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| **Job Specification; Sample Content**  **Director of Nursing 4, Assistant**  **Older Persons Services (2913)** | |
| **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 post holder will support the Director of Nursing in the overall operational and strategic management of the nursing service. They will be responsible for ensuring professional nursing standards are maintained in line with NMBI standards.  They will provide strategic leadership, operating in accordance with the policies of the HSE, and HIQA (2016) Standards for Residential Care Services. They will play a key role in service planning, change management, and the effective utilisation of resources.  The post holder will be required to work with the senior management team and members of the multi-disciplinary team to implement the HSE strategy for Older Persons Services. They will empower staff to support older people to continue to exercise independence and autonomy in leading a full life no matter what their level of dependency |
| **Principal Duties and Responsibilities** | ***For Example:***  *The Director of Nursing 4, Assistant will:*  **Management**   * Participate in the effective management of services and deputise for the Director of Nursing in their absence. * Participate in the development of the service plan and in the monitoring and review of activity against the plan. * Participate in the overall financial planning of the service including the assessment of priorities in pay and non-pay expenditure. * Ensure adherence to all standards and guidelines relating to professional nursing practice and behaviour. * Assist with the direction and supervision of the nursing service to provide a high level of evidence based care. * Provide innovative and effective leadership, support and advice to nursing and health care support staff, ensuring the effective implementation of HSE, NMBI and HIQA PPPGs. * Lead and motivate staff and influence change in response to a changing health care environment. * Maintain good employee relations and promote good communication with all staff within and between departments. * Provide support and counsel to nursing and health care support staff as necessary and be familiar with HR and industrial relation mechanisms. * 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 a high level of professional and clinical leadership. * Provide safe, evidence based, person-centred, nursing care to service users within the guidelines laid down by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) and local and national PPPGs. * Contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of service user care. * Ensure that service users and others are treated with dignity and respect. * Monitor, measure and evaluate clinical standards using recognized audit tools. * Manage own caseload in accordance with the needs of the post. * Participate in teams as appropriate, communicating and working in co-operation with the other team members and the wider multi-disciplinary teams. * Maintain professional standards in relation to confidentiality, ethics and legislation. * Participate in the on-going development of quality initiatives including clinical audit, Nursing Metrics, standard setting, investigation of complaints and untoward incidents.   **Education and Training**   * Create and maintain an environment conducive to evidence based teaching, learning and practice. * 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. * 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, induction and orientation programmes for nursing and health care support staff. Support and promote staff undertaking undergraduate and postgraduate nursing programmes. * Provide support, supervision and facilitate the professional development of staff. * Engage in the HSE performance achievement process in conjunction with Line Manager and direct reports.   **Health and Safety / Risk Management**   * Ensure that effective safety procedures are in place, which comply with local, national and statutory requirements. * Adequately identify, assess, manage and monitor risks within their area of responsibility. * Participate in the local Quality and Risk Committee and be responsible for maintaining the risk register. * Assist in the development, implementation and review of the annual Health and Safety statements. * Ensure all incidents, accidents and near misses are reported appropriately on The National Incident Management System (NIMS). * Maintain a feedback mechanism and report to senior management where appropriate. * 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. * Support the implementation of standards in relation to Healthcare Acquired Infections. * Ensure all staff are familiar with the National Policies and Procedures in regard to Safeguarding Vulnerable Persons at Risk of Abuse. * Ensure staff receives mandatory training in Moving and Handling, CPR, Fire, Infection Control. * 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 as appropriate to the role * Support, promote and actively participate in sustainable energy, water and waste initiatives.   **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 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. * 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. |