

Job Description

Assistant Director of Nursing

Mission and Values of the Hospital

We strive for excellence in meeting the holistic needs of our patients in a caring and healing environment in which the essential contribution of each member of staff is valued.

The values of human dignity, compassion, justice, quality and advocacy rooted in the mission guide us in our work.

We will, within the foregoing context, make every effort to maintain excellence in clinical care, teaching and research.

Comh mheas, comh bhá, comh pháirtíocht agus
comh oibre bunsraith ár gcuid saothar uile.

Core Values

Human Dignity

Compassion

Justice

Quality

Advocacy

Accountability and Working Relationships

Job title:	Assistant Director of Nursing
Professionally accountable to:	Director of Nursing
Reports to:	Director of Nursing
Working Hours:	37.50-hour week
Key Working Relationships:	Senior Nurse Management Team, Nurse Managers, Human Resources Department, Allied Health Professionals, Medical, Nursing and all staff.

Qualifications / Experience

1. Be registered in the general division of the Register of Nurses maintained by Nursing and Midwifery Board of Ireland (NMBI).
2. Seven years' post-registration nursing experience (full-time or equivalent hours part-time) in an acute hospital setting (recent.)
3. Have 5 years' experience at minimum Clinical Nurse Manager 2 level, in an acute general teaching hospital.
4. A BSc in Nursing Management is essential.
5. Evidence of the requisite clinical, leadership, managerial and administrative knowledge and ability for the proper discharge of the office.
6. An MSc in Nursing / Management qualification or willingness to undertake same within 2 years of commencing post is required.
7. Knowledge/experience of Risk Management and Health and Safety issues is essential.
8. A working knowledge of all aspects of Human Resource Management is essential.

Job Summary:

The key roles and responsibilities include:

- Promote and maintain throughout the Hospital the values expressed in the Mission Statement of St. Michael's Hospital as part of the Healthcare Group and ensure that patient focused services and activities are nurtured and developed throughout the Hospital.
- Act as an ambassador for, and lead the staff in achieving the Hospital's mission, vision, values and strategic plan, as envisaged by the Board of St. Vincent's Health Care Group.
- Participate with the Director of Nursing, the Senior Nurse Management Team and Patient Flow Co – Ordinator in ensuring that the day-to-day activities and resources of the Hospital are managed and co-ordinated throughout so that a quality patient focused service is delivered.
- Be responsible for the provision of the highest standard of nursing care, manage all nursing and ancillary staffing in the assigned area of responsibility and be responsible for maintaining and developing professional standards.
- Contribute to the change agenda and initiatives within the Hospital and Healthcare Group and work collaboratively with key stakeholders to achieve strategic and operational change.
- In consultation with the Director of Nursing, the Senior Nurse Management Team and the Human Resources Department ensure the equitable and effective people management, recruitment, selection and allocation of nursing and ancillary staff.
- Promote open communications at all levels throughout the Hospital and Healthcare Group.
- Liaise with the Director of Nursing, Out of Hours Nurse Manager on a daily basis and ensure safe efficient handovers.
- Ensure efficient operation of the Nursing Administration office.
- The role requires the Clinical ADON to cover the Nursing Administration office on occasion for sick leave and annual leave.

Essential Job Functions and Performance Standards:

Management

- Provide excellent communication and inter personal relationships with all staff and the multidisciplinary teams, promoting an environment that enhances staff retention and promotes good employee relations.
- Be responsible for the delivery of high quality nursing care.



- Develop a support network with the Nurse Managers within the areas of responsibility.
- Carry out ongoing reviews of the nursing workforce within areas of responsibility to ensure correct grades and skill mix of staff are available to deliver services and resources are effectively and efficiently utilised.
- Liaise and cooperate with other Senior Nurse Management Team members to ensure effective and efficient use of resources.
- Work in partnership with the relevant clinical personnel, other departments and agencies in the development of annual provider and service plans.
- Determine how best to achieve the aims, directions and objectives set for the portfolio by the Director of Nursing to ensure they are delivered within the timeframe, policies, guidelines and limits set.
- Develop and foster a proactive Health and Safety Culture, having regard to legislative requirement and best practice.
- Participate and lead where appropriate in meetings, committees and represent the Nursing Department and organisation as required.
- Be familiar with the internal and external Emergency Plan.
- Carry out ongoing reviews of the workforce plan within areas of responsibility to ensure correct grades and skill mix of staff are available to deliver services and resources are effectively and efficiently utilised.

