

## Job Description

<b>Job Title</b>	<b>Clinical Coordinator, Day Unit</b>
<b>Department</b>	<b>Day Unit</b>
<b>Reports to</b>	<b>Day Unit Manager</b>
<b>Date</b>	<b>December 2014</b>

### Overall Purpose of Job

The mission of Beacon Hospital is to provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

The Clinical Coordinator is responsible for directing and overseeing the daily activities of the Day Unit.

### Key Responsibilities and Deliverables

- Performs clinical duties.
- Coordinates and directs the daily patient care operations of the Day Unit.
- Assesses staff competencies and makes patient care assignments.
- Delegates tasks to appropriate personnel, consistent with legal and professional guidelines and departmental standards.
- Creation and maintenance of staff rosters along with associated staff planning meetings.
- Maintains clear communications with the Nurse Manager regarding unit needs and incidents.
- Identifies appropriate internal controls for department; provides mechanisms to monitor and enforce compliance.

### Clinical Responsibilities

The post holder will be familiar with and adhere to The Professional Scope of Practice Framework (An Bord Altranais 2000).

- The post holder will partake in the Total Quality Management processes thereby contributing to:
- The setting of standards and the identification of quality guideline issues.
- The evaluation of current practices to ensure they are in line with best practice.
- Effective participation in all hospital audit processes including the hospital Wide Accreditation Cycle.

**Leadership Responsibilities**

- Efficient recording of all necessary documentation.
- Monitoring of all risk management processes and the effective management of complaints.
- Efficient utilisation of pay and non -pay resources.
- Carry out performance reviews.
- Continuously develop as well as demonstrate leadership ability in order to act as an effective role model.
- Ensure effective Unit responsiveness is maintained in the area of staffing in order to satisfy daily patient throughput fluctuations.

**Personal & Professional Responsibilities**

The post holder is expected to:

- Maintain a professional ethos at all times.
- Ensure their professional and personal persona positively reflects the profession of nursing and Beacon Hospital.
- Be a preceptor and or supervisor to students and newly appointed staff.

**Educational Responsibilities**

Under the direction of the Nurse Managers the post holder will:

- Develop teaching skills and effectively participate in orientation and teaching courses for new and existing staff nurses.
- Act as a mentor for the continued professional development of staff on a day to day basis.
- Identify and contribute to the continual enhancement of learning needs and opportunities in the clinical area.
- Assume responsibility for own learning and development needs.

**Interrelationships**

- Maintaining an effective interdisciplinary communication process as well as participating in hospital wide nursing communication processes.
- Provide effective communication tools to maximise patient outcomes and unit specific goals.
- Demonstrate willingness to assist co-workers whenever needed.
- Ensure appropriate staff communication takes place within a pressurised environment.

**Other Duties & Responsibilities**

- Utilise effective time management skills.
- Maintain professional appearance and dress code.

## Person Specification

<b>Qualification</b>	<ul style="list-style-type: none"> <li>NMBI General Nurse licence in good standing.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>5 years' clinical experience preferred.</li> </ul>
<b>Job Specific Competencies and Knowledge</b>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Demonstrate evidence of recent and relevant experience in the specialised area and in an acute hospital setting.</li> <li>Knowledge of new developments in specialised area.</li> </ul> <p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>Demonstrate evidence of effective planning, organising and time management skills.</li> </ul> <p><b>Patient &amp; Customer Focus</b></p> <ul style="list-style-type: none"> <li>Focus on quality.</li> <li>Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.</li> </ul> <p><b>Communication &amp; Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>Effective communication skills including the ability to present information in a clear and concise manner.</li> </ul> <p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>Ability to work as part of a multi-disciplinary team.</li> </ul>
<b>Personal Competencies</b>	<p>All posts in Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management.</p>

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee:

Signature

Date

Name (Block Capitals)