

## Job Description

<b>Job Title</b>	<b>Nurse Manager</b>
<b>Department</b>	<b>Oncology Day Unit</b>
<b>Reports To</b>	<b>Director of Patient Care Services</b>
<b>Date</b>	<b>April 2013</b>

### 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 UPMC Beacon Hospital.

The Nurse Manager is accountable for the effective delivery of competent, compassionate and efficient care for all patients attending the Oncology Day Unit. The management position includes all aspects of clinical, human resource, physician relationship building and financial management so that the unit delivers optimum care.

### Key Responsibilities and Deliverables

- Provides leadership and direction for staff on the oncology day unit while supporting and actualising the goals of the department, division, service and UPMC Beacon Hospital.
- Ensures the effective delivery of competent, compassionate, and efficient care by monitoring and evaluating patient care processes and outcomes on the patient care unit.
- Recruits and retains competent, compassionate staff while monitoring performance standards and promoting fair labour practices.
- Promotes a work environment that demonstrates caring by accessibility of safe equipment and adequate supplies in an efficiently arranged physical setting.
- Operationalises and participates in continuous quality improvement and risk management programmes at the unit level in a collaborative manner with multi-disciplinary colleagues.
- Attends staff meetings, reads email and other postings.
- Enhances the collegial consultant-nursing relationship recognising the value in the development of respectful working environment.
- Monitors fiscal budget to control operational and capital expenditures while monitoring and adjusting staffing patterns to improve unit productivity.
- Identifies appropriate internal controls for department; provides mechanisms to monitor and enforce compliance.
- Performs any other 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 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 quality and audit processes.
  - The Hospital Wide Accreditation Cycle.
  - Participates in unit-based and interdepartmental QI activities.
  - Health Promotion initiatives.

**Relationships**

- Maintains good working relationships with other departments and with physicians, patients, families and outside bodies.
- Communicates during the shift with the Director of Patient Care Services, the Nurse Supervisor and Director of Nursing.
- Participates in ongoing consultation and collaboration with physicians and other care providers to maximize patient outcomes and unit specific goals.
- Assists colleagues whenever needed.

**Personal/Professional Responsibilities**

The post holder is expected to:

- Attend in a timely manner all mandatory education sessions and attends all required in-services.
- Maintain a professional portfolio.
- Ensure their professional and personal persona positively reflects the profession of nursing and UPMC 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/courses.
- Be a preceptor and or supervisor to students/newly appointed staff.
- Participate in their performance review with the Director of Patient Care Services.
- Utilises effective time management skills.

## Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• An Bord Altranais Registered General Nurse licence in good standing.</li> <li>• Hold a post graduate qualification in Oncology Nursing.</li> <li>• Preferably hold a post qualification in management.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Three years clinical experience plus two years of progressive management experience required.</li> <li>• Experience in an oncology day unit is preferred but not essential.</li> <li>• Must have experience of implementing new ways of working and new services.</li> </ul>
<b>Job Specific Competencies and Knowledge</b>	<p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>• Demonstrates the ability to lead a team, motivate others and effectively delegate tasks and responsibilities.</li> <li>• Demonstrate ability to work as part of a multi-disciplinary team.</li> </ul> <p><b>Communication &amp; Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrate effective communication skills including the ability to present information in a clear and concise manner.</li> <li>• Speak, read and write grammatically correct English.</li> </ul> <p><b>Thinking Skills</b></p> <ul style="list-style-type: none"> <li>• Candidates must possess teaching abilities, professional judgment, critical thinking and problem solving abilities, and a sense of professional development.</li> </ul> <p><b>Planning and Organising</b></p> <ul style="list-style-type: none"> <li>• Demonstrate evidence of effective planning, organising and time management skills.</li> <li>• Demonstrate flexible approach to internal rotations and rostering.</li> <li>• Demonstrate multi-tasking ability.</li> <li>• Demonstrate motivation and an innovative approach.</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrate knowledge of new developments in the specialised area.</li> <li>• Demonstrate knowledge of national strategies where appropriate to nursing care.</li> <li>• Patient and Customer Focus.</li> <li>• Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with respect and compassion.</li> </ul>
<b>Personal Competencies</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

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