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| **Job Specification; Sample Content**  **Director of Nursing 4, Older Persons Service (2907)** | |
| **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 Director of Nursing 4 will be the Person in Charge (PIC) of ensuring that care provided to older persons in the care setting is of a high quality and attained as effectively and efficiently as possible within available resources.   * The Director of Nursing will be responsible for the overall management of the nursing service for Services for the Older Person in line with HSE Corporate Governance. They will provide strategic leadership, operating in accordance with the policies of the HSE and in collaboration with other professionals and service managers in achieving service goals. * The post holder will be responsible for Clinical Governance for the Older Person Service ensuring service user safety and quality assurance in line with best practice. * The Director of Nursing has a pivotal role in creating the vision and culture for the service, having overarching responsibility for service planning, coordination and management of activity and resources and leading on the implementation of change. They will empower staff to support older people to continue to exercise independence. * They will have a pivotal role in providing leadership for the service, leading and supporting the service in response to the emerging needs of an increasing frail and elderly population and changing service delivery structures.   **Key Performance Criteria**   * The quality and standard of nursing care. * The extent to which there is service user satisfaction with nursing care * The extent to which good working relationships are fostered and maintained throughout the nursing service and between nursing, other disciplines and clients/residents. * The extent to which service plan objectives have been achieved. * The effectiveness of financial management, in particular, ability to operate within budget. * The effectiveness of performance in relation to personnel management and development. |
| **Principal Duties and Responsibilities** | ***For Example:***  *The Director of Nursing 4 will:*  **Leadership and Accountability**   * Develop a philosophy for nursing which reflects the HSE’s commitment to the provision of a high standard of nursing care * Provide strategic and clinical leadership and direction for nursing and related services which results in the delivery of effective, efficient, quality assured client / resident centred care. * Develop local policies in line with HSE national policy to ensure integrated person-centred service delivery. * Develop, maintain and review nursing organisational structure within the context of overall organisational objectives and priorities. * 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. * Develop and promote 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 and social care needs of clients / residents. * 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. * Participate as an active member of the evolving HSE Health Region structures, facilitating interdisciplinary co-ordination, co-operation and liaison across healthcare settings. * Develop and maintain a network of co-operative relationships at local, national and international level and amongst individuals, groups and organisations including with appropriate statutory, professional and voluntary organisations responsible for and/or participating in health care. * Keep their 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**   * Ensure that modern standards of clinical nursing care are in operation and that regular monitoring of nursing care is undertaken through audit. * Collaborate with clients / residents, family, carers and other staff in treatment / care planning and in the provision of support and advice. * Develop and promote the concept of collaborative care planning in conjunction with other residents /clients, their families/friends, as appropriate, and healthcare staff. * Promote the opportunity for clients / residents to direct their own lives in accordance with their cognitive and physical abilities in a homely and “normalised” environment. * Promote a culture of respect; promote good interpersonal relationships with clients / residents, their family / social network supports and the multidisciplinary care team in the promotion of person-centred care. * Promote improved opportunities for clients / residents to have meaningful relationships – including social interaction with the wider community and facilitating their involvement in personal interests, hobbies etc. * Endeavour to ensure that care is carried out in an empathetic and ethical manner and that the needs and dignity of the client / resident are the foremost consideration. * Collaborate with the client / resident, their family, the multi-disciplinary team, external agencies and services to promote clients’ independence, to facilitate discharge planning, to ensure continuity of care and attention to specific care requirements. * Foster multidisciplinary working relationships and strengthen the interface between different locations of care e.g. hospitals, primary care teams, Community Healthcare Implementation Team etc.   **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 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**   * Be responsible for strategy and policy on practice development, education and professional duties imposed by statute or determination. * 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. * Create a culture of continuous personal and multidisciplinary team development, education, training and learning. * Engage in the HSE performance achievement process in conjunction with Line Manager and staff as appropriate. * 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 client / resident 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 at strategic fora / governance groups etc. as appropriate. * Ensure the optimum and effective use of staff through efficient rostering, skill/grade mix planning, workload measurement, staff profiling and deployment. * Participate as a key manager in the overall financial planning of the service including the assessment of priorities in pay and non-pay expenditure. * Set key objectives in line with the service plan on an annual basis. * 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. * Prepare annual financial estimates of required resources. * Prepare an annual report on services and expenditure. * Participate in the formulation of relevant personnel policies and procedures. * 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 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. * A capacity to lead by example - demonstrating dignity, courtesy and professionalism at all times. * 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. |