance, appearance and punctuality.

Key Responsibilities and Accountabilities

Professional / Clinical

- Be responsible for the co-ordination, assessment, planning, implementation, and review of care for service users according to service standards.
- Provide safe, comprehensive nursing care to service users according to the Code of Professional Conduct as laid down by the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and Professional Clinical Guidelines.
- Practice nursing according to:
    - Professional Clinical Guidelines
    - St. Francis Hospice policies, protocols and guidelines
    - Current legislation
- Manage own caseload in accordance with the needs of the post.
- Encourage evidence-based practice, using a care planning approach to nursing care.
- Participate in teams as appropriate, communicating and working in co-operation with other team members.
- Collaborate with patients, 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.
- Plan discharge or transition of the patient between services as appropriate.
- Assist in providing staff leadership and motivation, which is conducive to good staff relations and work performance.
- Ensure that patients and others are treated with dignity and respect.
- Maintain nursing records in accordance with local service and professional standards.
- Contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care, to ensure that physical, psychological, social, spiritual and cultural needs of patients and families are met.
- Maintain professional standards in relation to confidentiality, ethics and legislation.
- In consultation with CNM2 and other disciplines, implement and assess quality management programmes.
- Participate in clinical audit as required.
- Devise and implement Health Promotion Programmes for patients as relevant to the post.
- Lead and implement change, with particular reference to recommendations of the Commission on Nursing and the Health Service reform programme.
- Operate within the Scope of Practice - seek advice and assistance from their manager with any cases or issues that prove to be beyond the scope of their professional competence in line with principles of best practice and clinical governance.
- Demonstrate expertise and knowledge of the grief and bereavement process, recognising the need for referral and appropriate follow-up.

Health and Safety

- Play a central role in maintaining a safe environment for patients, staff and visitors e.g. by contributing to incident reporting and risk assessment.
- 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.
- Observe, report and take appropriate action on any matter which may be detrimental to patient care or wellbeing / may be inhibiting the efficient provision of care.
- Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
- 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 as appropriate to the role.
- 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

- 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.
- Provide a high level of professional and clinical leadership.
- Provide supervision and assist in the development of knowledge, skills and attitudes of staff and assigned students.
- 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 assessment of student nurse proficiency in clinical nursing skills as part of their role as preceptor.
- Engage in performance review processes including personal development planning as appropriate.

Personnel / Administrative

- Exercise authority in the running of the IPU as deputised by the CNM2.
- Provide the necessary co-ordination and deployment of nursing and support staff in designated area(s) of responsibility, ensuring that skill mix takes account of fluctuating workloads and ensuring maximisation of available resources.
- Assess and monitor trends through collection and analysis of activity and data and keeping CNM2 and Senior Nursing Management informed of changing work patterns, which may require increased resource allocation.
- Collaborate with the CNM2 in preparing, implementing and evaluating budget and service plans for the clinical area.

- Co-operate in managing all resources - including nursing and non-nursing staff within an agreed budget.
- Promote a culture that values diversity and respect in the workplace.
- Assist in maintaining the necessary clinical and administrative records and reporting arrangements.
- Contribute to quality assurance by assisting in data collection.
- Ensure that patient care equipment is maintained to an appropriate standard.
- Ensure compliance with legal requirements, policies and procedures affecting patient, staff and other hospital matters.
- Participate actively in the Nursing Management structure by 'acting up' when required.
- Engage in IT developments as they apply to patient and service administration.

Management and Administration:

In collaboration with the CNM2, the CNM1 will:

1 Manage all resources efficiently and effectively and within agreed budgets.

2 Take responsibility for the creation and implementation of work rosters for nursing and support staff with due regard for:
    - current patient occupancy levels,
    - available staffing levels,
    - necessary staff skill mix requirements to meet individual patient needs,
    - fair and equitable allocation of study leave,
    - fair and equitable allocation of annual leave,

3 Ensure that accurate records of attendance and absenteeism are maintained.

4 Ensure that IPU staff returning to work following sick leave are appropriately supported, in conjunction with the Director of Nursing/Assistant Director of Nursing.

5 Ensure that adequate levels of ward stock/supplies are maintained.

6 Liaise closely with cleaning and catering staff with regard to patient needs.

7 Ensure that appropriate, accurate and concise records are maintained at all times.

8 Respond promptly to comments, complaints or issues raised by patients or families, and follow Incident Reporting requirements.

9 Lead and implement change with reference to any National reforms relating to nursing and palliative care practices, policies and procedures.

10 Ensure that all procedures are carried out within the remit of health and safety, data protection and freedom of information legislation and relevant hospice policies and procedures.

11 Present changes and research-based innovations in a positive manner to staff.

12 Orientate new staff and manage the probationary process.

13 Participate in regular and formal forums for interdisciplinary communication which are respectful and receptive of contributions from all staff.

14 Participate in developing and implementing evidence-based standards and guidelines for practice,

15 Participate in developing, implementing and regularly revising the Risk Management, Clinical Audit and Performance Indicator programmes.

16 Participate in and support research initiatives as appropriate.
17 Participate in professional organisations or committees as appropriate.
18 Liaise and co-operate as required with other hospital and community departments to provide appropriate support services.
19 Maintain effective communication networks within all disciplines and departments throughout the hospice.
20 Serve as a resource to other disciplines and departments.
21 Support the on-going practice and review of emergency procedures.
22 Submit the required reports to the Director of Nursing/Assistant Director of Nursing.

Core Competencies

Professional Knowledge and Skills	• Demonstrate knowledge of national nursing policies, procedures and protocols. • Demonstrate the ability to lead on clinical and service quality initiatives. • Demonstrate practitioner competence and professionalism. • Demonstrate a high level of clinical knowledge & competence in Palliative Care. • Demonstrate evidence-based decision making and practice. • Demonstrate integrity and ethical stance.
Management Skills	• Demonstrate the ability to build, lead and manage a team. • Demonstrate an awareness of HR policies and procedures.
Leadership	• Demonstrate the ability to lead on clinical practice and service quality. • Demonstrate initiative and innovation in the delivery of service. • Demonstrate resilience and composure.
Problem Solving & Decision Making	• Demonstrate an able to act quickly to address urgent matters. • Demonstrates lateral thinking to generate non-obvious solutions to problems.
Planning & Organising	• Demonstrates an effective allocation and use of resources. • Demonstrates an ability to anticipates problems and takes preventative action to address these. • Demonstrates an ability to manage competing and changing priorities.
Communication	• Demonstrate strong interpersonal skills including the ability to build and maintain relationships.

	• Demonstrate strong communications and influencing skills.
Organisational Knowledge	• Demonstrates an understanding of national health strategies relevant to the service. • Demonstrates a strong understanding of St Francis Hospice Dublin's Core Values & Mission Statement. • Demonstrates a basic finance and budgeting knowledge and draws on this to make decisions.
Quality Improvement	• Demonstrates an ability to initiate Quality Improvement projects to bring about change. • Demonstrates an ability to evaluate audit results and research findings to identify areas for quality improvement in collaboration with nursing management and MDT colleagues. • Demonstrate a commitment to continuing professional development. • Demonstrate the ability to relate nursing research to nursing practice.

Signature of Job Holder:	**Signature of Line Manager or Designated Officer:**
Job Title:	**Job Title:**
Date:	**Date:**