

**Director of Nursing 1, Assistant (Out of Hours)**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Director of Nursing 1, Assistant (Out of Hours)**  *(Grade Code: 2910)* |
| **Campaign Reference** | SLKADON OOH |
| **Closing Date** | Friday 21st February 2020 12noon |
| **Proposed Interview Date (s)** | TBC |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **St. Luke’s General Hospital Kilkenny**  **Ireland East Hospital Group**  There is currently one permanent part-time (0.7WTE) vacancy available in St. Luke’s General Hospital Kilkenny.  A panel may be created for **St. Luke’s General Hospital Kilkenny** from which current and future permanent and specified purpose vacancies of full or part time duration may be filled. |
| **Informal Enquiries** | Helen Butler, Director of Nursing  **Tel:** 0567785134  **Email**: [Helenn.Butler@hse.ie](mailto:Helenn.Butler@hse.ie) |
| **Details of Service** | St. Luke’s General Hospital, Kilkenny is a Level 3 Acute Hospital inclusive of maternity services and is part of the Ireland East Hospital Group (IEHG) which is affiliated with UCD as our academic partners.  The population of Kilkenny/Carlow Community Care area is 156,000 (Census 2016) which represents an overall increase of 8.7% since the 2006 census when the population was 137,907. Due to its location in the heart of the South East, St. Luke’s General Hospital in addition to the counties of Carlow and Kilkenny, also provides services to its bordering counties: Tipperary North and South, Waterford, Wexford, Kildare and Laois. The hospital has 243 beds.  The Clinical Directorate model of governance has been in place in St. Luke’s Hospital since 2003. It is comprised of a Medical Directorate and a Surgical Directorate. Since the commencement of the new Consultant Contract (2008), the sole Clinical Director leads both directorates which consist of Nurse Manager representatives, Health and Social Care representatives and the Business Manager.   * There has been Major Capital Development with the completion of a new Acute Floor, Susie Long Day Services Unit (Surgical and Medical Day Unit including colonoscopy etc.) Oncology Unit, Hepatology Unit, Education Centre and Hospital Concourse in quarter 2 2015 * IPMS implementation April 2014 * Bronchoscopy Service Jan 2014 * Tobacco Free Campus from Jan 2014 * Continue rollout of Clinical Care Programmes * Implementation of HIQA National Standards for Safer Better Health Care and recommendations from other national reports e.g. (Mallow, Galway, Tallaght, etc) * Continuing with implementation of SDU targets for scheduled and unscheduled care. * Increasing Consultant Manpower in key speciality areas for EWTD compliance and to support key critical areas of service need is under discussion with Ireland East Hospital Group   The hospital will continue to realign services to meet population needs and within the resources provided.  St. Luke’s General Hospital engages on a daily basis with many partners across public and private sectors and has a national reputation for innovation and a positive culture to continuing change/development. There is continuous assessment of clinical care and business processes with a view to delivering ongoing quality improvements. All staff participates in training programmes and other initiatives which serve to broaden their scope of practice and to enhance the provision of patient centered care in a safe and efficient manner.  Nursing Administration is an integral part of the nurse management structure at St. Luke’s General Hospital, Kilkenny providing support to all areas in the provision of patient care in the hospital on a 24 hour 7 day week basis.  The aim is to provide a high quality health care to all who attend the hospital and to continuously improve the quality of services, safeguarding high standards by creating an environment in which excellence in clinical care flourish. |
| **Reporting Relationship** | The post holder will be:   * Professionally accountable to the Director of Nursing St. Luke’s General Hospital, Kilkenny * Operationally accountable to the Director of Nursing, St. Luke’s General Hospital, Kilkenny |
| **Purpose of the Post** | The post holder is responsible for the delivery of care and management of the entire hospital at night. |
| **Principal Duties and Responsibilities** | **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. * Participate in the overall financial planning of the service including the assessment of priorities in pay and non-pay expenditure. * Provide strategic and clinical leadership and direction for nursing and related services which results in the delivery of effective, efficient, quality assured nursing care. * Monitor and evaluate the utilisation of Agency Staff. * Participate in collating Nursing Metrics. * Co-ordinate the transfer of patients to other Hospitals. * Assist with the direction and supervision of the nursing service to provide a high level of patient care and clinic/functional area/sector management. * Provide innovative and effective leadership, support and advice to nursing and allied staff at all levels. * Provide guidance to nursing and other staff in the implementation of nursing and policies. * Maintain good employee relations and promote good communication with all relevant staff. * Give support and counsel to nursing and allied staff as necessary and take action in accordance with agreed service policies, if necessary. * Plan and guide activities to provide optimum patient care in accordance with service policies and procedure. * Ensure adherence to all standards and guidelines relating to professional nursing practice and behaviour. * Undertake other relevant duties as may be determined from time to time by the Director of Nursing or other designated officer. * Participate and engage in projects and service developments by representing senior nursing on committees and groups. * Promote integrated Discharge Planning – including predicted date of discharge. * Monitoring of nursing roster and attendance management. * Assist in the Management of End of Life Care – manage the mortuary service out of hours and liaise with the relevant County Coroners. * Comprehensive knowledge of unscheduled and scheduled care.   **Professional /Clinical Responsibilities**   * 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. * 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. * Manage, monitor and evaluate professional and clinical standards ensuring an evidence based care planning approach. * Manage own case load 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. * Facilitate co-ordination, cooperation and liaison across health care teams and programmes. * Formulate, manage and implement best practice policies and procedures. * Ensure that service users and others are treated with dignity and respect in accordance with the HSE Dignity at Work Policy. * Adhere and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care. * Maintain professional standards in relation to confidentiality, ethics and legislation. * Assist in the development of service policies and procedures and the implementation of same and to update them as required. * 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 * Collaborate with service users, family, carers and other staff in treatment / care planning and in the provision of support and advice. * Participate in development of quality initiatives including clinical audit, standard setting, investigation of complaints and untoward incidents.   **Education and Training**   * 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 appraisals of all nursing staff including Health Care Assistants. Also, 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 performance review processes including personal development planning e.g., by setting own and staff objectives and providing and receiving feedback.   **Communication**   * 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.   **Audit and Research**   * Provide accurate reports of all audits completed as part of supporting an ongoing quality improvement ethos across the service. * Support staff in conducting audits as part of service delivery improvement processes and their own professional development. * Support Clinical Nurse Specialist to engage in research and audit as part of the 5 core concepts of the CN/MS role in the conduct of internal and local audit processes as part of service. * Provide support and supportive supervision to professional colleagues and front-line staff where appropriate. * Lead and implement change, with particular reference to HIQA Safer Better Healthcare Standards, HSE Corporate Service Plans, Code of Professional Conduct and Ethics for Registered Nurses & Midwives (2014) Scope of Nursing & Midwifery Practice Framework (2015).HIQA standards for Safer Better Maternity Services (2016). * Participate in Hygiene and Decontamination Audits or any other audits as required by the HSE and fully implement all HIQA guidelines as a part of the multi-disciplinary team. * Support and identify suitable Clinical Audit projects within the Service and support the implementation of bench marking of Performance Indicators.   **Clinical Governance, Quality Assurance, Risk, Health & Safety**   * 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. * 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 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 etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * 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.   **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** | 1. **Professional Qualifications, Experience, etc.** 2. Eligible applicants will be those who on the closing date for the competition: 3. Are registered, or are eligible for registration, in the General Nurse Division 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**   1. 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 setting.   **And**   1. Have successfully completed or currently undertaking 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 8 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 8 or higher standard in a health care or management related area.   **And**   1. Candidates 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** 3. Practitioners must maintain live annual registration on the General Nursing Division of the Nurses & Midwifery Register maintained by the Nursing & Midwifery Registration Board [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).   **And**   1. Practitioners must confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC)      1. **Age**   Age restrictions shall only apply to a candidate where he/she is 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 application forms for the office occurs.   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. |
| **Post Specific Requirements** | Demonstrate depth and breadth of nursing experience as relevant to the role, including evidence of management in an acute setting, operational management, such as staffing and site management, and HR Management. |
| **Other requirements specific to the post** | N/A |
| **Skills, competencies and/or knowledge** | ***Candidates must:***  **Professional/Clinical Knowledge**   * Demonstrate a high degree of commitment, professionalism and dedication to the philosophy of nursing and quality health care provision. * Demonstrate relevant knowledge expertise and experience from an acute hospital perspective in order to discharge the duties of this senior nursing post. * Demonstrate evidence of policy development and the ability to translate policy into action. * Demonstrate knowledge and experience of quality audit/assurance systems.   **Planning and Organising Resources**   * Demonstrate ability to plan, organise and deliver services in an efficient, effective and resourceful manner, within a model of patient centred care and value for money. * Demonstrate ability to manage deadlines and effectively handle multiple tasks.   **Building and Maintaining Relationships: Leadership, Managing People & Team Skills**   * Demonstrate leadership skills and ability to influence others. * Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment. * Demonstrate ability to manage, motivate and develop staff to maximise performance at work. * Demonstrate the ability to foster a learning culture amongst staff and colleagues to drive continuous improvement in services to patients. * Demonstrate ability to work effectively with multi-disciplinary teams.   **Evaluating Information and Judging Situations**   * Demonstrate the ability to evaluate information and solve problems.   **Commitment to Providing a Quality Service**   * 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.   **Communication and Interpersonal Skills**   * Demonstrate effective communications and interpersonal skills including: the ability to present information in a clear and concise manner: the ability to engage collaboratively with all stakeholders; the ability to give constructive feedback. * Demonstrate competency in general use of information technology-computers, office functions, internet for research purposes, 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, 1 Assistant (Out of Hours)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and part-time (0.7WTE).  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 01/09/2019):  €57,991 - €59,113 - €60,197 - €63,523 - €63,460 - €64,571- €65,787 – €68,054, – €71,466 (Pro Rata) |
| **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 job offer 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 |
| **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. |
| **Ethics in Public Office 1995 and 2001**  **Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 66,471 as at 01.01.2018)** | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 66,471 as at 01.01.2018) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below;  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <http://www.sipo.gov.ie/> |

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)