|  |
| --- |
| **Job Specification; Sample Content****Director of Nursing 3, Acute (2906)** |
| **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 post holder has operational accountability and reports to the General Manager or designate and is professionally accountable to the [Insert relevant job title]. |
| **Purpose of the Post**  | ***For Example:*** The focus of the Director of Nursing 3 role is on improving patient experience, quality of care and patient outcomes, in the context of developing a culture of performance improvement within the allocated resources.The Director of Nursing 3 will be responsible for providing strong strategic, professional and clinical leadership for all aspects of Nursing and Health Care Assistant staff within the context of working within a multidisciplinary team within the hospital and in supporting the implementation of the changes in service delivery structures into HSE Health Regions as these evolve. The Director of Nursing 3 will be accountable for the development of staffing structures, staffing skill-mix and for the clinical and operational competence for all staff under their authority. The Director of Nursing 3 will provide leadership and demonstrate the core values of care, compassion, trust and learning in the delivery of high quality patient care. Quality and Patient Safety will be to the forefront of the post and the post-holder will play a key role in working with the National Clinical Care Programmes and the development and implementation of Quality & Patient Safety initiatives for their areas of responsibility.The Director of Nursing 3 is a member of the Hospital Management Team and will have a key role in creating an atmosphere and culture where excellence can flourish with strong multidisciplinary collaboration across the Hospital. **Key Performance Criteria*** The quality and standard of nursing care.
* The extent to which there is patient satisfaction with nursing care.
* The extent to which good working relationships are fostered and maintained throughout the nursing service and between nursing, other disciplines.
* The effectiveness of performance in relation to personnel management and development.
* The extent to which service plan objectives have been achieved.
* The effectiveness of financial management, in particular, ability to operate within budget.
 |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Director of Nursing 3 will:***Leadership and Accountability** * Provide strategic and clinical leadership and direction for nursing and related services which results in the delivery of effective, efficient, quality assured and patient centred nursing care.
* Ensure that direction and co-ordination of the hospital is consistent with overall strategy and meets national criteria.
* Accept responsibility for the management of all nursing services over a 24 hour period and ensure that systems are in place to support this responsibility.
* 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.
* Develop a shared sense of commitment and participation among staff in the management of change, the development of nursing services and in responding to the changing health needs of patients and changing service delivery structures.
* Develop the concept of collaborative care planning in conjunction with other professionals.
* Foster multidisciplinary working relationships and strengthen the interface between different locations of care.
* Develop and maintain a network of co-operative relationships at local, national and international level and amongst individuals, groups and organisations.
* Keep the Line Manager appraised of any significant development and/or risk within their area of responsibility.
* Act as spokesperson for the Organisation, as required.
* Demonstrate pro-active commitment to all communications with internal and external stakeholders.

**Clinical Practice*** Develop, maintain and review the nursing organisational structure within the context of overall organisational objectives.
* Ensure that modern standards of clinical nursing care are in operation and that regular monitoring of nursing care is undertaken through audit.
* Develop a philosophy for nursing which reflects the HSE’s commitment to the provision of a high standard of nursing care.
* Develop local policies in line with HSE national policy to ensure integrated person centred service delivery.
* Maintain good collaborative working relationships and communications with appropriate statutory, professional and voluntary organisations responsible for and /or participating in health care.
* Develop and implement (in association with appropriate others) operational policies, protocols, and guidelines for the utilisation of beds and a systematic audit of bed usage.
* Collaborate and work closely with the patient, their family, the multidisciplinary team, external agencies and services to facilitate discharge planning, continuity of care and specific care requirements.
* Be responsible for strategy and policy on practice development, education and professional duties imposed by statute or determination.
* Ensure compliance with HIQA standards and the escalation of any matters that could potentially affect registration to the Registered Provider

**Risk Management, Health and Safety*** Promote and maintain a safe environment for staff and others.
* Develop and implement Risk Management and Health and Safety strategies in consultation with appropriate personnel.
* Adequately identify, assess, manage and monitor risks within their area of responsibility.
* Ensure that all incidents occurring within the relevant ward/department/service are appropriately managed and investigated in accordance with HSE procedures.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Safer Better Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards, National Standards for Residential Care Settings for Older Persons and Adults with Disabilities etc.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Education, Training and Development*** Take responsibility for the development and implementation of pre and post registration nurse education and training programmes. Take direct responsibility for the suitability, quality and level of supervision of clinical nursing practice placements.
* Ensure that appropriate in-service education programmes and ongoing learning needs are met for all assigned staff. Liaise and co-operate with appropriate third-level education institutes.
* 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.
* Promote the implementation of on-going development and foster a high level of morale among staff through effective communication.
* Monitor recent nursing research and new developments. Initiate, facilitate and take part in relevant nursing research and promote awareness of ongoing and current research into issues affecting patient care.
* Promote and commission research towards health and social care.

**Administration (including Personnel, Finance etc.)*** Anticipate and interact with key stakeholders from multiple clinical and administrative services in developing mission, strategic plans, budgets, policies and structures.
* Participate in the formulation of relevant personnel policies and procedures.
* Participate at strategic fora / governance groups etc. as appropriate.
* Participate as a key manager in the overall financial planning of the service including the assessment of priorities in pay and non-pay expenditure.
* Prepare annual financial estimates of required resources.
* Ensure expenditure is controlled within budget and identify potential for efficiency saving through improved practices and innovation.
* Delegate, as appropriate, budgetary control and implement monthly expenditure audit systems.
* Set key objectives in line with the service plan on an annual basis.
* Prepare an annual report on services and expenditure.
* Ensure the optimum and effective use of staff through efficient rostering, skill/grade mix planning, work load measurement, staff profiling and deployment.
* Participate in the recruitment, selection and appointment of nursing and related staff.
* Deal with industrial relations issues relating to staff in consultation with appropriate personnel.
* Ensure the implementation of the HSE’s policies and procedures.
* Maximise the use of IT as it applies to the role.

**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 3 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.
 |