



ASSISTANT DIRECTOR OF NURSING

Temporary, Full time

Particulars of Office

1. The appointment is temporary full time and pensionable.
2. **Salary**
Remuneration is in accordance with the salary scale approved by the Department of Health and Children Current scale.
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**
The normal hours of work associated with the post are 39 hours per week and on occasions the appointee will be required to cover Night Duty or weekend cover. The appointee will be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.
6. **Probation**
The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be
 - a) Certified as satisfactory and confirmed in writing.
 - b) In certain circumstances this period may be extended and in such case, you will be advised in writing of this and the duration of the extension.
7. **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 70 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.

8. Annual leave

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act. 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole-time equivalency.

9. 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.

10. Termination of office

The employment may be terminated at any time by three 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.

11. 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.

12. 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.

13. 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.

14. 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 Legislation.

16. HR Department Privacy / GDPR Policy

In order to carry out its administrative functions the Human Resource Department in the National Rehabilitation Hospital collects and processes personal data relating to individuals, which includes the job applicants and staff of the Hospital. The Human Resources Department takes the confidentiality of all personal data seriously and consequently takes all necessary steps to comply with data protection legislation including the GDPR. The Human Resource Department collects personal data only in order to meet specific lawful purposes and will retain that data only for so long as necessary. We also ensure that all reasonable technical and organisational security measures are in place to safeguard personal data. Ordinarily, the Human Resource Department will not pass personal data to any third party except where required by law, or under statutory obligations, or to fulfil a contract of employment or for other legitimate purposes as balanced against the rights and interests of the Data Subject. If you have any concerns about how your personal data is processed, you may contact our Data Protection Officer (dpo@nrh.ie). Please refer to the National Rehabilitation Hospital Human Resources Privacy Policy Document for more information. The Policy Document is available on request from the Human Resources Department.

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JOB DESCRIPTION

1. Qualifications

The candidate must, on the latest date for receiving completed application forms for the office, possess:

- Registered, or are eligible for registration, in the General Nurse Division, and other divisions as relevant to the specific service, of the Register of Nurses and Midwives, as appropriate, maintained by the Nursing & Midwifery Board of Ireland (NMBI) (Bord Altranais agus Cnáimhseachais na hÉireann).
- Have 7 years post registration nursing experience and 3 years nursing management experience at a minimum of Clinical Nurse Manager 2 (CNM 2) in an acute or similar setting desirable.
- A post graduate qualification at level 9 (Master's degree or higher) desirable.
- Knowledge / experience of Quality Management and Nursing Development is essential.
- Evidence of proven clinical and professional ability, leadership, communication, and organisational skills.
- Information Technology skills including proficiency in Word, Excel, Power Point applications is essential.
- Candidates must possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the duties of the office.

2. 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.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well- being in line with the Hospital objectives.

3. Character

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



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JOB DESCRIPTION

Title: Assistant Director of Nursing

Purpose of the Position:

The Assistant Director of Nursing will play an integral role as part of the senior nursing team within the Hospital. She/he will be responsible for maintaining optimum levels of care that ensure the health and safety of all patients. To provide professional / clinical leadership in the designated area(s) of responsibility. Rotation to night duty maybe a requirement of this post.

Accountable to:

The Director of Nursing or, in her/his absence the Chief Executive Officer.

Liaison / Communication:

The standard of performance of the Assistant Director of Nursing the duties will require a high degree of liaison and communication with the Director of Nursing, all Nursing and Nursing support staff, and Heads of Departments throughout the organisation.



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JOB DESCRIPTION

Overview of the Role

The Assistant Director of Nursing will provide professional / clinical leadership in the designated area(s) of responsibility. She/he will oversee the management of resources including staffing and staff development and facilitate communication across the healthcare teams and to oversee the bed management role in hours.

