



Academic Lead for Education and Research Department

Particulars of Office

1. The appointment is temporary, part-time (0.5 Whole Time Equivalent) and pensionable.
2. **Salary**
The grading for the post will be commensurate with the background and experience of the post holder. Remuneration is in accordance with the salary scale approved by the Department of Health.
3. **Superannuation**
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.
4. **Duties**
The incumbent will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**
Under the provisions of the Haddington Road Agreement effective from the 1st July 2013, the whole time standard weekly working hours for this grade are 37 hours per week. Your contracted hours of work will be 18.5 hours per week and may be liable to change between the hours of 8.00 am – 8.00 pm over a Monday to Saturday basis to meet the requirements for extended day / services in accordance with a more productive match between staffing and service activity levels across the working day/week. As this is a senior post the appointee may be required to attend at such other times as are required for the proper discharge of the duties of the office including attendance outside normal working hours.

6. Retirement

No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the 1st day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

7. Annual leave

The annual leave entitlement for the post will be in accordance with the grade entitlement. Annual Leave will be pro rata based on the whole time equivalence of the post.

8. Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

9. Termination of office

The employment may be terminated at any time by two months' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

10. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable individuals. Depending on the nature of the post, a Garda Vetting Check may be sought for an employee where it is considered they may have significant interaction with children and/or vulnerable adults in the course of their duties. This is done for the protection of these vulnerable groups.

11. Confidentiality

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

12. Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

13. Policies / Legislation

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

14. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.

15. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

16. Character

Candidates for and any person holding the office must be of good character.

Job Description: Academic Lead for Education and Research Department NRH



Academic Lead for Education and Research Department

Person Specification

1. Education, Experience, Skills and Personal Attributes

Education

At the time of application the candidate must have obtained the following:

- Completed third-level education to at least masters level.
- Experience of completing a research project.

It is desirable that the candidate would have achieved the following:

- Education to PhD level or equivalent in a health or education related area.

Experience

It is desirable that the candidate would have achieved experience in the following areas:

- Providing education and teaching within the health sector
- Leading research projects
- Published peer reviewed research as lead author
- Promoting and engaging in academic activities e.g. mentoring/ collaboration within and across agencies.
- Experience of working in a rehabilitation setting
- Knowledge and experience of delivery of higher education, particularly in the health sector.
- Understanding of current and emerging trends in health care, education/ training and applied clinical research.

Organisational skills

- Excellent planning and decision making skills.
- Excellent organisational and time management skills.
- Ability to work within teams
- Ability to contribute to the resolution of academic/ethical matters.
- Ability to write and communicate with accuracy and attention to detail
- Commitment to participative management and goal setting.

Personal Attributes

- Leadership and vision
- Strong interpersonal skills with a high degree of energy, enthusiasm and resilience.
- Ability combine fairness with ability to make difficult decisions.
- Flexibility and an ability to demonstrate innovative practice.



Academic Lead for Education and Research Department

Job Description

1. Overview of the Role

In accordance with the NRH Strategy 2016-2019, the Academic Lead will contribute to “Developing structures and building the expertise for NRH to be the acknowledged educator & leader in helping define the role of rehabilitation services as an essential component within the healthcare continuum in Ireland.”

The Academic Lead will lead the development of clinical education and research at NRH in order to support best clinical practice.

This is a service development and a new role in NRH and represents an exciting opportunity for the appointee to lead and develop systems, policies and plans for clinical education and research at NRH.

2. Purpose of the Position

The Academic Lead will have a key role in directing, facilitating and promoting clinical education and research at the NRH.

3. Accountability

In relation to administrative and organisational matters, the Academic Lead will report directly to the Chief Executive Officer or his/her nominee. In relation to clinical services and associated education and research needs of clinical services, the Academic Lead will report to the Clinical Director or their nominee.

4. Liaison / Communication

In undertaking his/her duties to develop education and research at NRH, the Academic Lead will work closely with Heads of Clinical Departments and Services, Clinical, Therapy and Nursing Tutors and all staff participating in clinically related teaching and research within and external to NRH.

The Academic Lead will be supported by an Academic Advisory Group (to be convened). This group will include key stakeholders for example, patient and academic representatives.

The Academic Lead will chair the Academic Advisory Group (ASG), a cross discipline group dedicated to supporting clinical education and research at NRH.

The Academic Lead will work with the HR/Educational Assistance Group in relation to advising on the clinical components for education and training for clinical personnel at NRH.

The Academic Lead will liaise with the Quality Improvement (QI) group as indicated.

The Academic Lead will establish and maintain close liaison with universities and academic institutions with a view to developing a comprehensive educational programme and collaborative/translational research at NRH.

The Academic Lead may be invited by the Board of Management to participate on the Ethics Committee.

The above list is not exclusive or all-inclusive. Other duties commensurate with the post may be assigned within the scope of the service under the direction of the Chief Executive and Clinical Director.

GENERAL DUTIES & RESPONSIBILITIES

- Ensure that a safe environment is maintained for staff, students and visitors in compliance with Health and Safety requirements and best practice.
- Being responsible for the day to day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- Keeping up to date with all relevant mandatory training for the department.
- Work as part of the NRH staff team, be familiar with and follow NRH organisational & staff policies and procedures.
- Take part in reviews and evaluations, in-service training as required.
- Undertake any other relevant duties that may arise from time to time.
- The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.



Academic Lead for Education and Research Department

Job Description

Duties and Responsibilities include:

General

1. To promote a learning and research ethos at NRH as appropriate to a specialist centre for rehabilitation in Ireland.
2. Lead on coordinating and developing education and research activity at NRH.
3. Development of an educational and research facility for NRH.
4. Lead communication with key stakeholders regarding clinical education and research.
5. Develop KPIs for clinical education and research activities at NRH.
6. Have oversight of and responsibility for clinical and academic material used on e.g. NRH website and NRH information materials.

Education/Training

1. Develop the education and training strategy for NRH.
2. Support and promote internal and external education programmes
3. Develop SOPs for teaching and research agreements between NRH and third level institutions
4. Promote income generating opportunities in education and research at NRH.
5. Develop the academic calendar.
6. Oversee infrastructure for interdisciplinary team education for under graduates and post graduates.
7. Explore and develop opportunities for e-learning.

Research

1. Develop the research strategy for NRH.
2. Support and promote research at NRH
3. Develop procedures to support research at NRH
4. Collaborate with stakeholders in relevant research areas
5. Identify potential funding opportunities and resources to support research at NRH.

PATIENT SAFETY & QUALITY

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

This Job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed and refreshed from time to time in order to adapt as the role develops and according to service needs and Hospital policies.

I agree that this job description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder.

Employee Name: _____ Line Manager Name: _____

Employee Signature: _____ Manager's Signature: _____

Date: _____ Date: _____