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| **Job Specification; Sample Content****Director of Nursing 1, Acute (2903)** |
| **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.** |
| **Reporting Relationship** | ***For Example:***The Director of Nursing 1 (Acute) reports to the General Manager (or designate) and is professionally accountable to the [Insert relevant job title]. |
| **Key Working Relationships** | ***For Example:****The Director of Nursing 1 will, for example:** Work as a core member of the Hospital Management Team supporting the delivery of high quality services to patients.
* Be a member of the Hospital Nursing & Midwifery Network and actively promote networking.
* Work closely with the Quality & Patient Safety Manager for the Hospital and actively promote risk identification, risk management, implementation and evaluation.
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| **Purpose of the Post**  | ***For Example:***The Director of Nursing 1 is responsible for the maintenance of a high nursing standard of patient care in the hospital. The role includes dealing with policy matters, co-ordination of activities, ensuring that all nursing and related service staff are facilitated and trained to carry out their proper functions and sees that these functions are efficiently conducted.The Director of Nursing 1 operates in accordance with the policies of the hospital and the HSE, working collaboration with other professionals and service managers to achieve service goals. They contribute to the development of the hospital and the strategic development of nursing in acute hospital services, supporting the implementation of the changing service delivery structures into HSE Health Regions as these evolve.**Key Performance Indicators (KPIs)*** The development of integrated care pathways with community healthcare services.
* The extent to which there is patient satisfaction with nursing care.
* The quality and standard of nursing care.
* The extent to which service plan objectives have been achieved.
* The effectiveness of financial management, in particular, ability to operate within budget.
* The extent to which good working relationships are fostered and maintained throughout the nursing service and between nursing and other disciplines.
* The effectiveness of performance in relation to Human Resource management and development.
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| **Principal Duties and Responsibilities** | ***For Example:****The Director of Nursing 1 will:***Leadership and Accountability*** Provide strategic and clinical leadership and direction for nursing and related services to ensure the delivery of effective, efficient, quality assured and patient centred nursing care.
* Be responsible for strategy and policy on practice development, education and professional duties imposed by statute or determination.
* Develop, maintain and review the nursing organisational structure within the context of overall organisational objectives and the delivery of integrated care pathways.
* Ensure adherence to all codes and guidelines relating to professional nursing practice and behaviour.
* Promote the principle of person centeredness. This includes the principle that the care of the patient comes first at all times and that “healthful relationships between professionals” are core to quality service delivery.
* Have 24/7 nursing management responsibility for services and ensure hospital and nursing governance structures are in place to support same.
* Develop a shared sense of commitment and participation among staff in the management of change, the development of the nursing services and in responding to the changing health needs of patients changing service delivery structures.
* Provide reports regarding operational and strategic plans (for example, staffing reports, risk management reports, quality improvement plans)
* Act as spokesperson for the Organisation, as required.
* Demonstrate pro-active commitment to all communications with internal and external stakeholders.
* Deputise as required for the hospital General Manager or the [insert relevant job title].

**Strategic Planning*** Develop policies to enable implementation of organisational and hospital strategic goals in partnership with other members of the Hospital Executive.
* Develop an annual plan for nursing; outlining the key objectives for the nursing service, corresponding action plans and overseeing the effective delivery of same.
* Participate in the development of services for patients in line with changes in organisational structures / demographics and the requirement for better integration in partnership with clinicians and managers.
* Formulate policies pertaining to the selection, introduction and development of information and other systems for the nursing service.
* Keep abreast of the systems used by nurses in other agencies and / or countries, including staffing, personnel and financial and patient information systems.

**Performance Improvement*** Identify and develop KPIs which are congruent with the hospital’s Service Plan targets.
* Manage and deliver KPIs as a routine and core business objective and develop action plans to address non-attainment of KPI targets.
* Drive and promote a performance achievement culture; making sure that systems are in place to ensure that the HSE performance achievement process is implemented; actively engage with the performance achievement process in conjunction with line manager and direct reports.

**Admission and Discharge Policy*** Work in partnership with other disciplines to ensure the service levels agreed for Scheduled and Unscheduled Care are met.
* Be responsible and accountable for a robust Patient Flow System.
* Oversee the development and implement of operational policies, protocols and guidelines for the utilisation of beds and a systematic audit of bed usage.
* Develop the concept of collaborative care planning in conjunction with other professionals.
* Develop, implement and monitor a discharge policy and ensure good liaison with the community services.

**Risk Management, Quality Improvement and Quality Assurance*** Develop a philosophy for nursing which reflects the hospital’s commitment to the provision of a high standard of nursing care and which fulfils the expectation outlined in The Patients Charter.
* Ensure that modern standards of clinical nursing care are in operation and that regular monitoring of nursing care is undertaken through audit.
* Foster a culture of audit and action based outcomes.
* Lead on the Quality Improvement agenda as appropriate to services and the overall nursing agenda.
* Lead on the implementation of the nationally agreed Nursing and Midwifery Quality Care Metrics.
* Implement the HSE/hospital policy on complaints and patient services.
* Maintain good collaborative working relationships and communications with appropriate statutory, professional and voluntary organisations responsible for and/or participating in health care.
* Adequately identify, assess, manage and monitor risks within their area of responsibility.
* Develop and implement Risk Management and Health and Safety strategies in consultation withappropriate personnel.
* Promote and maintain a safe environment for staff.
* 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.

