

**Director of Public Health Nursing**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title and Grade** | **Director of Public Health Nursing**  (Grade Code: 2801) |
| **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** | Please outline reporting relationships associated with the post:   * To whom will the job holder report? * Who will report to the job holder? |
| **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** | What is the overall high-level purpose of the job?  *Example:* The Director of Public Health Nursing is responsible for the delivery of an efficient, effective, caring and patient-focused nursing service throughout the Community Healthcare Organisation Area.  The Director of Public Health Nursing will have a pivotal role in team leadership and service planning, co-ordinating the management of activity and resources within the service area. The position requires a strategic approach to the development of services and structures, embracing continuous quality improvement and the management of change to achieve organisational objectives and compliance with HIQA Standards.  The Director of Public Health Nursing will ensure patient safety and quality assurance throughout the service in line with best practice. |
| **Principal Duties and Responsibilities** | *The Director of Public Health Nursing will:*  **Leadership & Accountability**   * Provide strategic and clinical leadership and direction for community health nursing and related services which results in the delivery of effective, efficient, quality assured and patient centred nursing care. * Develop a shared sense of commitment and participation amongst staff in the management of change, the development of nursing services and in responding to the changing health needs of patients. * Develop, maintain and review the community nursing organisational structure within the context of overall organisational objectives. * Be responsible for strategy, policy and practice development, education and professional duties imposed by statute or determination. * Liaise with other service managers on any significant development within their area of responsibility. * Liaise with and provide advice to the Director of Nursing and Midwifery Planning Unit on community nursing services issues and to senior management as required. * Assign responsibility, where appropriate, to the Assistant Directors of Public Health Nursing.   **Planning**   * Set key objectives for the community nursing service on an annual basis. * Be responsible for the management of community nursing services and ensure that systems are in place to support this responsibility. * Participate as a core member of the community care senior management team. * Formulate, develop and manage relevant information and other systems for the community nursing service. * Prepare, cost, manage and ensure implementation of service plans for the community nursing service. * Prepare an annual report on nursing and related activities. * Participate in care group planning in co-operation with the multi-disciplinary team. * Participate, when required, on regional and national strategic, advisory and implementation committees for various services and care groups.   **Operations**   * Ensure the discharge of all professional and statutory responsibilities in the area of child care and to work in collaboration with the Child & Family Agency. * Assist in the development of policies and services, standards etc. in relation to child health, clinical nursing and public health nursing. * Assign the management and monitoring of the home care attendant and home help service where appropriate. * Provide appropriate clinical governance for care provided in the Home setting and ensure appropriate review of such arrangements. * Ensure appropriate cooperation and interface with relevant managers to support the monitoring and validation of quality care in the home setting. * Ensure best practice in the management of direct patient care and to ensure the development of the concept of care planning with other professionals. * Ensure the delivery of safe and efficient School Immunisation Programme. * Ensure the delivery of a safe and effective national school audiometry and vision screening programme. * 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 to create a more sustainable, low carbon and efficient health service.   **Personnel Management**   * Participate, as required, in the recruitment, selection and appointment of community nursing and related staff. * Ensure the optimum and effective use of staff through efficient rostering, skill/grade mix planning, work load measurement, staff profiling and deployment. * Initiate the implementation of an on-going development in individual performance review process and foster a high level of morale among staff by effective motivation and consultation. * Participate in the formulation of relevant personnel policies and procedures. * Deal with industrial relations issues relating to community nursing and allied staff, in consultation with the HR Department. * Develop and implement Risk Management and Health and Safety strategies in consultation with appropriate personnel, including adequately identifying, assessing, managing and monitoring risk within their area of responsibility.   **Finance**   * Prepare annual financial estimates of community nursing (pay and non-pay) and related manpower, including allied staff education and training needs. * Participate in the overall financial planning of the service including the assessment of priorities in pay and non-pay expenditure. * Ensure expenditure is controlled within budget and identify potential for savings through improved practice and innovation. * Assign, as appropriate, budgetary control and implement monthly expenditure audit systems.   **Training, Education and Assessment**   * Ensure that appropriate in-service education programmes and on-going learning needs are met for all assigned staff. * Liaise with appropriate third level institutions. * Ensure, in collaboration with Assistant Directors of Public Health Nursing, that the training needs of student nurses, student public health nurses and other relevant personnel are met. * Assist in the development of performance management systems. * Maintain awareness of relevant nursing research and new developments. Initiate and facilitate relevant nursing research and promote awareness of ongoing research into issues affecting nursing and patient care.   **Liaison**   * Ensure close liaison between relevant community nursing personnel, general practitioners, practice nurses, other Directors of Nursing and consultants in order to develop the most effective procedures for the referral of patients to the community services, for the treatment and care of patients and for the discharge or transfer of care to other services. * Ensure effective liaison with other health professionals, voluntary groups and groups representing the general public to develop the most effective community nursing services. * Ensure appropriate lisison and engagement with the acute hospital sector to support the further development of integrated discharge planning. * Participate in the identification, setting and attainment of health promotion targets in line with the health strategy. * Demonstrate pro-active commitment to all communications with internal and external stakeholders. * Act as spokesperson for the Organisation as required.   **Quality Assurance**   * Ensure that modern standards of clinical nursing care are in operation and that regular monitoring of nursing care is undertaken through audit. * Develop a philosophy for community nursing which reflects the HSE’s commitment to the provision of a high standard of nursing care thereby ensuring the health and social gain of the community. * Implement HSE policy on complaints and patient services. * Contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards and ensure that staff complies with same. * Maintain good public relations including good collaborative working relationships and communications with appropriate statutory, professional and voluntary organisations responsible for and/or participating in health care. * Ensure adherence to all codes and guidelines relating to professional nursing practice and behaviour. * Implement the ‘Better Safer Healthcare Standards’ both within the Community Nursing Service and as part of the Multidisciplinary Management team.   **The above Job Description 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 him/her 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/)  **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 are not additional qualifications. It is not possible to include other qualifications in this section, without engaging in having those qualifications recognised as an essential part of the role. Essential requirements form part of the Eligibility Criteria. Eligibility Criteria must be agreed with National HR and are applied to all roles at this grade, not a job in a particular site or service.** |
| **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** | **Professional Knowledge and Experience**  *For example:*   * Clinical and professional knowledge and judgement to carry out the duties and responsibilities of the role. * Knowledge, abilities and technical skills required to oversee the provision of safe, efficient and effective service. * A willingness to inform self and to adhere to legislative requirements. Shows an appreciation of policies and procedures specific to practice area / service user. * Self-awareness, a commitment to continuous professional development and a willingness to both teach and learn. * Demonstrate 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; sees the bigger picture of service delivery and appreciates the interconnectedness of issues. * An ability to look ahead and anticipate substantive issues. Adopts a proactive forward-planning approach to service delivery in consultation with relevant stakeholders. * Effective risk management, problem solving and decision making ability, all in a timely manner.   **Establishing Policy, Systems and Structures**  *For example:*   * The ability to design and implement structured policies and systems for the management of service delivery in consultation with key stakeholders. * An ability to ensure clear role accountability for service levels, quality and decision making discretion. * The ability to plan financial budgets using high levels of business management expertise.   **Vision, Values and Process**  *For example:*   * An ability to articulate a strong vision of the contribution and purpose of the team and create positive and optimistic views about the future contributions of nursing and other multidisciplinary services. * The ability to create a climate in which people want to do their best, share ownership, visibility and successes. Pushes these values and behaviours down the management system. * The ability to take the lead on standard setting and implementation; leads and manages change   **Developmental Approach to Staff**  *For example:*   * A strong focus on developing the contribution of staff at all levels. Identifies training needs and implements / facilitates training, learning and development. * The ability to promote a learning culture within the service area(s). Encourages debriefing and discussion on service improvements at all levels. * The ability to develop structures and systems to systematically capture and disseminate learning and best practice at all levels of the service. * Strong promotion of continuous professional development, champions and resources this effectively. Actively encourages staff contribution to professional conferences and other dissemination channels.   **Communication and Interpersonal Skills**  *For example:*   * Effective communication skills (verbal and in writing) including the ability to present compelling arguments by understanding and anticipating the agendas of others. * Effective interpersonal skills, has the ability to build and maintain relationships with a wide range of stakeholders. * The ability to use information and facts to build an effective case; will involve and consult with key stakeholders tactfully and listen to their views. * Strong influencing and persuasion skills. Balances diplomacy with assertiveness. |
| **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.  The HSE is an equal opportunities employer. |
| **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 Public Health Nursing**

**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 for Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation:   * To report child protection concerns at or above a defined threshold to TUSLA. * To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.   You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **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. [↑](#footnote-ref-1)
2. 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-2)