Human Resources:

- Be responsible for people management and the introduction and promotion of management tools and initiatives such as; Individual Performance Management process, Personal Development Planning, Learning Needs Analysis, E-learning programmes and best practice guidelines as relevant.
- Ensure professional protocols policies and guidelines reflecting the code of professional conduct of NMBI and of the organisation are implemented monitored and evaluated regularly. Be cognisant of the scope of each nurse's practices in relation their working assignments.
- Promote the use of competency assessment for the purposes of professional development planning for staff.
- Manage performance, grievance, disciplinary and other issues within the context of the organisations HR policies and procedures.
- Participate in the recruitment, selection and induction process for all staff.
- Ensure that all staff have a clear understanding of their duties, responsibilities and competencies expected, taking into consideration their Code of Conduct and Scope of Practice guidelines as regulated by NMBI.

Quality of Services:

- Lead and be proactive in the delivery of best practice standards in collaboration with key stakeholders.
- Be responsible in partnership with lead clinicians for identifying areas for development within the portfolio and for preparing business cases for these areas including the rationale for development.
- Support, monitor and evaluate methods of quality assurance and clinical effectiveness in nursing practice and patient care.
- Identify and develop research awareness into nursing practice and service delivery and assist in the dissemination and implementation of research findings.
- Identify and guide clinical audit that has a direct benefit to patient focused quality care delivery systems and acts on findings.
- Identify areas for continuing quality improvement and work with interdisciplinary team members to improve processes /practices.
- Participate and co-lead in the Hospital's Accreditation process and other quality management systems in the hospital and Healthcare Group, JCI / HIQA.
- Dissemination of relevant appropriate information to clinical staff that has a direct link to quality based care delivery systems.

Education:

- Participate in in-service education as required and represent St Michaels Hospital at national and international meetings and conferences.
- Read current literature and recent nursing research, attend seminars/ conferences and be aware of any new developments in areas of responsibility.
- The post holder may be requested to participate/lead projects on a hospital/organisational wide basis by the General Manager and/or Director of Nursing.
- Be cognisant of own educational requirements to upkeep own professional knowledge and competence as appropriate.

This is a continually evolving role and as a result, the above duties and responsibilities are reflective of the expectation in defining this role now. This is not an exhaustive list and it is expected that the post holder will embrace the evolving nature of the role, consistent with the direction being followed by the hospital, St. Vincent's Healthcare Group, HSE and establishment of the Ireland East Hospital Network in the current dynamic and changing operating environment.

General Responsibilities:

- Observe and comply with Hospital Policies and Procedures and Health and Safety regulations.
- Promote the efficient use of equipment and promote good care to prevent waste.
- Participate in meetings, team meetings and committees as required.
- Be aware of all policies in relation to health and safety at ward level including:
 - a) Fire Prevention
 - b) Moving and Handling
 - c) Major Emergency
 - d) Waste Management
 - e) Risk Management.
- Keep abreast of new developments in nursing, and actively engage in continual professional development.
- Participate actively in in-service education programme and complete all mandatory in service education sessions.
- Patient satisfaction must be of prime concern, every patient is to be treated as an individual and provided with high quality service in terms of courtesy, kindness, interest and efficiency. This ethos should be promoted by the post holder daily and all grades of staff reminded of this by example and deed.

Conditions of Employment:

- Annual Leave Entitlement: 25 – 28 days per annum pro- rata (according to criteria in Circular 111/99). Annual leave is calculated January to December of each year.
- Sick Leave Regulations: Please refer to contract of employment and hospital sick leave policy.
- Probationary Period: The appointee shall hold office for a probationary period of six months.
- The terms of the Voluntary Hospitals Superannuation Scheme (VHSS) and the Voluntary Hospitals Spouses and Children's Scheme will apply to this position.
- A minimum of three months' notice of termination of employment is required.
- Notice of termination of employment must be received in writing.
- Uniform Policy must be adhered to at all times.

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings.
- Fire orders must be observed and staff must attend fire lectures every 2 years.
- Mandatory training must be adhered to and recertified before expiry timeframes occur i.e. Manual Handling, Basic Life support, Intravenous assessment, Hand hygiene education, waste management and Mission effectiveness programme.
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (1989 & 2005), smoking within the Hospital building is not permitted.
- All Staff are advised to avail of Hepatitis B Vaccination with Occupational Health.
- The use of personal mobile phones is prohibited in clinical care areas.

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 St Michaels 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.

Policies/Legislation:

All hospital policies and procedures form an integral part of 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 hospitals ethical codes of practice.

Mandated Person – Children First Act 2015

As a mandated person under the Children First Act 2015 you 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 legislation Mandated Person – Children First Act 2015

Confidentiality:

In the course of your employment you may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and, unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

This job description is intended as a basic guide to the scope and responsibilities of the position; it is subject to regular review and amendment as necessary.