



# DIRECTOR OF NURSING

## JOB DESCRIPTION

### Particulars of Office

1. The appointment is permanent, whole 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**  
This is a pensionable position and the successful candidate will upon appointment become a member of the appropriate pension scheme.

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.

Pension scheme membership will be notified upon appointment and confirmed within the contract of employment.

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 usually discharged between the hours of 08.00hrs and 20.00hrs, over 5 days Monday to Sunday inclusive. 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 65 years of age on the 1<sup>st</sup> 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**

The annual leave entitlement for the post is 28 working days per completed year of service.

## **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 revett 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](mailto: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.





## DIRECTOR OF NURSING JOB DESCRIPTION

### 1. Qualifications

**Candidates must at the latest date of receiving completed application forms for the office:**

- (i) Be registered, or 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).

*And*

- (ii) Have 10 years post registration nursing experience and 5 years nursing management experience at a minimum of Clinical Nurse Manager 2 (CNM 2) level of which 3 must have been in an acute or similar setting.

*And*

- (iii) Have successfully completed a post registration programme of study, as certified by the education provider, which verifies that the applicant has achieved a National Framework of Qualifications (NFQ) major academic Level 9 or higher award maintained by Quality & Qualifications of Ireland (QQI) or can provide written evidence from the Higher Education Institute that they have achieved the number of ECTS credits equivalent to a Level 9 or higher in a health care or management related area.

*And*

- (b) Candidates must possess the requisite clinical, leadership, managerial and administrative knowledge and ability for the proper discharge of the duties of the office.



Additionally candidates must:

- In addition the post holder will be required to demonstrate a special interest in the area of rehabilitation.
- Have proven clinical and professional ability, leadership, communication, and organisational skills for the proper discharge of the duties of the office.

### **Annual registration**

- (i) Practitioners must maintain live annual 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).

**And**

- (ii) Practitioners must confirm annual registration with NMBI to the NRH by way of the annual Patient Safety Assurance Certificate (PSAC).

## **2) Personal Attributes**

- I. Excellent communication and negotiation skills with staff, committees and relevant stakeholders.
- II. Excellent organisational, time management, planning and problem-solving skills.
- III. Ability to present ideas with clarity; and prepare clear, concise and informative reports, presentations, correspondence and other written materials.
- IV. Ability to both effectively lead and delegate authority and responsibilities.
- V. Ability to handle difficult and sensitive situations, using sound and objective judgement within NRH policy and legal guidelines.
- VI. Ability to work effectively both independently and in team environments, to prioritise and manage a number of issues simultaneously, demonstrating attention to detail, as well as developed analytical and problem solving skills
- VII. Able to motivate self and others and gain the trust, confidence and respect of staff at a variety of levels and disciplines.
- VIII. Good computer skills and working knowledge of Microsoft Office suite.

## **3. 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.

#### **4. Character**

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

#### **5. Age**

Age restrictions shall only apply to a candidate where they are not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed applications forms for the office occurs.

### **Post Specific Requirements**

- I. Demonstrate knowledge of practice development and quality improvement in nursing services within hospital care setting.
- II. Be fully conversant with the Requirement & Standards for Nurse Registration Education Programmes of Nursing Midwifery Board Ireland and all other relevant publications that impact on the Nurse Education, Training, Learning and Professional Development.
- III. Demonstrate knowledge of Quality Care Metrics and clinical audit.
- IV. Demonstrate the ability to collect, analyse and report on data to enhance evidence-based practice, improve patient outcomes effect change within the nursing department.
- V. Possess knowledge, understanding and experience in quality improvement, the practical application of same in meeting patients' needs and its relationship to strategic development.



- VI. Demonstrate knowledge of other professional issues related to relevant areas of nursing.
- VII. Demonstrate an empowering style as a coach or mentor to others as required, providing advice and guidance in supporting the identification, implementation, and delivery of evidenced-based care in the Nursing Department.
- VIII. Demonstrate ability to give and receive feedback in relation to identifying areas for improvement in practice activity, and the ability to work effectively within a team and possess innovation and creativity to deal with challenging situations
- IX. Demonstrate commitment to professional and personal self-development
- X. Demonstrate awareness of the factors involved in creating, maintaining, and promoting quality care environments.
- XI. Demonstrate the ability to work independently and as a team member.







## DIRECTOR OF NURSING JOB DESCRIPTION

**Title:** Director of Nursing

**Purpose of the Position:** The Director of Nursing will ensure delivery of exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

The Director of Nursing is responsible for the management and development of the Nursing Department. The function of the role is to provide leadership for the Nursing Department in such a way as to support and ensure the delivery of the highest standard of patient care throughout the Hospital by operating in accordance with the organisation's policies, working effectively, in collaboration with other professionals and managers to achieve the goals of the hospital and to contribute to the development of the NRH within the resources made available.

