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| **Job Specification; Sample Content****Director of Public Health Nursing, Assistant (281X)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Purpose of the Post**  | ***For Example:*** Under the leadership of the Director of Public Health Nursing, the Assistant Director of Public Health Nursing (ADPHN) will be responsible for the management of the community nursing service delegated to them. They must manage the delivery of an efficient and effective community service to those eligible who require it. All nursing staff report to and are supervised by the ADPHN. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Director of Public Health Nursing, Assistant will:***Professional / Clinical*** 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.
* Manage and support Public Health Nurses and other members of the team in the provision of community nursing and related services.
* In keeping with their 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 their area, General Practitioners (GPs) and practice nurses, voluntary organisations, representatives of marginalised groups, statutory bodies and professions as appropriate, Home Help organizers 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.
* Assist in the direction of the community nursing service in line with policy and legislation.
* Manage and/or monitor the home support service if required.
* Manage and/or monitor the home care attendant service as required.
* 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 their charge.
* Discharge professional and statutory responsibilities in the area of child care.
* 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.
* 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*** 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 nurses have adequate induction and clinical supervision and assist in implementing annual staff development.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Manage the placement of student Public Health Nurses during community placement and liaise with tutorial staff on the Public Health Nurse higher diploma programme.
* Organise the allocation and placement of students for community experience in conjunction with tutorial staff.

**Health and Safety*** 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, adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* 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 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.

**Administrative*** Play a strategic role and participate in the overall management and implementation of service plans and budgets in partnership with the Director of Public Health Nursing and General Manager.
* Formulate service plans and budgets 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.
* 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 Specification 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 them from time to time and to contribute to the development of the post while in office.**  |
| **Skills, competencies and/or knowledge** | ***For Example:****The candidate must demonstrate:***Knowledge / Experience Relevant to the Role***For example:** Demonstrates excellent knowledge of nursing and evidence based practice.
* Demonstrates sound clinical knowledge and professional judgement to effectively carry out the duties and responsibilities of the role.
* Demonstrates the knowledge, abilities and technical skills required to oversee the provision of safe, efficient and effective service.
* Has the administrative capacity to discharge the functions of the post.
* Demonstrates a willingness to inform self and to adhere to legislative or other requirements specific to practice.

**Leading on Vision, Values and Process***For example:** Demonstrates evidence of the ability to contribute to the implementation of the corporate, service and professional vision as it applies to the role.
* Communicates the vision and purpose in a way that is meaningful at all service levels.
* Demonstrates the ability to facilitate the implementation of the vision.
* Creates an enthusiastic and committed work climate; builds a strong team ethos and knows how to motivate others by inviting and valuing their input.
* Is open to change and demonstrates evidence of being able to lead effectively in the implementation of change.

**Analytical Thinking***For example:** Demonstrates the ability to effectively collate information and data relevant to the role.
* Demonstrates the ability to analyse and interpret information (as appropriate) to inform decisions.
* Recognises the importance of making relevant others aware of key trends; develops a business case to address identified trends to inform service delivery as appropriate to the role.
* Demonstrates excellent problem solving, analytical and decision making skills.
* Demonstrates the ability to make decisions in a timely manner and take proactive action when needed.

**Managing and Developing (Self and Others)***For example:** Works with others to set and achieve goals in line with service and organisational objectives - ensures that goals are met.
* Adapts management style to suit the demands of the situation and the people involved.
* Demonstrates the ability to plan and manage resources in order to meet objectives **-** adheres to deadlines, can multi-task effectively.
* Demonstrates flexibility and adaptability and the ability to re-prioritise in response to changing demands / responds effectively to crises situations.
* Delegates effectively; empowers and enables others / proactively engages others in managing and implementing change.

**Communication and Interpersonal Skills** *For example:** Keeps lines of communication open and knows how to get things done through both formal and informal structures and channels.
* Demonstrates strong interpersonal skills in order to deal effectively with a wide range of stakeholders.
* Presents compelling arguments by understanding and anticipating the agendas of others.
* Balances diplomacy and tact with a firm, objective approach / demonstrates assertiveness as appropriate.
* Demonstrates strong negotiation, influencing and persuasion skills – uses information and facts to build an effective case.
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