



Academic Administrator for Education and Research Department

JOB DESCRIPTION

Particulars of Office

1. Appointment

The appointment is full-time and temporary for 12 months and in a pensionable capacity. The post is graded at Clerical Officer Grade V level.

2. Salary

Remuneration is in accordance with the salary scale approved by the Department of Health current scale.

3. Superannuation

The terms of the Voluntary Hospitals Superannuation Scheme and 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 the scheme.

4. Duties

The Academic Administrator will perform such duties as are outlined in the Job Description below.

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 associated with the post per week are 37 hours. Your contracted hours of work may be liable to be discharged between the hours of 8.00am and 8.00pm on 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. The appointee may be required to attend at such other times as are required for the proper discharge of duties 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 is 30 working days per year for completed year of service.

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.

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 adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re-vet employees at any future point, as deemed appropriate by Hospital Management.

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 wellbeing 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.

15. 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 legalisation.

16. 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.

17. Character

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

Purpose of the Post

The Academic Administrator will play a key role in providing administrative support to the Lead of Education & Research Department in directing, facilitating and promoting clinical education, training and research at the National Rehabilitation Hospital (NRH).

This is a service development and new role within the NRH and is an exciting opportunity for the person appointed to be involved in the development of this service.

Accountability

The Academic Administrator will be accountable to the Lead of Education & Research.

Liaison / Communication

The post will involve a high degree of liaison and communication with key personnel involved in education and research at NRH, these will primarily include the Lead for the Department of Education and Research, the Academic Steering Group, the NRH Ethics Committee, the clinical, therapy and nursing tutors and NRH personnel undertaking clinical education, training and research at NRH.

Education level, Skills & Responsibilities

1. Education level

On the latest date for receiving completed application forms for the post, the candidate must possess:

- Completed second level education to Leaving Certificate level or equivalent.
- It is desirable for the candidate to have the following:
- A third level qualification in either Business Administration, Management, Education, Health-care and or other related field.

2. Skills

It is essential that the post-holder has the following skills and experience:

- Extensive experience of working in an academic or health-care setting.
- Experience of attending and participating in committees.
- Experience of planning, taking initiative and working independently.
- Excellent interpersonal skills with the ability to work across teams.
- Efficient and timely administrative and record keeping skills.
- Accuracy and attention to detail in verbal and written communication.
- Knowledge and experience of using computer packages such as Microsoft Office.
- Knowledge and experience of using digital dictation.
- Excellent organisational and time management skills.

It is desirable that the post holder has the following:

- Understanding of current and emerging trends in higher education and health care.
- Familiarity with relevant information resources, both print and electronic.

3. Responsibilities

1. Provide administration support to:
 - The Lead of the Education and Research Department
 - The Academic Steering Group
 - The Ethics Committee
2. Organisation of internal and external clinical teaching events by NRH (e.g. conferences, educational meetings and transition year second level students work experience and careers evenings).
3. Assist in the administrative support of clinical lectures and educational meetings for staff, students and visiting clinicians etc.
4. Support the administration process for clinical placements and electives, clinical observers and supernumerary staff.
5. Assist in evaluation, audit and review of educational inputs as indicated.
6. Provide first line contact and advice for queries regarding clinical education and research at NRH.
7. Ensure that a safe environment is maintained for staff, students and visitors in compliance with Health and Safety requirements and best practice.
8. Responsible for the day to day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
9. Keeping up to date with all relevant mandatory training relevant to the department.
10. Work as part of the NRH staff team, be familiar with, and follow NRH organisational & staff policies and procedures.

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.

The above list of job functions 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 Lead of the Education and Research Department. These duties will be reviewed in order to adapt and develop the role, according to service needs and hospital policies.

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.

I agree that this position 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:* _____