**Accountable to:** Chief Executive Officer

**Liaison / Communication:** The post holder will directly report to the Chief Executive Officer or delegated deputy.

***Key Communication Relationships:***

Chair of the NRH Board of Management and Hospital Board  
Chief Executive & Deputy Chief Executive  
Clinical Director  
Director of Finance  
Director of Human Resources  
Executive Management Team  
Heads of Therapy/Services / Departments /Programme Managers  
Clinicians, Clinical Support and other support staff  
Hospital Committees  
Patients and their Families/Carers, Patient Committees  
External Agencies including Health Service Executive, Statutory and Voluntary agencies.

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## **DIRECTOR OF NURSING JOB DESCRIPTION**

### **Overview of the Role**

The Director of Nursing is responsible for the overall management of the Nursing Service and staff providing this service to ensure the delivery of a high quality standard of nursing care that is person centred and in line with the organisation's strategic goals. The role of the Director of Nursing will be to foster learning, innovation and creativity in the Nursing Department and to support and encourage the Nursing workforce to reach their full potential.

The Director of Nursing will build an inclusive, capable and highly skilled workforce with the capability of meeting the future model of care provision for Specialist Rehabilitation Services in Ireland. The National Trauma Strategy, National Clinical Programmes in Rehabilitation Medicine, Sláintecare together with the NRH's strategic plans, signal the direction of the hospital specialised rehabilitation and clinical services for the years ahead. The NRH has ambitious plans to further develop and expand its services into the future with Phase 2 of the New Hospital. This phase will be dedicated to expansion and improvement of the facilities for existing therapies, clinical services and support facilities and a proposed increase in beds. Phase 3 will include a further increase in beds and service capacity of the hospital. The appointee will play a central role in the continuing development of NRH and in assisting the hospital in meeting challenges and opportunities with the planned future expansions of its complex specialist rehabilitation services to adults and children in its six clinical programmes.

### **ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES**

#### **General Accountability**

- Maintain throughout the Hospital an awareness of the primacy of the patient in relation to all Hospital activities
- The post holder reports to and is accountable to the Chief Executive Officer or designated officer in all matters relating to the position.



- The post holder will accept responsibility for management of all nursing services over a 24-hour period and ensure that systems are in place to support this responsibility.
- Provide strategic and clinical leadership and direction for 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 among staff in the management of change, the development of the nursing services and in responding to the changing health needs of patients.
- Be responsible for strategy and policy on practice development, education and professional duties imposed by statute or determination.
- Ensure that an awareness of the mission, vision, values of the Hospital are maintained by the Nursing Department and all its staff.
- Be accountable to Clinical Director and CEO for Patient Safety and Quality standards and assure through performance measurement of high standards of care delivery.
- In liaison with the Assistant Directors of Nursing and Nursing Education ensure the development and implementation of evidence-based practice is evident in the provision of safe patient care.
- Assisting relevant nursing personnel in reviewing and updating nursing policies and procedures.
- Ensure that a safe environment is maintained for staff 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.

### **Specific Accountability**

- Reports to the Chief Executive Office, Clinical Director or other designated officer and appraises of any significant development within his/her area of responsibility



- Provide professional support and advice to all grades of Nursing and Nursing support.
- Maintains nursing staff establishment and provide active statistical information as required.
- Perform such additional duties as may be assigned from time to time by the CEO.

## **Outline of Duties and Responsibilities**

### **Leadership, Accountability & Delivery of Change;**

- Effectively manage the organisational delivery of Nursing Services for the hospital and to have in place and maintain appropriate progressive nursing management strategies to enable the delivery of person centred care to patients throughout all of our services.
- Capacity for management responsibility and initiative to operate successfully in a challenging healthcare environment, balancing change with continuity.
- Develop and promote a shared sense of commitment and participation among staff in the management of change, the development of the nursing services and in responding to the changing health care needs of patients.
- Responsible for strategy and policy on practice development, education and professional duties imposed by statute or determination.
- Provide strategic and clinical leadership and direction for nursing and related services which results in the delivery of effective, efficient, quality assured and patient centred nursing care.
- Build leadership capacity at all levels in the nursing department and with a particular focus on assisting managers fulfil their roles.
- Develop, manage, and review the nursing organisational structure within the context of overall organisational objectives.
- Support and oversee the development of policies on practice development, education, and professional standards.



