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| **Job Specification; Sample Content**  **Director of Nursing 1, Assistant**  **Acute (2910)** | |
| **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 will report to the Director of Nursing. |
| **Purpose of the Post** | ***For Example:***  The Director of Nursing 1, Assistant serves as part of the Senior Nurse Management Team and will operate within the wider hospital management team.  The Director of Nursing 1, Assistant is responsible for the standard of nursing care within the directorate and leads the nursing team in the development and coordination of the service within the directorate’s defined priorities.  They translate directorate priorities for all nursing and healthcare assistant (HCA) staff with the aim of achieving the best possible clinical outcomes and experience for patients.  As a core member of the directorate management team they play a significant role in leading, planning and commissioning new services, identifying continuous improvement to current services and identifying new innovative ways of delivering effective services. |
| **Principal Duties and Responsibilities** | ***For Example:***  *The Director of Nursing 1, Assistant will:*  **Management and Leadership**   * Provide a high level of professional and clinical leadership. * Be accountable for the quality of service delivery, ensuring effective, efficient and holistic patient care, research, training and practice development. * Develop and implement the strategic and operational plans for nursing (to include, but not limited to, education, research, practice development and clinical audits) in order to meet service and specialty needs. * Be responsible for developing the nursing component of the directorate’s annual business plan. * Be responsible for the development of business cases/service plans and/or other proposals for improvements or modernisation of nursing/clinical services. * Take lead responsibility for ensuring adequate clinical governance in respect to nursing services. * Provide professional nursing leadership across the directorate, ensuring that an appropriate structure is in place to support nursing and HCAs at all levels. * Establish effective working relationships and communication within the hospital directorates, institutions relevant to the hospital and wider Health Region etc. * Be responsible and accountable for all resources and budgetary provisions applicable to the directorate. This responsibility needs to be actioned within the framework of hospital-determined policy, financial and headcount constraints. * Create and maintain clear and effective dissemination of information pathways among all levels of the nursing and the wider clinical directorate team, as appropriate. * Prepare work schedules to help achieve the objectives set by the Executive Management Team and the Directorate. Submit regular reports on targets achieved, and actions taken when targets are not met. * Contribute to and promote the change agenda, working collaboratively with key stakeholders to achieve strategic and operational change. * Act as spokesperson for the Organisation, as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders.   **Professional / Clinical Responsibilities**   * Provide safe, comprehensive nursing care to service users within the guidelines laid out by the Nursing and Midwifery Board of Ireland. * Practice nursing according to Professional Clinical Guidelines, national and regional Health Service Executive guidelines, local policies, protocols and guidelines, current legislation. * Comply with professional developments from the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) and other professional bodies relevant to the profession of nursing. * Apply interpretive and creative thinking in relation to the scope of the role and demonstrate a proactive and enthusiastic approach to embedding this in practice. * Provide clinical support, expertise and managerial advice to others as required including nursing and non-nursing staff, senior management team etc. * Develop a shared sense of commitment and participation among staff in the management of the directorate and in relation to organisational change priorities. * Lead and/or participate in formalised working groups/committees relating to the on-going development of nursing practice, clinical governance and the hospital clinical audit programme. This is at local and corporate level. * Be responsible for robust systems that regularly review nursing policies and procedures, with a particular focus on the quality of practice and management at ward or department level. * Engage in professional activities at a local, regional and national level.   **Service Management**   * Be responsible for the operational management of Nursing Services as defined by the Director of Nursing. * Support the development of a culture of continuous quality improvement. * Develop, maintain and continuously review standards of patient care. Devise and apply programmes for evaluating compliance and implementing professional nursing policies and standards. * Investigate complaints, review systems and processes and monitor the necessary action taken to resolve any underlying problems including education. * Report issues that interfere with clinical standards of care to the Director of Nursing and relevant senior nurse managers. * Promote and support the delivery of quality improvement plans and other components of internal and external quality assurance programmes e.g. HIQA Programmes. * Provide supportive supervision and advice for all members of staff. * Lead and contribute effectively to the change process.   **Patient Flow / Discharge Planning**   * Liaise with relevant stakeholders in relation to the planning and implementation of patient flow initiatives. * Analyse, monitor and forecast trends of admission and discharges in the directorate and highlight the wider implications for acute and non-acute services.   **Clinical Governance, Quality Assurance, Risk, Health and Safety**   * Ensure effective leadership and systems are in place for the routine collection and evaluation of infection control, hygiene and other patient outcome data collections. * Ensure that the directorate has an effective process for risk assessment and management of services to ensure adequate identification, assessment, management and monitoring of risk within their area of responsibility. * Advocate for preventative action and ensure procedures are adhered to and fully implemented. * Be responsible for ensuring adverse incidents are investigated promptly, effectively and with respect for confidentiality. * 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. * 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 that nursing staff responsibilities and objectives are clearly defined and understood. Ensure that job specifications are up to date specific to nursing roles. * Oversee that resources are deployed effectively to ensure that a sufficient number of skilled and experienced staff are available to meet clinical demand. * Provide leadership and direction to all nurses and HCAs within the directorate and take overall responsibility for their performance management, professional development and portfolios. * Manage staff absenteeism to ensure that the directorate delivers an efficient service. * Prepare business cases and establish systems for reviewing and evaluating the need to reconfigure roles / for new roles. * Liaise with the Human Resources Department to coordinate effective recruitment and retention initiatives. * Participate in the recruitment and selection process for senior nursing and other key appointments as required.   **Education and Training**   * Ensure all statutory requirements relating to nursing practice are met by the directorate. * Promote and maintain a culture of evidence-based practice for nursing. Encourage the creation of effective local networks to share good practice and information dissemination, as appropriate. * Enhance the competency and capacity of nursing managers and staff in order to create an environment where individual learning and performance combine with organisational learning and quality improvement. * Engage with the HSE performance achievement process with your line manager and direct reports. * Liaise with the Director of Nursing and the Centre for Nurse Education to compile directorate training and education plans. This encompasses mandatory, corporate and professional development objectives.   **Information Technology**   * Ensure the most effective and efficient deployment of developments in IT (patient care and administration), ensuring appropriate integration with existing systems.   **Financial Performance**   * Control and closely monitor nursing expenditure within the directorate, ensuring effective use of resources. Provide reports on activity, income and expenditure. * Actively pursue cost containment, resource efficiency measures and value for money initiatives which contribute to the directorate and hospital’s budgetary / financial and headcount challenges. * Manage the nursing pay and non-pay budget, to highlight variances and take appropriate action, including the management of the pay budget for bank and agency nursing staff within the directorate. * Participate in pricing and costing models, working towards aligning patient activity and diagnostic condition to expenditure. * Support the service level agreement process through participation and supply of information relating to costs, service pricing, case mix identification and other relevant information. * Advise relevant stakeholders on optimal use and cost effective management of inpatient and day care resources for both public and private patients, in accordance with the hospital provider plan.   **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 candidate must 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 high degree of commitment, professionalism and dedication to the philosophy of quality health care provision * 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.   **Empowering and enabling leadership style**  *For Example:*   * Shape and direct a culture of clinical excellence * Use a consultative approach, be approachable and keep channels of communication open * Use a democratic style and encourage staff to make decisions about their environment. Delegate effectively. * Work to create a team ethos and collaboration across services at front-line * Encourage synergies and sharing of ideas and learning from projects * Lead enthusiastically on change – influences staff positively and gets ‘buy-in’ * Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment.   **Setting and monitoring performance standards**  *For Example:*   * Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality patient centred care. * Demonstrate an ability to monitor and evaluate service performance and levels of care. * Intervene decisively where service levels or quality are below standard and establishes remedial process * Be assertive in addressing staff performance issues, intervening in a timely and positive way * Coach and mentor staff to improve their performance * Encourage staff development and sharing of best practice, linking staff development and training to the priority service needs. * Adequately identify, manage and report on risk within area of responsibility.   **Proactive approach to planning**  *For Example:*   * Sense and keep an ear to the ground on corporate / regional agenda, leading on translating the agenda into practical service planning * Look ahead and forward plan for service developments, anticipate trends and identify opportunities * Show awareness of service needs, able to analyse and assess current systems and demand levels to develop best system / service response, based on needs * Collaborate with other disciplines and agencies in the development of service plans * Ensure that the learning from new service models and practices influence service planning   **Effective co-ordination of resources**  *For Example:*   * Show system understanding and the ability to balance multiple resourcing issues * Consistently achieve efficiencies in resource usage by intelligent deployment, adjustments and monitoring * Plan, organise and deliver services in an efficient, effective and resourceful manner, within a model of patient centred care and value for money. * Can skilfully deploy and adjust human resources to meet changes, demands and contingencies * Manage deadlines and effectively handle multiple tasks. * Implement effective monitoring systems for all key resource deployments. * Effectively evaluate data and other information sources to inform decisions and solve problems.   **Communication and Interpersonal Skills**  *For Example:*   * Demonstrate effective communication skills including the ability to present information in a clear and concise manner (verbal and written) * Able to use a high level of communication skills to convince or argue the needs of staff and of the service * Demonstrate effective interpersonal skills including the ability to engage collaboratively with stakeholders; give constructive feedback. * Anticipates objections and prepares ground, gets into consultation early * Shows a balanced approach in disputes and listens to all sides, is open minded * Retains composure under pressure and stays calm, is assertive but not aggressive. |