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| **Job Specification; Sample Content**  **Director of Nursing 3, Assistant (Acute) (2912)** | |
| **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 Assistant Director of Nursing 3 (ADON3) will work closely with the Director of Nursing (DON) in managing, developing and evaluating the nursing service in accordance with regional and national policies and strategies.  The post holder is primarily responsible for the provision of a high quality and safe nursing service. This will involve professional leadership to nursing staff at all levels, providing professional advice, ensuring achievement of operational and strategic objectives and proactively developing nursing roles in accordance with the needs of the patients.  They will operationalise the core values of nursing by ensuring the patient experience is of the highest possible standard at all times with particular emphasis on dignity, kindness and compassion. |
| **Principal Duties and Responsibilities** | ***For Example:***  *The Director of Nursing 3, Assistant will:*  **Management and Leadership**   * Participate in the development of the overall service plan and in monitoring and review of activity against plans. * Participate in the overall financial planning of the service including the assessment of priorities in pay and non-pay expenditure. * Participate in the management of the nursing and support services to optimize effectiveness, quality and efficiency, monitoring activity levels and intervening to align resources and maximize efficiencies. * Plan and guide activities to promote optimum patient care in accordance with service policies and procedure. * Monitor activity within hospital and liaise with Senior Clinicians regarding level of care required. * Review and develop roster schedules across the service units / wards to provide for optimal scheduling versus workload requirements and skill mix * Participate in coordinating staff deployment across service units / wards to meet fluctuations in demand. * Be responsible for the review, implementation and associated monitoring of the hospital admission, and discharge protocol. Provide reports on bed capacity, patient activity data, bed state handover and clinical incidents to the nurse management team. * Actively manage patient flows when on duty including liaison with diagnostics Consultants and Non-Consultant medical staff. * Provide operational support to areas of responsibility to include senior management walkabouts, safety and quality checks and patient satisfaction. * Provide innovative and effective leadership, support and guidance to nursing and allied staff at all levels. * Serve on such working groups of committees, such as Senior Nursing Management Team deemed appropriate to the role or grade. * Develop a shared sense of commitment and participation among staff in the management of change, the development of the nursing services and in responding to the changing health needs of patients. * Engage in projects and service developments, representing senior nursing on committees and groups. * Maintain a feedback mechanism and report to senior management where appropriate. * Keep the Director of Nursing appraised of any significant developments within their area of responsibility. * Undertake other relevant duties as may be determined from time to time by the Director of Nursing or other designated officer.   **Professional / Clinical Responsibilities**   * Provide safe, comprehensive nursing care to service users within the guidelines laid out by Bord Altranais agus Cnáimhseachais na hÉireann. * Practice nursing according to Professional Clinical Guidelines, National and Regional Health Service Executive guidelines, local policies, protocols and guidelines, current legislation. * Provide a high level of professional and clinical leadership. * Assist with the direction and supervision of the nursing service to provide a high level of patient care. * Demonstrate behavior consistent with the Mission and Values of the Hospital. * Support the principle that the care of the patient comes first at all times and approach work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree. * Ensure that service users and others are treated with dignity and respect. Place kindness and compassion at the core of daily work. * Be the point of contact for clinical service and patient related enquiries from relatives senior management, ambulance control and duty staff. * Manage own caseload in accordance with the needs of the post. * Attend out of hours clinical emergencies as appropriate of which staff have been summoned such as cardiac arrest, untoward incidents etc. * Be a point of contact for out of hour’s services, Ambulance services and other hospitals relating to patient flow and care. * Participate in teams as appropriate, communicating and working in co-operation with the other team members and the wider multi-disciplinary teams. * Facilitate co-ordination, cooperation and liaison across health care teams and programmes. * Adhere and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care. * Manage, monitor and evaluate the systems of nursing care delivery and recommend changes in nursing procedures, practices and policies in order to reflect an evidence based practice approach to service delivery. * Participate in development of quality initiatives including clinical audit and investigation of complaints and untoward incidents. * Maintain professional standards in relation to confidentiality, ethics and legislation.   **Human Resource Management**   * Participate in the formulation of relevant Human Resource policies and procedures. * Ensure policies and procedures facilitate the recruitment, induction and retention of nursing personnel. * Ensure that a sufficient number of qualified and experienced staff are available to fill vacancies arising from predictable staff turnover or to deal with periodic peaking of demand. * Facilitate and lead in the development and implementation of family friendly initiatives to support nursing personnel participate in the workforce. * Engage in the HSE’s performance achievement process with Line Manager and direct reports. * Facilitate in the development of personal development planning for nursing personnel. * Give support and counsel to nursing and allied staff as necessary and take action in accordance with agreed service policy, if necessary. * Monitor sickness / absence and implement local and national control measures, and proactively manage persistent poor staff attendance. * Implement procedures for dealing with staff grievances, handling disciplinary matters or negotiating on conditions of employment appropriate to the work as set out in Human Resource policies. * Foster good employee relations and promote good communication among nursing staff and their interdisciplinary colleagues. * Deal with relevant industrial relations issues relating to nursing and allied staff in consultation with the HR Department and the Director of Nursing, where relevant.   **Education and Training**   * Contribute to service development through appropriate continuous education, research initiatives, keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and attend staff study days as considered appropriate. * Advise and cooperate with the Director of Nursing and academic bodies etc., where necessary. * Provide for the organisation and the overseeing of clinical placements for student nurses. * Support and facilitate the education and development requirements of the competency-based approach to nurse management. * Identify the clinical learning needs of staff relevant to service requirements and individual personal development, thereby ensuring in-service training programmes meet service needs and fulfill the scope of practice for professional development. * Provide support/advice to those engaging in continuous professional development in their area of responsibility. * Participate in the identification, development and delivery of induction, education, training and development programmes for nursing and non-nursing staff. * Participate in in-service training, orientation programmes and appraisals of all nursing staff. * Participate in nurse training programmes and any other programmes pertaining to future development in the service. * Provide support supervision and professional development of appropriate staff.   **Clinical Governance, Quality Assurance, Risk, Health and Safety**   * Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards. * Ensure that effective safety procedures are developed and managed to comply with statutory obligations. * Assist in the development, implementation and review of Health and Safety statements, risk registers as appropriate. * Adequately identify, assess, manage and monitor risks within their area of responsibility. * Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s). * Monitor, audit and ensure a high level of adherence to hygiene and infection control standards and decontamination, ensuring strict adherence to hand hygiene policies. Lead on and act as a role model in relation to adherence to standards. * Work in a safe manner with due care and attention to the safety of self and others. * Ensure adherence to policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. Ensure advice of relevant stakeholders is sought prior to procurement. * 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.   **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**  *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**  *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. |