



St. Francis Hospice

Job Description

Clinical Nurse Manager 2

In-Patient Unit

(37.50 hours per week)

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1. JOB PURPOSE

The CNM2 will function as a role model, promote best practice in the delivery of care, and provide clinical expertise and support within the Multi-Disciplinary Team. The CNM2 will work in collaboration with the multidisciplinary team in co-ordinating and managing nursing resources, developing and maintaining strong working relationships across all disciplines and departments in the organisation. The CNM2 will support the nurses in becoming expert, competent, reflective practitioners developing skills to meet patient/service needs in line with the ethos and values of St. Francis Hospice.

The CNM2 will lead and support the CNM1s, Nurses, Healthcare assistants and Household staff that is committed to St. Francis Hospice philosophy of care and interdisciplinary team working.

He/she has responsibility for:

- The management and co-ordination of the IPU.
- The supervision of evidenced based specialist palliative care nursing.
- Manage change effectively, as required.
- Ensure that the needs of patients and their families are met within available resources.
- Take an active role in service development, staff training and budgetary planning.
- Acting as a role model for nursing staff within the department.
- To facilitate good communication within the OPDS and with the internal and external stake holders.
- Maintain and promote effective communication with community based services, PHNs, GPs, community hospitals and consultant's general hospitals.
- Participate in recruitment and selection of staff for the service.
- Deputise for the DON/ADON, and provide Hospice Management cover as required, according to service needs.
- Working with and delegating appropriately to the team.
- Ensure the core competencies of the RGN's (clinical focus, patient advocacy, education, training, audit, research and consultancy) are enabled and adhered to.



2. ACCOUNTABILITY

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

3. KEY DIMENSIONS

- Direct reporting to the Director of Nursing and Assistant Director of Nursing.
- Key relationships that will influence the success of the role: Multidisciplinary team.

4. OPERATING ENVIRONMENT

Contractual Hours: 37.50 hours per week.

Hours of work: Normal working week will be over a seven-day spread. Details of starting and finishing times, which may vary in accordance with Hospice needs will be notified by your line manager. There will be times when you will be required to work outside of the normal office hours.

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 Leadership team.

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 (1st March 2025)
– CNM2 Salary scale – €60,824 – €76,897 and location allowance.

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”).

THE PERSON: QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & COMPETENCIES

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">Registered in the General division of the Register of Nurses as maintained by NMBIHave a post- registration level 8 QQI (Quality and Qualifications of Ireland) major academic award on the NFQ (National Framework of Qualifications) in Palliative Care or Oncology*	<ul style="list-style-type: none">MSc in Palliative care
Experience	<ul style="list-style-type: none">Two years post registration experience.One years’ experience in Palliative Care or OncologyExperience with participation within an MDTCompetent and confident IT skills – Word, Excel, Power Point and e-mailDemonstrates evidence of continuing professional development	
Other	<ul style="list-style-type: none">Full driving licence	



6. Key Responsibilities and Accountabilities

The post holder's practice is based on the Management Competency User Pack, <https://www.hse.ie/eng/staff/resources/recruitment-standards/before-you-recruit/guide-to-using-the-competency-framework.docx>

MANAGEMENT COMPETENCIES

1) Promotion of evidence-based decision-making:

Make decisions in a well-judged and timely manner bringing all relevant information to bear when addressing problems or issues. Use logical analysis to break complex problems into their component parts. Applies research findings to improve nursing practice and processes.

2) Building and maintaining relationships:

Form strong positive working relationships across all areas of the service, builds on a common understanding. Demonstrate a supportive and reciprocating work style including strong empathy with service users.

3) Communication and influencing skills:

Get a message across fluently and persuasively in a variety of different media (oral, written and electronic). Make a compelling case to positively influence the thinking of others. Is strategic in how she goes about influencing others; show strong listening and sensing skills.

4) Service initiation and innovation:

Be a driver to achieve positive results at all levels of the service. Take initiatives to move the service forward and shows a willingness to try out new ideas.