Principal duties and leadership

Management and Leadership

- Participate in the appropriate and effective management of the service.
- Participate in the development of the overall service plan and in the monitoring and review of activity against the plans.
- Provide strategic and clinical leadership and direction and supervision for nursing and related services which results in the delivery of effective, efficient, quality assured nursing care.
- Ensure that an awareness of the Mission and values of the Hospital are maintained by Nursing and Nursing support staff.
- Ensure adherence to all standards and guidelines relating to professional nursing practice and behaviour.
- Monitor and evaluate the utilization of Agency Staff.
- Monitoring of nursing roster and attendance management.
- Maintain good employee relations and promote good communication with all relevant staff.
- Plan and guide activities to provide optimum patient care in accordance with service policies and procedure.
- Comprehensive knowledge of scheduled care.

- Assist with the co-ordinate the transfer of patients to other Hospitals.
- Participate and engage in projects and service developments by representing senior nursing on committees and groups
- In liaison with the Director of Nursing ensure that the appropriate reporting relationships, records, and information retrieval systems are in place to enable effective and accountable reporting to take place.
- Undertake other relevant duties as may be determined from time to time by the Director of Nursing or another designated officer.

Professional /Clinical Responsibilities

The Assistant Director of Nursing will:

- Provide a high level of professional and clinical leadership thereby ensuring an effective partnership of care between patients, families, carers, and healthcare providers in achieving safe, easily accessible, timely and high quality scheduled and unscheduled care.
- Develop a shared sense of commitment and participation among staff in the management of change, in developing the nursing services in keeping with best practices and in response to changing patient and health care needs.
- Develop, manage, and review the nursing organisational structure within the context of overall organisational objectives.
- Provide safe, comprehensive nursing care to service users within the guidelines laid out by Bord Altranais agus Cnáimhseachais na hÉireann.
- Practice nursing according to Professional Clinical Guidelines, National and Area Health Service Executive guidelines, local policies, protocols and guidelines, current legislation.
- Assist and participate in the development of service policies and procedures and the implementation of same and to update them as required.
- Adhere and contribute to the development and maintenance of nursing standards, protocols, and guidelines consistent with the highest standards of patient care.
- Manage, monitor, and evaluate professional and clinical standards ensuring an evidence-based care planning approach.
- Participate in collating Nursing Metrics.
- Participate in teams as appropriate, communicating and working in cooperation with the other team members and the inter disciplinary teams.
- Facilitate co-ordination, cooperation and liaison across health care teams and programmes.
- Ensure that service users and others are treated with dignity and respect in accordance with the HSE Dignity at Work Policy.

- Maintain professional standards in relation to confidentiality, ethics, and legislation.
- Operate within the Scope of Practice - seek advice and assistance from his / her manager with any cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance Assistant Director of Nursing.
- Participate in development of quality initiatives including clinical audit, standard setting, investigation of complaints and untoward incidents.

Planning

The Assistant Director of Nursing will:

- Will assist in developing key objectives for the nursing service on an annual basis.
- Define objectives in respect of the nursing and allied services for the key patient groups attending the hospital.
- Develop a strategic policy and plan for the nursing and allied services in keeping with best practice and developments.
- Develop in conjunction with clinicians and other key personnel, operational policies, protocols, and guidelines for the effective utilization of beds and other hospital related services.
- Develop and implement the concept of collaborative care planning in conjunction with other professionals.
- Develop effective discharge policies and maintain a high level of support and effective liaison with community-based services and staff in other health care facilities to ensure effective discharge planning and aftercare takes place.

Human Resources Management

The Assistant Director of Nursing will:

- Participate as required by the Director of Nursing in the recruitment, selection, and induction process for all nursing staff.
- Assist the Director of Nursing in ensuring the optimum and effective use of all staff resources through effective rostering/skill/grade mix planning, workload management, staff promotion and development.
- Promote the use of competency assessment for the purposes of professional development planning for staff.
- Ensure that all staff have a clear understanding of their duties, responsibilities and competencies expected taking into consideration their Code of Conduct and ethics (2014) and Scope of Nursing and Midwifery

practice framework (2015) as regulated by the Nursing and Midwifery Board of Ireland (NMBI).

