



ANA LIFFEY DRUG PROJECT JOB DISCREPTION

ROLE: Clinical Nurse Manager I

LOCATION: Ana Liffey Drug Project, Ireland

HOURS: 35 hours a week, between 7am -7pm, Monday to Friday

CONTRACT: Indefinite Period

SALARY: € 56,081 per annum.

HOLIDAY: 25 days exclusive of bank holidays (pro rata)

REPORTS TO: Nursing Services Manager

Vision

Our vision is for a society where all people affected by problem substance use are treated with dignity and respect and have access to quality services.

Mission

Our mission is to work with people affected by problem substance use and the organisations that assist them. We do this to reduce harm to individuals and society, and to provide opportunities for development of those individuals and organisations.

Values

<p>The Ana Liffey neither promotes or denounces substance use but seeks to respond to problems associated with it.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> • We support people to reduce harm. • We respond to people's needs. • We recognize the potential of the people we work with • We provide evidence based responses. • We are innovative. 	<p>The Ana Liffey believes in rights and responsibilities.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> • We believe in supporting people to know their rights. • We believe in encouraging people to take responsibility. • We treat all people who come into contact with Ana Liffey with dignity and respect.
<p>The Ana Liffey is Pragmatic</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> • We turn words into actions. • What matters is what we do • We identify, take and manage risks • We are solution focused. • We deliver on our commitments. 	<p>The Ana Liffey aims to make a positive contribution to Society.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> • We actively engage in promotion of a partnership approach. • We are open and accountable. • We are a quality led organisation and a leader in good professional practice. • We have a local, national and international perspective.

Job Summary

A Clinical Nurse Manager 1 (CNM1) in Ana Liffey Drug Project would primarily be responsible for clinical and professional leadership within the nursing team, focusing on the assessment, planning, implementation, and review of care for service users with general and mental health, addiction and wound care needs. This role involves ensuring safe and comprehensive nursing care, promoting evidence-based practice, and contributing to the development of nursing staff. They would also play a key role in maintaining a safe environment and ensuring compliance with relevant policies and guidelines.

Working as part of the Low Threshold Nursing team alongside the other Ana Liffey teams, and under the guidance of the CNM2 and Nursing Services manager, your responsibility is the efficient and effective delivery of a low threshold primary health care services to people who are actively involved with, or affected by, problem substance use. The service users include, but are not limited to, people who live in private emergency accommodation, people who use drugs in Dublin City Centre and people who are marginalized and using social inclusion services in Dublin. Under the guidance of the CNM2, you will lead a team of RGN/RPN to deliver low threshold nursing assessments and interventions to people on an in reach, outreach and onsite basis.

Working closely with your team and GP's form partner agencies, you will develop and deliver clinical services which meet the evolving needs of ALDP service users. In addition to your nursing role, you understand that ALDP believe strongly in the value of building relationships with our service users. As such, a key element of your role will involve engaging with service users in non-clinical settings and mentoring your team to do the same.

Purpose of the Post

The post of CNM 1 has a pivotal role in service planning, co-ordinating, and managing activity and resources within the clinical area. The post is responsible for the management, care, and treatment of service users, to ensure that the optimum standard of care is provided within the designated area(s) of responsibility.

The clinical Nurse Manager 1 performs brief and comprehensive general, sexual, substance use/mental health risk assessment, wound therapy and provides preventative health screenings (wound, HIV, STI), provides Overdose Prevention Services, and administers immunizations to underserved and at-risk populations. The CNM1 is also responsible for delivering test results and coordinating supported referrals, including linkage to care for at risk negative patients and patients testing positive for HIV, STIs or Hepatitis C.

The primary role of the Clinical Nurse Manager 1 (CNM 1) will be one of clinical and professional leadership and development in the nursing team, including the development of nursing staff by means of in-service training, orientation of new staff and arranging for clinical experience and supervision of student nurses where this is appropriate.