- Participate in and support the Assistant Directors of Nursing with the promotion and maintenance of harmonious relationships with management and staff from other disciplines throughout the hospital.
- Ensure that the appropriate reporting relationships, records, and information retrieval systems are in place for the Assistant Directors of Nursing and senior nursing teams to enable effective and accountable reporting to take place.
- Participate as a core member of the Hospital Management Team and contribute to preparation of plans for services within the Hospital.
- Continuously strives to improve service delivery, to proactively identify areas for improvement, exploring possible solutions with a strong service and patient centric focus.
- Creates a work environment that encourages creative thinking and to maintain focus, intensity and persistence, even under increasing complex and demanding conditions.
- Keep the Chief Executive Officer apprised of any significant development within his/her area of responsibility and perform such additional duties as may be assigned from time to time by the Chief Executive Officer.

### **Strategic Management**

- To be familiar with Government Strategies and legislation relating to developments in health service delivery.
- To anticipate changing demands on service and respond to these changes.
- Participate in and contribute to service planning. Initiate service developments within the Department and the wider Hospital.
- Drive hospital strategic objectives and oversee nursing adoption and development of the electronic patient record (Project Fusion).
- Make presentations and submissions as appropriate to the post and as required by Hospital Management both inside and outside the hospital representing the Nursing Department / Hospital.



### **Working with and through others**

- Demonstrate a track record of building and maintaining key internal and external relationships in furtherance of organisational goals.
- The ability to work independently as well as with a wider team in a complex and challenging environment.
- Team building and management skills including the ability to work collaboratively with multi-disciplinary / multi-sectoral team members.
- The ability to motivate staff in a challenging environment.
- The ability to influence and negotiate effectively in furthering the objectives of the role.
- Sets high personal standards and for the team, and puts their work, and the work of the organisation into meaningful context.
- The capability to manage patient and stakeholder expectations in situations where there is a disconnect between needs and the service's capacity.

### **Planning & Managing the Service**

#### **In liaison with the Assistant Directors of Nursing;**

- Develop, maintain, and review the nursing organisational structure in the context of overall organisational objectives.
- Co-ordinate the formulation of policies and the selection, introduction and development of information and other systems for the nursing service; and position the nursing contribution within the wider hospital services context.
- Develop knowledge of systems used by nurses in other agencies and/or countries, including staffing, personnel, financial and patient information systems.
- Prepare reports on nursing and related activities and expenditure as requested by CEO or other designated officer.
- Define objectives and identify major action plans for each Division of Nursing Management.
- Outline the key objectives for the nursing service on an annual basis and develop strategic plan for Nursing.



- Participate as a core member of the Hospital Executive Management Team and contribute to the preparation of plans for service improvements/ development and other relevant committees.

### **Human Resources Management**

- The appointee will be responsible and accountable ensuring activity and staffing is optimised, for monitoring activity and for developing and delivering an agreed level of service.
- The appointee will be actively involved in the ongoing development and education of systems and programmes for delivery of care.
- Have excellent team management skills including the ability to work with multi-disciplinary team members, using leadership and influencing skills to enthuse, motivate and involve individuals and teams within Hospital.
- Be flexible and open to change and have the ability to lead and support others in a changing environment, evidence of engagement and leadership of a change management initiative.
- Be responsible for managing, motivating and developing staff working within area of responsibility to maximise performance at work.
- The appointee will foster a learning culture amongst staff and colleagues to drive continuous improvement in services to patients.
- Participate as required by the Chief Executive Officer in the recruitment, selection and appointment of Heads of Department and Senior Clinical Staff as required.
- Monitor and evaluate the recruitment and retention process in collaboration with the human resources department.
- Ensure the optimum and effective use of all staff resources through effective rostering/skill/grade mix planning, workload management, staff promotion and development.
- Promote and maintain a safe and healthy working environment for staff and develop Risk Management and Health and Safety Protocols in consultation with other key staff in the Hospital.



- Deal with industrial relations issues relating to nursing in consultation with the Human Resources Department.
- Maintain nursing staff personnel records in accordance with hospital policy.
- Monitor staff turnover and absenteeism so as to maintain an acceptable level of continuity of patient care and the efficient use of assigned staff.
- Develop and implement, in accordance with hospital policy, induction programmes for new nursing staff.

### **Executive Management Responsibilities**

- Serve as a member of the Hospital Board, Hospital Finance Committee and all other relevant Committees as requested by the Chief Executive Officer and report on nursing issues as required.

*In liaison with the Director of Finance and Assistant Directors of Nursing;*

- Prepare annual financial estimates of nursing and related manpower, including education and training needs as required.
- Participate in the overall financial planning of the hospital including assessment of priorities in pay and non pay expenditure.
- Ensure that for nursing and allied services, expenditure is controlled within the budget and identify potential for effectiveness through improved practice and innovation.
- Lead and co-ordinate the preparation and justification of various budget enhancement requests / development of business cases as required.

