

Job Description

Job Title	Paediatric Service Manager
Department	Nursing
Reports to	Paediatric Programme Coordinator
Date	2014

Overall Purpose of Job

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

The Paediatric Service Manager is responsible for directing and overseeing the paediatric programme on a day to day basis.

Key Responsibilities and Deliverables

- The post holder will be familiar with and adhere to The Professional Scope of Practice Framework (An Bord Altranais 2000).
- The Paediatric Service Manager is accountable for the management and coordination of all paediatric nursing services within the hospital. This includes scheduling related activity.
- Analyses workloads and skill requirements to meet patient care needs and ensures staffing levels match the requirements.
- Delegates tasks to appropriate personnel, consistent with legal and professional guidelines as well as departmental standards.
- The candidate will coordinate and provide effective leadership within a multidisciplinary team on a day to day basis.
- The Paediatric Service Manager will include clinical and educational focus within the team and facilitate the delivery of quality patient care through the effective and efficient management of resources.
- Promotes a positive work environment that demonstrates caring by accessibility of safe equipment and adequate supplies.
- Actively strive to develop and enhance multidisciplinary communication, collaboration and team work across the paediatric programme.
- Provide a high level of clinical education built on evidence based practice and research, thus ensuring the service implements best practice.
- Develop and participate in quality improvement programmes aimed at the development and monitoring of nursing standards.

- Actively listens to staff inputs and deals with them appropriately.
- Allocate and manage appropriately qualified staff to perform post-operative follow up calls
- Ensure there is a proactive approach to mentorship within the department. Assist in implementing staff development programmes necessary for service delivery.
- Participate in performance reviews of paediatric staff.
- Ensure the principles and practices of Risk Management are adhered to in the Peri-operative/Peri-anaesthesia environment and relevant healthcare setting.
- Ensure systems are in place to deal with any emergency within the department.
- Develop and update Patient Information Leaflets as new services come on board.
- Provide care and support to patients at a clinical level.
- Participate in change management initiatives that will enhance the Paediatric Programme.
- Plan duty rosters suitable to service needs to include skill mix, competencies and requirements for the service. This will require the development of a flexible approach with the service to internal rotations, rostering e.g. night duty, theatre on call, attitude to work.
- Participate in the full remit of management process necessary for paediatric staff.
- Ensure ongoing assessment, planning, delivery and evaluation of standards of clinical practice. This includes the organisation and delivery of formal and informal education sessions for all nursing staff that may deal with the paediatric population at Beacon Hospital.
- Utilise clinical database and paediatric journals to maintain up to date research and new developments within paediatrics.

Managerial Responsibilities

- The timely identification and communication of any issues to the Nurse Manager.
- Effective management of complaints and monitoring of all risk management processes.
- Maintaining an effective interdisciplinary communication processes.
- Deputise as appropriate.

Other Duties and Responsibilities

- Maintain professional appearance at all times.
- Comply with hospital procedures as outlined in the employee handbook.
- 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.

Person Specification

Qualifications	<ul style="list-style-type: none"> Nursing and Midwifery Board of Ireland (NMBI) Registered General Nurse licence and Registered Children's Nurse licence in good standing.
Experience	<ul style="list-style-type: none"> Minimum of 4 years post registration experience. Have completed a Degree or a Post Graduate nursing course. Ability to demonstrate leadership and organisational skills. Previous Management Experience desirable.
Job Specific Competencies and Knowledge	<ul style="list-style-type: none"> Excellent knowledgeable in paediatric care in an acute setting. Act as client and patient advocate. Works within and understands his or her scope of practice. Nursing care provided will be based on evidence and up to date research. Excellent interpersonal skills. Evidence of professional development. Problem solving and critical thinking. Develop and maintain effective relationships with medical and administrative staff, the patients and any other relevant people or bodies. Work on their own initiative with problem solving techniques in the decision making process.
Personal Competencies	<ul style="list-style-type: none"> Identify and enhance own professional development. Candidate 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. Seek out educational programmes which will enhance and develop professional and clinical expertise based on clinical research where available. Utilise effective time management skills. 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

Name (Block Capitals)