Other responsibilities include (but not limited to):

- Health Assessments and referrals
- Oversight and operation of walk -in clinic, womans clinic and GP Clinic
- Point of contact for Laboratory services.
- Oversight of Phlebotomy
- Clinical oversight of Complex Cases

Duties and Responsibilities

Professional/Clinical

- Manage patient care to ensure the highest professional standards using an evidence based, care planning approach.
- Provide a high level of professional and clinical leadership within the Team
- Be responsible for the co-ordination, assessment, planning, delivery and review of service user care by all staff in designated area(s).
- Provide safe, comprehensive nursing care to service users within the guidelines laid out by the Nursing and Midwifery Board of Ireland
- Participate in teams / meetings / committees as appropriate, communicating and working in co-operation with other team members.
- Facilitate co-ordination, co-operation and liaison across healthcare teams and programmes.
- Collaborate with service users, family, key workers, volunteers, advocates, and other staff in treatment / care planning and in the provision of support and advice.

- Communicate verbally/use of computer and / or in writing results/ of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy.
- Ensure that service users and others are treated with dignity and respect
- To take operational responsibility for nursing service(s) run onsite in ALDP including the compliance with ALDP Good Neighbour Policy related to buildings our nursing services operate within.
- Maintain nursing records in accordance with local service and professional standards
- Adhere to and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care.
- Evaluate and manage the implementation of best practice policy and procedures e.g. admission and discharge procedures, service delivery, control and usage of stocks and equipment, grievance and disciplinary procedures.
- Maintain professional standards in relation to confidentiality, ethics and legislation
- In consultation with the Line Manager implement and assess quality management programmes.
- Participate in clinical audit as required
- Keep the Line Manager apprised of any significant development and/or risk within his/her area of responsibility and perform such additional duties as may be assigned from time to time by the Manager (or other authorised officer).
- Initiate and participate in research studies as appropriate
- Devise and implement Health Promotion Programmes for service users as relevant to the post
- Operate within the scope of practice - seek advice and assistance from his / her manager with any cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance.
- Performs primary care nursing services to patients accessing harm reduction services through in reach and outreach services, including HIV/STI prevention education, risk assessment, screening and vaccine administration.
- Deliver HIV/STI or any other test results directly to patients in a sensitive, timely, and confidential manner in line with HSE best practices.
- Coordinate with external providers to ensure appropriate result delivery when required.
- Provide pre- and post-test counselling, support harm reduction, and initiate follow-up plans.
- Participation as a member of the client's interdisciplinary care team
- Knowledge of opioid overdose management and brief interventions
- Provide basic wound care and medical assessment necessary for the clients.
- Building trusting and supportive relationships with clients
- To provide high quality, needs led and targeted supports to women with complex needs.
- To support clients in a safe, client centred environment, in line with Trauma Informed Practice and harm reduction principles
- Wherever possible, involve and include the service users, in the ongoing development of the service and to have their participation built in to service plans whenever feasible. · To be accessible and responsive at all times to clients' questions, concerns and requests for information.

Health & Safety

- Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff e.g. health and safety procedures, emergency procedures.
- Observe, report and take appropriate action on any matter which may be detrimental to staff and/or service user care or well-being / may be inhibiting the efficient provision of care.
- Assist in observing and ensuring implementation and adherence to established policies and procedures e.g. health and safety, infection control, storage and use of naloxone or vaccines etc.
- Ensure completion of incident / near miss forms / clinical risk reporting.
- Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Education and Training

- Engage in continuing professional development by keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and to attend staff study days as considered appropriate.
- Be familiar with the curriculum training programme for student nurses and be aware of the clinical experience required to meet the needs of the programme.
- Engaging in regular supervision or one-to-one sessions with your line manager
- Working under the direction of your line manager and the wider management team and participate in team meetings.
- Working to help the organisation achieve the aims and objectives of the strategic plan in line with the ALDP ethos and mission
- Supervise and assess student nurses and foster a clinical learning environment
- Engage in performance review processes including personal development planning as appropriate.