**Human Resource Management*** Ensure the optimum and effective utilisation of staff through efficient rostering, skill / grade mix planning, workload measurement, staff profiling and deployment. Work as part of Hospital Management Team in the development of strategies to address skill-mix efficiencies and rostering.
* Lead on the monitoring and reporting on the nursing and healthcare assistant workforce; actively promote annual workforce planning and the recruitment of staff within the agreed resource.
* Participate in the recruitment, selection and appointment of nursing and related staff.
* Foster a high level of morale among staff, nurturing motivation through effective communication.
* Participate in the formulation of relevant HR policies and procedures.
* Monitor sickness / absence and the implementation of local and national control measures at hospital level. Proactively manage poor staff attendance.
* Deal with industrial relation issues relating to nursing in consultation with the Human Resources Department.

**Education and Professional Development*** Ensure that appropriate in-service education programmes and ongoing learning needs are met for all assigned staff in co-operation with third level education institutes and the Centre of Nursing and Midwifery Education.
* Work in partnership with third level institutions to support undergraduate and postgraduate education and professional development for nursing and healthcare assistant staff.
* Keep up to date with research and new developments in nursing. Initiate, facilitate and take part in relevant nursing research and promote awareness of research into issues affecting patient care.

**Finance Management*** Participate as a key manager in the overall financial planning of the hospital including the assessment of priorities in pay and non-pay expenditure.
* Ensure expenditure is controlled within budget and identify potential for efficiency / savings through improved practices and innovation.
* Prepare annual financial estimates of nursing and related manpower, including education and training needs.
* Prepare reports on nursing activities and expenditure as requested.
* Delegate, as appropriate, budgetary control and implement monthly expenditure audit systems.

**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.** |
| **Sample****Eligibility Criteria****Qualifications and/or experience** | **Candidates must have at the latest date of application: -****Please insert Qualifications for the post. These are available on HSE website at:** [**http://hse.ie/eng/staff/Jobs/Eligibility\_Criteria/**](http://hse.ie/eng/staff/Jobs/Eligibility_Criteria/)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: Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland)**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.**Character**Each candidate for and any person holding the office must be of good character. |
| **Skills, competencies and/or knowledge** | ***For Example:****The Director of Nursing will demonstrate:***Knowledge / Experience Relevant to the Role***For example:** The clinical knowledge, management and administrative capacity to discharge the functions of the post
* The knowledge, abilities and technical skills required to oversee the provision of a safe, efficient and effective service
* Sound clinical and professional judgement
* A commitment to keeping up to date on quality, safety and clinical governance systems, and professional developments in nursing and midwifery.
* Self-awareness, a commitment to continuous professional development and research, a willingness to both teach and learn.
* A willingness to engage with and develop IT skills relevant to the role.

**Strategic and System Thinking***For example:** The ability to adapt a corporate overview; seeing the bigger picture of service delivery and appreciating the interconnectedness of issues.
* Comfortability in thinking across traditional service concepts and boundaries; will challenge assumptions and traditional concepts to help improve the patient experience.
* An ability to look ahead and anticipate substantive issues, adopting a proactive forward-planning approach to service delivery in consultation with relevant stakeholders.
* Evidence of service monitoring and evaluation; anticipation of health trends, seeing service implications and planning accordingly.

**Establishing Policy, Systems and Structures***For example:** An ability to design and implement structured policies and systems for the management of service delivery in consultation with key stakeholders, ensuring clear role accountability for service levels, quality and decision making discretion.
* Evidence of working in conjunction with key stakeholders to put in place policies and systems to allocate and monitor resources effectively (including resource priorities)
* An ability to plan financial budgets using high levels of business management expertise
* An ability to marshal resources effectively to get things done and achieve results (finding people, materials, etc.) And ensure that new service programmes are accurately specified and well structured.

**Leading on Vision, Values and Process***For example:** Leadership and management at a significantly high level within clinical practice and whilst improving quality.
* Evidence of taking the lead on standard setting and implementation, leading and managing change.
* Effective planning and organisational ability demonstrating awareness of resource management and value for money.
* Articulates a compelling vision for the role and contribution of each team member to the service.
* Effective risk management, problem solving and decision making ability, all in a timely manner.

**Developmental Approach to Staff***For example:** A strong focus on developing the contribution of staff at all levels while being committed to the promotion of team and personal development.
* Commitment to a continuous improvement culture / creates a positive climate for learning.
* An ethos of staff initiative, promoting service related project work to channel improvement and innovation contributions.
* An emphasis on quality improvement in staff performance at all levels.
* Commitment to the implementation of the hse performance achievement process at all levels, addressing any shortcomings in areas of performance promptly and ensuring a clear plan of action and monitoring mechanism is put in place to support staff.

**Communication and Interpersonal skills***For example:** An ability to work skilfully across organisational service and professional boundaries
* Evidence of keeping lines of communication open and knowing how to get things done through both formal and informal structures and channels.
* The ability to build and maintain relationships; has strong interpersonal skills
* An ability to balances diplomacy and tact with a firm, objective approach, demonstrating assertiveness as appropriate
* Strong influencing and persuasion skills – uses information and facts to build an effective case.
* An ability to treat people with dignity and respect.
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