5) Resilience and composure:

Maintain a disciplined and professional level of performance under sustained or situational pressure. Is resilient. Show persistence and flexibility in achieving goals.

6) Integrity and ethical stance:

Hold an appropriate and effective set of professional and managerial values and beliefs and behaves in line with these. Promote and consistently support ethical and value-based staff practices.



7) Sustained personal commitment:

Is personally committed to achieving end goals and the continuous improvement of the service. Show enthusiasm and a high level of motivation in leading and completing projects. Be highly committed to the nursing profession and keep abreast of current issues.

8) Practitioner competence and professional credibility:

Has the functional and technical knowledge and skills to make a credible contribution to nursing practice.

Front-line competency

1) Planning and organisation:

Plan and organise resources efficiently and effectively within a specified time frame. Co-ordinate and schedule activities. Manage unexpected scenarios.

2) Building and leading a team:

Act as a role model in terms of capability and professionalism. Lead teams confidently, motivating, empowering and communicating with staff to promote provision of a quality service. Blend diverse styles into a cohesive unit, coaches and encourages improved performance.

3) Leading on clinical practice and service:

Set and monitor standards and quality of service, leads on proactive improvement.

Mid-level competency

1) Empowering and enabling leadership style:

Practice an enabling management style with the front-line management team and other contributing professionals.

2) Setting and monitoring performance standards:

Establish clear objectives and defines core standards of performance and clear expectations for her team. Regularly reviews performance against standards.

3) Negotiation skills:

Skilful in the handling and positive resolution of conflict, building common ground and seeking to achieve mutually acceptable outcomes. Can be skilfully assertive to achieve desired outcomes, puts a case across well.



4) Proactive approach to planning:

Forward plans for service developments. Anticipates trends and identifies opportunities. Ensures that the learning from new service models and practices influences service planning.

5) Effective co-ordination of resources:

Ensures that resources are allocated and used in an effective way, monitors activity levels and intervenes to align resources and maximise efficiencies.

7. **Health & Safety:**

These duties must be performed in accordance with local organisational and the HSE health and safety policies. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act (2005). Staff must carry out their duties in a safe and responsible manner in line with the local policy documents and as set out in the local safety statement, which must be read and understood.

Quality, Risk and Safety Responsibilities

It is the responsibility of all staff to:

- Participate and cooperate with legislative and regulatory requirements with regard to quality, risk and safety.
- Participate and cooperate with local quality, risk and safety initiatives as required
- Participate and cooperate with internal and external evaluations of the organisation's structures, services and processes as required, including but not limited to, The National Hygiene Audit, National Decontamination Audit, Health and Safety Audits and other audits specified by the HSE or other regulatory authorities
- Initiate, support and implement quality improvement initiatives in their area which are in keeping with local organisational quality, risk and safety requirements
- Contribute to the development of PPPGs and safe professional practice and adhere to relevant legislation, regulations and standards
- Comply with SFHD Policies, including, but not limited to:
 - SFHD Safety Statement



- Driving For Work Policy as required
- Medication Policies
- Infection Control Policies
- Data Protection
- Ensure completion of incident/forms and clinical risk reporting.
- Continually monitor the service to ensure it reflects current needs.
- Generate and contribute to the development of clinical standards and guidelines and support implementation.
- Implement and manage identified quality improvement initiatives.

GENERAL

- Comply with the Mission Statement, Ethos and Core Values of St. Francis Hospice Dublin.
- Comply with the St. Francis Hospice Dublin policies relating to confidentiality and ensure confidentiality in all matters of information obtained during the course of employment.
- Adhere to the Policies & Procedures of St. Francis Hospice Dublin at all times.
- Actively engage in continuous professional development and learning.
- Present and act in a professional manner at all the times.
- Carrying out any other reasonable duties, appropriate to the office that may be required from time to time.

The successful candidate will be required to update their knowledge and skills to fit the changing requirements of the post. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs.

The successful candidate will be required to maintain, enhance and develop their knowledge, skills and attitudes necessary to respond to a changing situation.



St. Francis Hospice

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