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| **Job Specification; Sample Content****Director of Public Health Nursing (2801)** |
| **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.** |
| **Purpose of the Post**  | ***For 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** | ***For Example:*** *The Director of Public Health Nursing will:***Leadership and 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 and 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.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Initiate the implementation of an on-going development 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.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* 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 them from time to time and to contribute to the development of the post while in office.**  |
| **Skills, competencies and/or knowledge** | ***For Example:*** *The candidate must demonstrate:***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.
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