### **Practice Development**

- In collaboration with the Nursing Education Department and NRH Academic and Research Department, ensure that appropriate professional development programmes, education, research and training opportunities are in place and available to facilitate the continuing education and professional development of both registered nursing staff and support staff within the Department.





- Liaise and collaborate with external agencies as appropriate and represent nursing service and nursing education interests.
- In collaboration with the Nursing Education Department, support and promote the expansion of undergraduate nursing students placement ensuring there is an excellent learning environment.
- Form effective collaborative working and information exchange arrangements with other key senior staff in the health care system and appropriate professional bodies and institutes.
- Develop, monitor, and review competency and performance development procedures which identify the performance and potential of staff.
- Promote professional growth and development.
- Engage in interdisciplinary research opportunities across the hospital and with our Third Level Institutions to advance nursing practice and improve patient outcomes.
- Initiate, lead, facilitate and promote participation in relevant nursing research. Monitor recent nursing research and new developments and promote awareness of ongoing and current research into issues affecting patient care within the nursing service of the hospital.
- 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 in their roles.

### **Admission and Discharge- Patient Flow**

- Responsible and accountable for a robust Patient Flow system.
- Promote and support the development and implement operational policies, protocols and guidelines to ensure that all beds are filled in a timely manner according to the dependency rehabilitation complexity scale to ensure the effective utilization of beds, systematic audit of bed usage and other hospital related services.



- Oversee the development and implementation of the concept of collaborative care planning in conjunction with other professionals.
- Collaborate with interdisciplinary team on reaching waiting list targets.

### **Hygiene and Infection Control**

- Act as Chair of the Hygiene and Infection Prevention and Control Committee
- Ensure that Hospital Hygiene protocols and procedures are adhered to by all staff in liaison with Consultant Microbiologist and Infection Prevention Control Team.
- Liaise with Consultant Microbiologist and Infection Control team regarding Hospital related hygiene issues.

### **Quality, Patient Safety and Risk Management**

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

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. This involves developing appropriate standards of practice that can be measured from the clinician and service user perspective and requires that the Director of Nursing, in liaison with the Assistant Directors of Nursing;

- Ensures that modern standards of clinical nursing care are in operation and that regular monitoring of nursing care is undertaken through audit.
- Fosters a culture of audit and action-based outcomes.
- Develops a philosophy for nursing, which reflects NRH commitment to the provision of a high standard of nursing care and which fulfils the expectation outlined in the Patients Charter.
- Implements the HSE/Hospital policy on complaints and patient services.
- Deals with complaints from the general public in accordance with best practice and hospital policies.
- Ensures Patient Engagement systems are developed and enhanced to have patient voice at centre of service improvements/changes



- Maintains good public relations including good collaborative working relationships and communications with appropriate statutory professional and voluntary organisations responsible for policy in health care.
- Participates in various standards, NRH accreditation and quality control groups to support the overall achievement and maintenance of the designated NRH quality and accreditation standards.
- Ensures compliance and adherence to all National and International Standards, Codes and guidelines relating to professional nursing practice and behaviour.
- Ensures 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.
- Responsible to ensure compliance with Health Information and Quality Authority (HIQA) Standards as they apply to quality, safety & risk, CARF Accreditation Standards, national and local policies, procedures, guidelines, best practice standards, relevant government legislation and regulations.
- Promotes and effects a continuous quality improvement (CQI) environment for services at NRH in line with existing and future regulatory requirements.
- Works closely with the Risk Management Department, clinical programmes and services in order to organise and assure implementation of all hospital and external quality, safety and risk management policies, procedures and requirements pertinent to services at the Hospital.



- Development and implementation of professional nursing policies, Key Performance Indicators, Nursing Metrics, and standards at the hospital.
- Ensures modern standards of clinical nursing care are in operation and in keeping with best practice.
- Introduces appropriate relevant strategies and systems to maintain and support the above standards on an agreed periodic basis.
- Ensures that the ethical position, policy practices and procedures of the hospital are upheld and maintained at all times both personally and for all staff under your direction.
- Leads the Nursing workforce in the delivery of safe and effective nursing services to patients, their families and the development of patient services.
- Works collaboratively with the Clinical Director to improve quality and professional standards of patient care against international, national and local indicators and in relation to compliance with clinical policies and procedures and healthcare regulatory standards.
- Establishes and maintains positive relationships with medical colleagues and other health professionals to deliver best possible care to patients.
- Engages fully in meeting the Hospital's responsibilities for performance and clinical governance and ensure that patient care improvements are effectively and safely delivered through an effective nursing service/system redesign.





### **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.

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. The postholder 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: \_\_\_\_\_

