

**Director of Nursing 4, Assistant (Older Persons)**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Director of Nursing 4, Assistant (Older Persons)**  **Stiúrthóir Altranais 4, Cúntóir**  *(Grade Code 2913, Band 4)* |
| **Campaign Reference** | N.014.2024 |
| **Closing Date** | **11th July 2024 at 12noon** |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Ballyshannon Community Hospital, Co. Donegal**  There is currently one Permanent whole time post available in Ballyshannon Community Hospital  A panel may be formed as a result of this campaign for Older People Services - Donegal, from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Donna Reid Director or Nursing  Email: donnaj.reid@hse.ie  Tel: 0876536779 |
| **Details of Service** | Older Person Services are expanding in order to meet the needs of our aging population and offer more rewarding nursing career opportunities than you may be aware of. We are committed to providing progressive high standards of nursing care to clients with a wide range of simple to complex palliative, acute or long term care needs. In addition to our Older Person clients, many of our facilities also provide care to younger people living with chronic conditions. These nurse led services allow extensive opportunities to fully engage in the delivery of holistic quality care, working with many other health care professionals such as GPs, Occupational Therapists, Physiotherapists, Speech and Language Therapists, Dieticians, Health Care Assistants and QRPS Teams to ensure the best outcomes for service users and residents.  Older Persons Services actively encourage and support continual professional development as well as extensive access to rewarding career pathways. Nurses with experience qualify to apply for a variety of promotional managerial roles, while those seeking specialist pathways can develop within roles such as Advanced Nurse Practitioner, Nurse Prescriber, Clinical Nurse Specialist roles and more. |
| **Reporting Relationship** | The post holder will report to the Director of Nursing. |
| **Purpose of the Post** | The post holder will support the Director of Nursing in the overall operational and strategic management of Ballyshannon Community Hospital. S/he will be responsible for ensuring professional nursing standards are maintained in line with NMBI standards.  S/he will provide strategic leadership, operating in accordance with the policies of the HSE, and The HIQA (2016) Standards for Residential Care Services. S/he will play a key role in service planning, change management, and the effective utilisation of resources.  The post holder will be required to work with the senior management team and members of the Multi-Disciplinary Team to implement the HSE strategy for Older Persons Services. The role will not be limited by reference to this profile. S/he will empower staff to support older people to continue to exercise independence and autonomy in leading a full life no matter what their level of dependency  S/he will be responsible for maintaining optimum levels of care and ensure the health safety of all residents and will also undertake the role of Person in Charge of the Centre. |
| **Principal Duties and Responsibilities** | *The Director of Nursing 4, Assistant (Older Persons) will:*  **Management**   * Participate in the effective management of services and deputise for the Director of Nursing in their absence. * Participate in the development of the service plan and in the monitoring and review of activity against the plan. * Participate in the overall financial planning of the service including the assessment of priorities in pay and non-pay expenditure. * Ensure adherence to all standards and guidelines relating to professional nursing practice and behaviour. * Assist with the direction and supervision of the nursing service to provide a high level of evidence based care. * Provide innovative and effective leadership, support and advice to nursing and health care support staff, ensuring the effective implementation of HSE, NMBI and HIQA PPPGs. * Lead and motivate staff and influence change in response to a changing health care environment. * Maintain good employee relations and promote good communication with all staff within and between departments. * Provide support and counsel to nursing and health care support staff as necessary and be familiar with HR and industrial relation mechanisms. * Undertake other relevant duties as may be determined from time to time by the Director of Nursing or other designated officer.   **Professional / Clinical Responsibilities**   * Provide a high level of professional and clinical leadership. * Provide safe, evidence based, person-centred, nursing care to service users within the guidelines laid down by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) and local and national PPPGs. * Contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of service user care. * Ensure that service users and others are treated with dignity and respect. * Monitor, measure and evaluate clinical standards using recognized audit tools. * Manage own caseload in accordance with the needs of the post. * Participate in teams as appropriate, communicating and working in co-operation with the other team members and the wider multi-disciplinary teams. * Maintain professional standards in relation to confidentiality, ethics and legislation. * Participate in the on-going development of quality initiatives including clinical audit, Nursing Metrics, standard setting, investigation of complaints and untoward incidents.   **Education and Training**   * Create and maintain an environment conducive to evidence based teaching, learning and practice. * 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 their 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, induction and orientation programmes for nursing and health care support staff. Support and promote staff undertaking undergraduate and postgraduate nursing programmes. * Provide support, supervision and facilitate the professional development of staff. * Engage in the HSE performance achievement process in conjunction with Line Manager and direct reports.   **Health and Safety / Risk Management**   * Ensure that effective safety procedures are in place, which comply with local, national and statutory requirements. * Adequately identify, assess, manage and monitor risks within their area of responsibility. * Participate in the local Quality and Risk Committee and be responsible for maintaining the risk register. * Assist in the development, implementation and review of the annual Health and Safety statements. * Ensure all incidents, accidents and near misses are reported appropriately on The National Incident Management System (NIMS). * 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. * Support the implementation of standards in relation to Healthcare Acquired Infections. * Ensure all staff are familiar with the National Policies and Procedures in regard to Safeguarding Vulnerable Persons at Risk of Abuse. * Ensure staff receives mandatory training in Moving and Handling, CPR, Fire, Infection Control. * Have 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 * Support, promote and actively participate in sustainable energy, water and waste initiatives.   **Note:**  This broad outline reflects the recommendation in the Commission on Nursing that middle nursing and midwifery management should:   * Have a defined management role and not merely retain a "gatekeeping" administrative function; * Have defined management responsibility with explicit delegation of authority from the Director of Nursing; * Have definite functional roles either in managing units of care or in the management of functional responsibilities such as in bed management and practice development. Have the authority to manage their area of responsibility without constant reference to more senior management. However, as in all management, there should be effective communication with front-line and senior management.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application: -**  **1. Professional Qualifications, Experience, etc (see Note 1\*).**  (a) Eligible applicants will be those who on the closing date for the competition:  (i) Are registered, or are eligible for registration, in the General Nurse  Division of the Register of Nurses and Midwives maintained by the  Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus  Cnáimhseachais na hÉireann).  **AND**  (ii) Have 7 years post registration nursing experience consisting of at  least three years’ experience nursing older people in the last six years  and 3 years nursing management experience  **AND**  (iii) Are educated to Level 8 on the National Framework of Qualifications  (NFQ) maintained by Quality & Qualifications of Ireland (QQI) in nursing  or related field.  **AND**  (iv) A post registration management qualification in health or a related field.  **AND**  (b) Applicants must possess the requisite clinical, leadership, managerial and  administrative knowledge and ability for the proper discharge of the duties of the  office**.**  **2. Annual registration**  (i) Practitioners must maintain live annual registration on the General Nurse  Division of the Register of Nurses & Midwives maintained by Nursing and  Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann).  **AND**  (ii) Practitioners must confirm annual registration with NMBI to the HSE by way of  the annual Patient Safety Assurance Certificate (PSAC).   1. **Health**   A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.   1. **Character**   Each candidate for and any person holding the office must be of good character.  *Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland)*  *Note 1\*: As per S.I. 415 of 2013, Part 3, 14 (1) which came into effect on 1st*  *July 2017*  *S.I. 415 of 2013, Part 3, section 14*  *PART*  *3*  *Staff*  *1. Persons in charge*  *14. (1) There shall be a person in charge of a designated centre.*  *(2) The person in charge may be the registered provider where the registered*  *provider concerned is a registered medical practitioner—*  *(a) who is solely employed in carrying on the business of the designated*  *centre concerned, and*  *(b) has not less than 3 years’ experience of carrying on the business of a*  *nursing home under the Health Act 2007 .*  *Page 3 of 3*  *(3) Where the registered provider is not the person in charge, the person in charge*  *shall be a registered nurse with not less than 3 years’ experience of nursing older*  *persons within the previous 6 years.*  *(4) The person in charge may be a person in charge of more than one designated*  *centre if the Chief Inspector is satisfied that he or she is engaged in the effective*  *governance, operational management and administration of the designated centres*  *concerned.*  *(5) Where the registered provider is not the person in charge, he or she shall*  *ensure that the documents specified in Schedule 2 are provided by the person*  *concerned.*  *(6) A person who is employed to be a person in charge on or after the day which*  *is 3 years after the day on which these Regulations come into operation shall have—*  *(a) not less than 3 years’ experience in a management capacity in the health*  *and social care area, and*  *(b) a post registration management qualification in health or a related field.*  *(7) Where the Chief Inspector is satisfied that no resident of the designated centre*  *concerned has been assessed as requiring full time nursing care, paragraphs (3)*  *and (6) do not apply to the person in charge of that centre.* |
