



NATIONAL REHABILITATION HOSPITAL

Clinical Nurse Manager 2 – Project Manager Rehabilitation Healthcare Post Graduate Courses

Funded by the NMPDU

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
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 37.5 hours full time per week. As this is a senior leadership post within the hospital management structure and as such it is inappropriate to specify rigid hours of attendance and a certain degree of flexibility in working will be required over a seven-day period as the project develops.
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 they are 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 provisions of the Organisation of Working Time Act, 1997. Your annual leave entitlement will be advised to you by the Director of Nursing Office and is based on the number of years 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 re-verify 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. Hand Hygiene and Infection Control

During 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 if 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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PERSON SPECIFICATION

1. Qualifications

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

1. Registration in the relevant Division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (NMBI) (Bord Altranais agus Cnaimhseachais na Eireann) or entitled to be.

And

Have at least five years' post registration experience of which three must be in rehabilitation/education or teaching area

And

Have the clinical, managerial, education, project management and administrative capability to properly discharge the functions of the role

And

Must demonstrate evidence of continuous professional development

And

Must have the requisite knowledge and ability, including a high standard of IT literacy, suitability, managerial, education, teaching, and project management to successfully deliver on the objectives of the project

The appointed post holder will be required to confirm annual registration with their Professional Regulatory Body.

The post holder will be required to have experience in relation to:

- Education and training delivery
- Project management
- Curriculum design

in a health profession related discipline.

In addition, the successful post holder must demonstrate a depth and breadth in education and teaching experience relevant to the role and which will enable them to develop a new curriculum.

The successful candidate will demonstrate a strong clinical background, with comprehensive delivery of teaching / education in a clinical or higher education environment.

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 they are 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.

3. Character

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



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JOB DESCRIPTION

Title:

Clinical Nurse Manager 2 - Project Manager - Rehabilitation Healthcare Post Graduate Courses

Purpose of the Position:

Funded by the NMPDU, the purpose of the initiative is to develop a suite of programmes, including full curricula, for post graduate certificate, diploma and master's programmes in Rehabilitation Healthcare led by the NRH.

As the National Rehabilitation University Hospital, we have a responsibility to ensure that staff in the NRH, and other staff across the country, are provided with the required education to support them in their roles as Rehabilitation Healthcare experts, thus ensuring that optimal patient outcomes are achieved. As there are no national suite of rehabilitation healthcare programmes and with the implementation of the National Trauma Strategy, the ongoing rehabilitation needs of the population and the increasing needs of those recovering from COVID 19, the NRH is in the unique position, building on existing educational programmes, to develop national programmes in collaboration with a relevant higher education institutions.

Currently complex rehabilitation care is delivered in the NRH through interdisciplinary programmes of care within the clinical governance structures of the hospital:

- Brain Injury and Stroke Programme
- Spinal Cord System of Care Programme
- Prosthetic, Orthotic and Limb Absence Programme (POLAR)
- Paediatric Family-Centred Rehabilitation Programme

To support the delivery of these care programmes, and to enhance patient outcomes from complex rehabilitation, it is essential that staff are educated to support patients, their families and carers, through their rehabilitation journey.

The purpose of post is for the appointee to project manage the development of a suite of programmes, including full curricula, for post graduate certificate, diploma and master's

programmes, in collaboration with a higher education institution, in Rehabilitation Healthcare led by the NRH. The programmes will be developed and delivered between the NRH and the chosen HEI with a blended learning approach.

Accountable to:

The appointed post holder will have a matrix reporting relationship

1. To the Project Lead, who is the Academic Lead in the NRH.
2. Professionally to the Director of Nursing

Key Working Relationships includes:

Nursing Management
Educational Technologist in HEI
Academic Steering Committee Members
Interdisciplinary Team Members
Heads of Clinical Departments
NRH Programme Managers
Relevant personnel in higher education institutions



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JOB DESCRIPTION

Overview of the Role

Year 1 - to scope a detailed project plan for the development of these programmes with the selected Higher Education Institution and develop the curriculum for the Post Graduate Certificate with an aim of commencing the PG Certificate in Rehabilitation Healthcare in the Academic year 2023/24

In Year 2 and Year 3, and dependent on funding, to further develop the curricula for PG Diploma and Master's level programmes to enable onward progression in Rehabilitation healthcare for candidates in 2024.

The Post holder will be responsible for:

Organisation, Management and Analysis and Problem-Solving Skills

The successful post holder will be able to demonstrate their ability:

- to plan and organise effectively.
- manage deadlines and effectively manage competing tasks.
- to be flexible and approachable in his/her/they work.
- to implement evidence-based decision making, using sound analytical and problem solving.
- to anticipate implications/consequences of solutions, project goals, and ability to access relevant information to inform decision making.
- to be resilient and composed in undertaking their work.

Building and Maintaining Relationships

The successful post holder will demonstrate their ability to:

- build, lead and manage a project team of colleagues who are not direct reports.
- work on their own initiative as well as part of a team.
- work collaboratively with the wider interdisciplinary team within the NRH and externally, particularly with the Higher Education Institution.
- build and maintain relationships.
- lead on the development of the project plan and curriculum development.

Education/Staff Development:

The key focus of this role is the development of a Post Graduate Certificate in Rehabilitation Healthcare.

In addition to this it is anticipated that the appointed post holder will contribute to the ongoing development of specific education programme while being a core member of the Academic Department team.

Self-Development:

The post holder is expected to:

- Maintain and update knowledge and keep abreast of relevant professional development and all current trends in rehabilitation healthcare.
- Discuss present performance and future needs with the Academic Lead.
- Demonstrate the ability to relate to, and contribute to, rehabilitation research.
- Apply research findings to relevant staff and/or patient cohorts.
- Collect and report on data as required.

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: _____ Head of Department: _____

Employee Signature: _____ Signature: _____

Date: _____ Date: _____