

**Director of Nursing 4 (Older Persons Services)**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | **Director of Nursing 4 (Older Persons Services)**  *(Grade Code: 2907)* |
| **Remuneration** | The salary scale for the post is:  Insert the relevant salary scale for this position.  For example:  XX,XXX - XX,XXX - XX,XXX - XX,XXX - XX,XXX - - **XX,XXX LSI** (xx/xx/xx)  Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **Campaign Reference** | To be completed by Recruiter. |
| **Closing Date** | To be completed by Recruiter. |
| **Proposed Interview Date (s)** | To be completed by Recruiter: Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Insert location  There is currently xx permanent / specified purpose / part time / whole-time vacancy available in xxxxxxxxxx  A panel may be formed as a result of this campaign for xxxxxxxxxxx from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Please provide name & contact details for person who will deal with informal enquiries. |
| **Details of Service** | Provide details to the following types of questions:   * What is the scope of the role e.g. will the Director of Nursing will be directly responsible for residential services, day care services and respite services…specify here and amend content of the job spec to reflect that. * What service(s) do the unit(s) provide? * What client group(s) are served? * What are the possible future developments for the service? * What is the team structure? * What area is covered by this service?   There is no limit to the text that can be inserted here. Please use this section to highlight the service and generate interest in the service and job being recruited for |
| **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]. |
| **Key Working Relationships** | Provide a brief overview of the types of people that the job holder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with the role. |
| **Purpose of the Post** | 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 ad 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** | *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 & 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 & 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.** |
| **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. |
| **Post Specific Requirements** | **This section may be used to specify that candidates must demonstrate particular experience deemed necessary for safe and effective performance in the role**  **e.g.**   * **depth and breadth of experience in providing a service to marginalised communities** * **depth and breadth of experience of working in a High Dependency Unit in an Acute setting** * **depth and breadth of experience of delivering concurrent, multiple projects.**   **Post specific requirements mostly relate to a specific role and might include education / experience required for a specific post in a specific location / may include specialisms e.g. ICU course or experience. We don’t include ‘Nice to have’ / ‘Desirable’ criteria – either a criterion is essential to the role or it isn't. Avoid including ‘numerical data’ here e.g. must have x no. of months / years’ experience in XXX. Instead it is more helpful to detail what it is you want the applicants to know / be able to do.** |
| **Other requirements specific to the post** | **Please outline if there are specific practical requirements that are specific to the post**  **e.g.**   * **have access to appropriate transport to fulfil the requirements of the role** * **participate in an on-call rota** |
| **Skills, competencies and/or knowledge** | *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. |
| **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. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **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 CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification 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 Nursing 4 (Older Persons Services)**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancy available is **permanent/temporary** and **whole time/part-time.**  The post is 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 Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: **PLEASE INSERT (Pro Rata - part-time)**  **PLEASE INSERT the most recent salary scales for the role and grade code.**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  **Please include the following paragraph for posts that traditionally worked 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7-day week.**  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting 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 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **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 Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First Webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **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. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <https://www.sipo.ie/>. |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete any prompts and / or tables (in dark blue) in the sections above**

**2) Ensure all fonts are now in black**

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)