

Job Description

Job Title	Nurse Manager
Department	Day Unit
Reports to	COO
Date	2014

Overall Purpose of Job

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

The Nurse Manager is accountable for the effective delivery of competent, compassionate, and efficient care for Day Care Unit, the Women's Health Center and the Satellite Day Unit which provide same day Care services on a 6 day a week basis. The management position includes clinical, human resources, physician relationship building and financial management.

Key Responsibilities and Deliverables

- Provide leadership and direction for the staff on the patient care unit(s) while supporting and actualising the goals of the department, division, service and Beacon Hospital.
- Ensure the effective delivery of competent, compassionate, and efficient care by monitoring and evaluating patient care processes and outcomes on the patient care unit(s).
- Recruit and retain competent, compassionate staff while monitoring performance standards and promoting fair labour practices.
- Promote a work environment that demonstrates caring by accessibility of safe equipment and adequate supplies in an efficiently arranged physical setting.
- Operationalise and participate in continuous quality improvement and risk management programs at the unit(s) level in a collaborative manner with multi-disciplinary colleagues.
- Enhance the collegial consultant-nursing relationship recognizing the value in the development of respectful working environment.
- Monitor fiscal budget to control operational and capital expenditures while monitoring and adjusting staffing patterns to improve unit productivity.
- Identify appropriate internal controls for department; provides mechanisms to monitor and enforce compliance.
- Perform related duties as required.

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 and 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.
- Health Promotion initiatives.

Interrelationships

- Maintain good working relationships with other departments and with physicians, patients, families and outside agencies.
- Communicate during the shift with the Assistant Director of Nursing for Surgical Services, the Nurse Supervisor and Director of Nursing.
- Demonstrate the ability to delegate tasks and responsibilities.
- Participate in ongoing consultation and collaboration with physicians and other care providers to maximize patient outcomes and unit specific goals.
- Participate in unit-based and interdepartmental QI activities.
- Demonstrate willingness to assist co-workers whenever needed.

Personal & Professional Responsibilities

The post holder is expected to:

- Attend in a timely manner all mandatory education sessions.
- Maintain a professional portfolio.
- Ensure their professional and personal persona positively reflects the profession of nursing and Beacon Hospital.
- Identify potential and beneficial topics for nursing research.
- Utilise all practical opportunities to educate the patient and their families.
- Attend appropriate study days and courses.
- Be a preceptor and or supervisor to students and newly appointed staff.
- Participate in their performance review with the Director of Nursing.

Other Duties and Responsibilities

- Utilise effective time management skills.
- Maintain professional appearance and dress code.
- Comply with guidelines for absence or tardiness.
- Attend staff meetings, reads email and other postings.
- Attend all required in-services.
- All employees are expected to remain flexible to meet the needs of the hospital, which may include floating to other departments to assist as the patient needs fluctuate.
- Wear identification badge when working.

Person Specification

Qualifications	<ul style="list-style-type: none"> An Bord Altranais Registered General Nurse licence in good standing.
Experience	<ul style="list-style-type: none"> Three years clinical experience plus two years of progressive management experience required. The employee, must speak, read and write grammatically correct English. Candidates must possess teaching abilities, leadership qualities, professional judgment, critical thinking and problem solving abilities, and a sense of professional development. Must demonstrate multi-tasking ability.
Job Specific Competencies and Knowledge	<p>Teamwork</p> <ul style="list-style-type: none"> Demonstrate ability to work as part of a multi-disciplinary team. Demonstrate motivation and an innovative approach to job. <p>Communication & Interpersonal Skills</p> <ul style="list-style-type: none"> Demonstrate effective communication skills including the ability to present information in a clear and concise manner. Demonstrate an understanding of change management. <p>Planning and Organising</p> <ul style="list-style-type: none"> Demonstrate evidence of effective planning, organising and time management skills. Demonstrate flexible approach – to internal rotations, rostering, e.g. night duty, theatre on call, attitude to work. <p>Knowledge</p> <ul style="list-style-type: none"> Demonstrate evidence of recent and relevant experience in the specialised area and in an acute hospital setting. Demonstrate knowledge of new developments in specialised area. Demonstrate knowledge of national strategies where appropriate to nursing care. <p>Patient & Customer Focus</p> <ul style="list-style-type: none"> Demonstrate a focus on quality with dignity and respect. Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues.
Personal Competencies	<ul style="list-style-type: none"> 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.

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**

Date (Block Capitals)