

## Job Description

<b>Job Title</b>	<b>Clinical Co-ordinator (Maternity Leave cover)</b>
<b>Department</b>	<b>Level 4 North</b>
<b>Reports to</b>	<b>Nurse Manager</b>
<b>Date</b>	<b>January 2014</b>

### Overall Purpose of Job

The mission of UPMC 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 Co-Coordinator is responsible for directing and overseeing the daily activities of the orthopaedic ward.

### Key Responsibilities and Deliverables

- Co-ordinate and direct the daily patient care operations of the orthopaedic ward.
- Analyse workloads and skill requirements to meet patient care needs.
- Assess staff competencies and make patient care assignments.
- Delegate appropriate tasks to personnel, consistent with legal and professional guidelines and departmental standards.
- Maintain clear communications with the Nurse Manager regarding ward needs and incidents.
- Serve as a resource person on the ward ensuring patient care is provided where required.
- Identify appropriate internal controls for the department implementing 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 identification of quality/policy/guideline issues.
- The evaluation of current practices to best practice.
- The setting of standards utilising structure, process and outcome.
- All hospital, regional and national audit processes.
- The Hospital Wide Accreditation Cycle.

### Managerial Responsibilities

- The timely identification and communication of any issues to the Nurse Manager.
- Demonstrate a confidence and competence in all hospital policies and guidelines.
- Efficient recording of all necessary documentation.
- Effective management of complaints.
- Monitoring of all risk management processes.
- Maintaining an effective interdisciplinary communication processes.
- Efficient utilisation of pay and non-pay resources.
- Effectively utilise ward and hospital nursing communication processes as well as tools.

## **UPMC Beacon Hospital**

### **Personal and Professional Responsibilities**

The post holder is expected to:

- Maintain a professional portfolio.
- Ensure their professional and personal persona positively reflects the profession of nursing and the Hospital.
- Utilise all practical opportunities to educate the patient and their families.
- Be a preceptor and or supervisor to students and newly appointed staff.
- Participate in their performance review with their Nurse Manager.

### **Educational Responsibilities**

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

- Contribute to the identification and continual enhancement of training and development needs within the clinical area.
- Participate in the clinical induction of all new nursing and support staff.

### **Interrelationships**

- Maintain good working relationships with other departments, physicians, patients, families and outside agencies.
- Demonstrate the ability to delegate tasks and responsibilities.
- Participate in ongoing consultation and collaboration with physicians and other related staff.
- Seek to maximise patient outcomes and ward specific goals.
- Participate in ward-based and interdepartmental QI activities.

### **Other Duties and Responsibilities**

- Utilise effective time management skills.
- Maintain professional appearance and dress code.
- Ensure guidelines for absence or tardiness are adhered to.

## Person Specification

<b>Qualification</b>	<ul style="list-style-type: none"> <li>An Bord Altranais Registered General Nurse licence in good standing.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Two years clinical orthopaedic experience preferred.</li> <li>Possess teaching abilities, leadership qualities, professional judgment, critical thinking and problem solving abilities, and a sense of professional development.</li> <li>Must demonstrate multi-tasking ability.</li> <li>Use effective time management skills.</li> </ul>
<b>Job Specific Competencies and Knowledge</b>	<p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>Ability to work as part of a multi-disciplinary team.</li> <li>Motivated and an innovative approach to job.</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> <li>Have an understanding of change management.</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> <li>Have flexible approach to internal rotations, rostering, night duty, theatre on call, attitude to work.</li> </ul> <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> <li>Knowledge of national strategies where appropriate to nursing care.</li> </ul> <p><b>Patient and 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>
<b>Personal Competencies</b>	<p>All posts in UPMC 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:**

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Signature

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Date

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Name (Block Capitals)