Information Management

- To keep accurate, up to date, factual client records of ALDP via Socrates and other recording platforms. (Salesforce/ PASS)
- Ensure data and personal information relating to clients, tenants, staff and other members of the organisation is kept safe and secure using the correct systems and procedures, is collected for legitimate purposes and is safely destroyed when appropriate.
- Produce standard monthly/quarterly reports for the Nursing service manager
- Provide staff leadership and motivation which is conducive to good working relations and work performance.
- Promote a culture that values diversity and respect in the workplace
- Promote, Implement and participate in the development of nursing policies and procedures. Monitor as appropriate and lead on proactive improvement.
- Manage and promote liaisons with internal / external bodies as appropriate.
- Maintain all necessary clinical and administrative records and reporting arrangements
- Engage in IT developments as they apply to service user and service administration

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Requirements

Qualifications and / or Experience

1. Statutory Registration, Professional Qualifications, Experience, etc.

Eligible applicants will be those who on the closing date for the competition:

a) Are registered in the relevant division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.

And

b) Have at least 3 years post registration fulltime experience (or an aggregate of 3 years post registration full time experience) of which 1 year post registration full time experience (or an aggregate of 1 years post registration full time experience) must be in the speciality or related area.

And

c) Have the clinical and administrative capacity to properly discharge the functions of the role.

And

d) Candidates must demonstrate evidence of Continuing Professional Development.

2. Annual registration

a) On appointment, Practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann).

And

b) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).

3. Health

Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

4. Character

Candidates for and any person holding the office must be of good character.

Demonstrate depth and breadth of experience in:

- Harm Reduction / addiction Services as relevant to the role.

And/or

- Experience in providing a service to marginalised communities

Post Specific Requirements

- This post is providing services to adults with physical and mental health support requirements therefore the candidate will need to show relevant experience in the physical and mental health sector.
- This description is not restrictive and the post holder may be required to carry out other duties as requested by the Director of Services, Clinical Nurse Manager 3 and 2.
- To minimise exposure to breaches of GDPR, strict compliance is required in the course of carrying out the duties of this job and working with others. This will include but is not limited to compliance with ALDP's GDPR Policies & Procedures, attending all GDPR training sessions and ensuring personal responsibility for implementing safeguards and measures as directed.
- Have access to appropriate transport to fulfil the requirements of the role

Skills, competencies and/or knowledge

Professional Knowledge & Experience

- Evidence based knowledge and clinical nursing practice together with future
- trends in care of service users and their families within primary care services.
- Knowledge of health services and accessing same.
- Knowledge of related policy documents/ Strategies/Framework relating to substance use/Homeless/Migrant health
- Demonstrate a commitment and participation in Continuous Professional Development.
- Demonstrate evidence of policy development and the ability to translate policy into action
- Demonstrate knowledge of quality audit/assurance systems.
- Demonstrate knowledge of the HSE National Intercultural Health Strategy.

Planning and Managing Resources

- Experience of Report writing and analysis of service outcomes and statistics
- Knowledge of issues relating to marginalization: substance misuse, homelessness, chronic health issues, communicable and non-communicable
- diseases.
- Ability to work with external partners
- Good communication and interpersonal skills.
- Good organizational and management skills.
- Ability to build and lead a team.
- Willingness to share own knowledge with others and accept contribution of others.
- Ability to motivate self and others.
- Promote a culture which encourages creativity and innovation.

Commitment to providing a quality service

- Commitment to consultative ways of working
- Commitment to meeting the needs of excluded and marginalised people and
- providing a high standard of service
- Respect for the values and ethos of the Ana Liffey Drug Project
- Commitment to low threshold and harm reduction work
- Clinical Audit
- Risk identification and Assessment