Finance

The Assistant Director of Nursing will:

- In liaison with the Director of Nursing prepare annual financial estimates of nursing and related manpower, including education and training needs.
- In liaison with the Director of Nursing participate in the overall financial planning of the hospital including assessment of priorities in pay and non pay expenditure.
- Ensure that for nursing expenditure is controlled within budget and identify potential for effectiveness through improved practice and innovation.

Education and Professional Development

The Assistant Director of Nursing will:

- 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 his/her 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, orientation programmes and performance of all nursing staff including Health Care Assistants.
- Participate in nurse training programmes and any other programmes pertaining to future development in the hospital.
- Provide support supervision and professional development of appropriate staff.
- Engage in annual performance review processes including personal development planning e.g., by setting own and staff objectives and providing and receiving feedback.
- Form effective collaborative working and information exchange arrangements with other key senior staff in the health care system and appropriate professional bodies and institutes.
- In liaison with the Director of Nursing initiate, facilitate and participate in relevant nursing research and promote awareness of such research.

Research

The Assistant Director of Nursing will:

- Initiate, lead, facilitate and take part in relevant nursing research and promote research awareness within the nursing service of the hospital.
- Participate in the establishment and development of the best possible systems of support for the nursing service from clinical and non-clinical departments and collaborate with appropriate officers to remedy any deficiencies.
- Engage in interdisciplinary research opportunities across the hospital and with our Third Level Institutions to advance nursing practice and improve patient outcomes.
- Facilitate and promote the sharing of a range of practice-based initiatives across the hospital services.
- Support Clinical Nurse Specialist (CNS) and Advanced Nurse Practitioners and candidates in their roles.

Communication

The Assistant Director of Nursing will:

- Communicate effectively in order to undertake the duties of the post.
- Demonstrate effective writing and presentation skills.
- Foster good working relationships between colleagues and other staff by maintaining a high professional standard cognisant of the Dignity at Work Policy (2009).
- Provide support to nursing colleagues in responding to individual issues.
- Contribute to the development of good communication policies.

Clinical Governance, Quality Safety and, Risk

The NRH is committed to supporting a culture of continuous quality improvement through effective governance, clinical effectiveness, and outcome measurement.

The Assistant Director of Nursing will:

- Ensure that effective safety procedures are developed and managed to comply with statutory obligations.

- Be aware of risk management issues, identify risks and take appropriate action promptly.
- Comply with the policies, procedures, and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations, and standards – example: Trust in Care: Children First National Guidance.
- Assist in the development, implementation and review of Health and Safety statements, risk registers as appropriate.
- Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).
- 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.
- Have a working knowledge of the Commission on Accreditation of Rehabilitation Facilities (CARF) and Health Information and Quality Authority (HIQA) Standards as they apply to the role e.g., Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.
- Actively participate in Environmental Audits.
- Support, promote and actively participate in sustainable energy, water, and waste initiatives to create a more sustainable, low carbon and efficient health service.
- Foster and promote the quality initiatives from Senior Management down and front-line staff upwards.

It is expected that the Appointee to the post will be a person of the utmost integrity and maturity, capable of making a significant contribution to the overall management of the hospital. He/She will be expected to always maintain discretion and confidentiality and on no account must information concerning patients, staff and other health service providers be divulged or discussed except in the performance of normal duties. Records/personnel or other information must never be left in a manner that persons could gain access to them, and such records must be kept in safe custody when no longer required.

Furthermore, the National Rehabilitation Hospital holds strong ethical principles which must be always upheld. Failure to comply with this requirement will be deemed a major breach of the terms of contract and may warrant dismissal.

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.

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 from time to time in order to adapt and develop the role, according to service needs and Hospital policies.

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: _____