| **Post Specific Requirements** | Demonstrate depth and breadth of nursing experience in Older Persons Services as relevant to the role. |
| **Other requirements specific to the post** | Have access to appropriate transport to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | ***The Assistant Director of Nursing must demonstrate:***  **Knowledge / Experience Relevant to the Role**  *For Example:*   * The clinical knowledge, management and administrative capacity to discharge the functions of the post. * The knowledge, abilities and technical skills required to oversee the provision of a safe, efficient and effective service * Sound clinical and professional judgement * A high degree of commitment, professionalism and dedication to the philosophy of quality health care provision * A commitment to keeping up to date on quality, safety and clinical governance systems, and professional developments in nursing and midwifery. * Self-awareness, a commitment to continuous professional development and research, a willingness to both teach and learn. * A willingness to engage with and develop IT skills relevant to the role.   **Empowering and Enabling Leadership Style**  *For Example:*   * Shape and direct a culture of clinical excellence. * Use a consultative approach, be approachable and keep channels of communication open * Use a democratic style and encourage staff to make decisions about their environment. Delegate effectively. * Work to create a team ethos and collaboration across services at front-line * Encourage synergies and sharing of ideas and learning from projects * Lead enthusiastically on change – influences staff positively and gets ‘buy-in’ * Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment.   **Setting and Monitoring Performance Standards**  *For Example:*   * Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality patient centred care. * Demonstrate an ability to monitor and evaluate service performance and levels of care. * Intervene decisively where service levels or quality are below standard and establishes remedial process * Be assertive in addressing staff performance issues, intervening in a timely and positive way * Coach and mentor staff to improve their performance * Encourage staff development and sharing of best practice, linking staff development and training to the priority service needs. * Ensure that the learning from new service models and practices influence service planning.   **Effective Co-ordination of Resources**  *For Example:*   * Show system understanding and the ability to balance multiple resourcing issues. * Consistently achieve efficiencies in resource usage by intelligent deployment, adjustments and monitoring * Plan, organise and deliver services in an efficient, effective and resourceful manner, within a model of patient centred care and value for money. * Can skilfully deploy and adjust human resources to meet changes, demands and contingencies * Manage deadlines and effectively handle multiple tasks. * Implement effective monitoring systems for all key resource deployments. * Effectively evaluate data and other information sources to inform decisions and solve problems.   **Communication and Interpersonal Skills**  *For Example:*   * Demonstrate effective communication skills including the ability to present information in a clear and concise manner (verbal and written) * Able to use a high level of communication skills to convince or argue the needs of staff and of the service * Demonstrate effective interpersonal skills including the ability to engage collaboratively with stakeholders; give constructive feedback. * Anticipates objections and prepares ground, gets into consultation early * Shows a balanced approach in disputes and listens to all sides, is open minded * Retains composure under pressure and stays calm, is assertive but not aggressive.Demonstrate competency in general use of information technology-computers, office functions, internet for research purposes, Electronic Care Planning system(s), email, preparation of presentation materials etc. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.  This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Director of Nursing 4, Assistant (Older Persons)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is Permanent and whole time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The salary scale for the post is (as at 01/01/24):  €64,530 - €65,905 - €67,304 - €71,001 - €72,520 - €73,921 - €75,335 - €77,270  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection for Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation:   * To report child protection concerns at or above a defined threshold to TUSLA. * To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.   You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | Have a working knowledge of 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. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)