

**Director of Nursing 1, Assistant (Acute)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Director of Nursing 1, Assistant (Acute)**  *(Grade Code: 2910)* |
| **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. |
| **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 service does the unit provide? * What client group is served by the unit? * 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 will report to the Director of Nursing. |
| **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 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** | *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 & 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 & 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.** |
| **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** | *Assistant Director of Nursing 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**  *The Assistant Director of Nursing will, 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**  *The Assistant Director of Nursing will, 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**  *The Assistant Director of Nursing will, 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**  *The Assistant Director of Nursing will, 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 & Interpersonal Skills**  *The Assistant Director of Nursing will, for example:*   * Demonstrate effective communication skills including the ability to present information in a clear and concise manner (verbal & 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 |
| **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 1, Assistant (Acute)**

**Terms and Conditions of Employment**

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| **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)