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**Director of Public Health Nursing, Assistant**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Director of Public Health Nursing, Assistant**  (Grade Code 281X) |
| **Campaign Reference** | NRS05189 |
| **Closing Date** | *Tuesday, 31st October 2017 at 12 noon* |
| **Proposed Interview Date (s)** | *Week commencing 4th December 2017* |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **South Tipperary Public Health Nursing Services**  **CHO Area 5**  There are currently two permanent whole time posts available in South Tipperary, Public Health Nursing Services.  A panel may be formed as a result of this campaign for **South Tipperary, Public Health Nursing Services** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Esther Butler, DPHN  **Email:** [esther.butler@hse.ie](mailto:esther.butler@hse.ie)  **Tel:** 052 6177338 |
| **Details of Service** | **South Tipperary Public Health Nursing Services**   * The unit provides Public Health Nursing services across the lifespan on a population basis in accordance with Health Act 1970 and Ministerial Circular 27/66, within available resources. * The public health nursing services includes older persons, children, disabilities, chronically ill, ante & postal natal maternity care, complex care. * The ADPHN will be required to actively participate in any future developments for proposals for the PHN service, as they evolve regionally and nationally within Healthcare structures * The Organogram comprises of DPHN, ADPHNs, PHNs and RGNs. |
| **Reporting Relationship** | Will report to Director of Public Health Nursing. A designated cohort of PHNs and RGNs will report to the ADPHN. |
| **Purpose of the Post** | In line with the recommendations of the Commission on Nursing (1999) the routine management function of public health nursing should be assigned to ‘senior public health nurses’ (8.35). This would involve the “clear delegation of management responsibility and decision making” to the Assistant Director of Public Health Nursing.  Under the leadership of the Director of Public Health Nursing, the Assistant Director of Public Health Nursing will be responsible for the management and clinical and professional governance of the Community Nursing Service area as delegated to him/her. He/she must manage delivery of an efficient and effective community nursing service to those eligible, who require it. In keeping with responsibility to ensure optimal use of available resources, the Assistant Director must develop and manage working relationships with nurse colleagues in the PHN service, other members of the Primary Continuing Care Team, hospitals and other institutions in the Community Care Area, GPs and practice Nurses, voluntary and statutory bodies and professions, representatives of marginalised and vulnerable groups |
| **Principal Duties and Responsibilities** | **Professional / Clinical**  *The Director of Public Health Nursing, Assistant will:*   * Identify service needs in a defined geographical area and monitor demographic trends relevant to the effective delivery of Community Nursing Services. * Identify and develop the organisation and delivery of Health Promotion activities in their area within resource capacity and capability. * Manage and support Public Health Nurses and other members of the team in the provision of community nursing and related services. * In keeping with his/her responsibilities to provide optimal and coordinated service to the community and to ensure the best use of available resources, develop and manage working relationships with a wide range of stakeholders including colleagues in the Public Health Nursing Service, other members of the Community Care team, Primary Care Team, hospitals and other health institutions in his/her area, General Practitioners (GPs) and practice nurses, voluntary organisations, representatives of marginalised groups, statutory bodies and professions as appropriate, Home Help Coordinators, Case Maangers and representatives of persons with special needs. * Co-operate with GPs, practice nurses, community and hospital staff in order to develop the most effective procedures for the referral of patients to the community nursing service, for the treatment and care of patients and for the discharge or transfer of care to other services. * Monitor the workload of the community nursing team and administer and manage the assignment of staff. * Co-operate in the on-going development of community care services including the use of new technology, etc. * Manage the delivery of child health and maternal services as required. * Monitoring and quality assuring Public Health Nursing practice. * Assist in the direction of the community nursing service in line with policy and legislation. * Undertake duties in connection with the co-ordination and development of services for various care groups and evaluate and improve these services. * As part of and in partnership with the multi-disciplinary team introduce and support continuous quality improvement of all services under his/her charge. * Discharge professional and statutory responsibilities in the area of child care and Child Welfare and Protection. * Provide effective leadership, support and advice to nursing and allied staff as necessary. * Work with Primary Care Teams to co-ordinate primary health care initiatives such as primary and booster immunisation programmes. * Provide data and reports to the Director of Public Health Nursing as required. * Deputise for the Director of Public Health Nursing as required. * Undertake other relevant duties as may be determined from time to time by the Director of Public Health Nursing or other designated officer.   **Education and Training**  *The Director of Public Health Nursing, Assistant will:*   * Participate in mandatory training programmes. * Participate in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice, contributing to research etc. as agreed by the Director of Public Health Nursing. * Identify staff training needs and recommend training and development initiatives within available resources. * Participate in induction and in-service training. * Ensure newly qualified/transferred nurses have appropriate induction and clinical supervision/ audit of practice and assist in implementing annual staff development and performance review. * Manage the placement of student Registered General Nurses and Public Health Nurses during community placement and liaise with tutorial staff on the Public Health Nurse higher diploma programme.   **Health & Safety**  *The Director of Public Health Nursing, Assistant will:*   * Promote a safe working environment in accordance with health and safety legislation. * Be aware of and implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards. * Actively participate in risk management issues, identify risks and take responsibility for appropriate action. * Report any adverse incidents in accordance with organisational guidelines. * 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 etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Administrative**  *The Director of Public Health Nursing, Assistant will:*   * Play a strategic role and participate as required in the overall management and implementation of service plans and budgets in partnership with the Director of Public Health Nursing and Senior HSE Managers. * Contribute in formulation of service plans and budgets as necessary with the Director of Public Health Nursing in co-operation with the multi-disciplinary team. * Within the assigned area of responsibility, ensure expenditure is controlled in line with budget allocation and identify potential areas for savings through improved practices and innovations. * Collect and collate statistical and financial returns as appropriate and keep such records as required by the Director of Public Health Nursing. * Continually evaluate the efficiency and effectiveness of the service provided, through the use of appropriate structures and mechanisms. * Manage and monitor the usage of supplies and loan of equipment to service users in an evolving structure. * Monitor to ensure an adequate supply of clinical products and nursing equipment for emergency use. * Exercise a defined role in the personnel function. * Discharge responsibilities in dealing with complaints and conflict resolution.   **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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**  **1. Professional Qualifications, Experience etc.**   1. Be registered in the Public Health Division of the Register of Nurses maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland) or be entitled to be so registered.   **And**   1. Have not less than 5 years satisfactory experience as a Public Health Nurse in the Irish Health Sector or in an analogous post in another jurisdiction or an aggregate of 5 years such experience   **And**   1. Possess the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge and duties of the post.   **2. Age**  Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.  **3. Health**  A candidate 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**  Each candidate for and any person holding the office must be of good character.  *Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland)* |
| **Post Specific Requirements** | Demonstrate depth and breadth of Public Health Nursing experience as relevant to the role. Please include your experience providing facilitation to groups. |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role. * Must have ICT skills to meet the functions of the role of Director of Public Health Nursing, Assistant |
| **Skills, competencies and/or knowledge** | ***Candidates must:***   * Demonstrate the ability to function effectively in the role as detailed in the job specification. * Demonstrate excellent knowledge of nursing and evidence-based practice. * Demonstrate knowledge of legislative requirements relating to the healthcare services and the workplace. * Demonstrate a commitment to continuous professional development and knowledge sharing. * Demonstrate knowledge of clinical risk management. * Demonstrate knowledge of the service and organisation including the strategic vision and policy framework of the Health Service Executive. * Demonstrate ability to plan, organise and deliver services in an efficient, effective and resourceful manner, within a model of patient-centred care and value for money. * Demonstrate ability to manage deadlines and effectively handle multiple tasks. * Demonstrate leadership skills and ability to influence others. * Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment. * Demonstrate ability to manage, motivate and develop staff to maximize performance at work. * Demonstrate the ability to foster a learning culture amongst staff and colleagues to drive continuous improvement in services to patients. * Demonstrate ability to work effectively with multi-disciplinary teams. * Demonstrate evidence of working with multidisciplinary teams and voluntary organisations, and evidence of innovative approach in area of responsibility, information technology and project management. * Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality, patient-centred care. * Demonstrate an ability to monitor and evaluate service performance and levels of care. * Demonstrate the ability to implement change in order to improve service delivery. * Demonstrate the ability to evaluate information. * Demonstrate effective problem solving and decision making skills. * Demonstrate effective communications and interpersonal skills including: the ability to present information in a clear and concise manner: the ability to engage collaboratively with all stakeholders; the ability to give constructive feedback. * Demonstrate competency in general use of information technology-computers, office functions, internet for research purposes, email, preparation of presentation materials etc. |

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| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |



**Director of Public Health Nursing, Assistant**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are permanent and whole time.  These posts are pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004. |
| **Remuneration** | The Salary scale for the post as at 01/04/2017: €55,339 – €58,380 – €59,629 – €60,780 – €61,943 – €63,535 |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Job Offer stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | Have a working knowledge of 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. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)