



## **JOB TITLE**

# **Assistant Director of Nursing**

(HSE Non-Band 1 Hospital) €53,059 - €63,534

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## **ABOUT LEOPARDSTOWN PARK HOSPITAL**

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Leopardstown Park Hospital was established in 1917 as a hospital and home, for the care and treatment of soldiers who had been disabled or injured in the British Armed Forces. The hospital continued to operate for more than 50 years caring for ex-service personnel. On 1st April 1979, Leopardstown Park Hospital Board took over full responsibility for the running of the Hospital. Since then the Board has worked to develop and improve the facilities of the hospital and cater for its traditional role in the care and treatment of ex-service personnel.

Within Leopardstown Park Hospital, developments have taken place over the years to expand the services and to cater for the emerging and ever increasing needs of older persons. Leopardstown Park Hospital is now moving into another era of development and is moving towards modernising its buildings infrastructure to catch up with the innovation and commitment to care that is delivered every day.

In the longer term there will be a need to develop a purpose built, state of the art hospital which will provide almost fully single room en-suite accommodation and can meet the current and future needs of complex care of older persons.

## **JOB PURPOSE**

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S/he will provide strategic leadership, operating in accordance with the policies of the Hospital and in collaboration with other professionals and department heads in achieving service goals.

The Asst. Director of Nursing has a pivotal role in creating the vision and culture for the hospital. S/he will empower staff to support older people to continue to exercise independence.

## **REPORTING LINES**

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This senior position reports to the Director of Nursing/PIC.



## JOB DESCRIPTION

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### **Details of Service**

Leopardstown Park Hospital contains 169 beds comprising: Long Stay, Respite, Dementia Care, Supervised independent living.

The person appointed will be reporting to the Director of Nursing/PIC.

The Hospital offers full personalised nursing and medical care to all residents.

### **Principal Duties and Responsibilities**

#### Leadership and Accountability

The Assistant Director of Nursing will:

- promote the opportunity for residents to direct their own lives in accordance with their cognitive and physical abilities in an environment that reflects the comforts of home
- promote improved opportunities for residents to have meaningful relationships with families and friends by making them welcome partners in the Hospital
- respect residents, their families and each other as individuals showing dignity, courtesy and professionalism at all times
- promote self-advocacy and /or act as an advocate for residents if required
- actively promote the participation of residents in the running of the Nursing Home
- promote the social interaction of residents with the wider community, including facilitating the ongoing involvement in their personal interests, hobbies etc.
- develop and promote good interpersonal relationships with clients / residents, their family / social network supports and the multidisciplinary care team in the promotion of person-centred care
- endeavour to ensure that care is carried out in an empathetic and ethical manner and that the needs and dignity of the resident are paramount
- collaborate and work closely with the resident, his/her family, the multi-disciplinary team, external agencies and services to facilitate discharge planning, continuity of care and specific care requirements
- collaborate with residents, family, carers and other staff in treatment / care planning and in the provision of support and advice
- ensure that direction and co-ordination of Leopardstown Park Hospital is consistent with overall strategy and meets national criteria
- provide strategic and clinical leadership and direction for nursing and related services which results in the delivery of effective, efficient, quality assured and resident centred nursing care



- develop a shared sense of commitment and participation among staff in the management of change, the development of nursing services and in responding to the changing health and social care needs of residents
- develop the concept of collaborative care planning in conjunction with other professionals
- develop and maintain a network of co-operative relationships at local, national level and amongst individuals, groups and organisations
- foster interdisciplinary working relationships and strengthen the interface between different locations of care e.g. G.P., hospitals, POLL, primary care teams etc.
- anticipate and interact with key stakeholders from multiple clinical and administrative services in developing mission, strategic plans, budgets, policies and structures
- participate as a key manager in the overall financial planning of the service including the assessment of priorities in pay and non-pay expenditure
- develop, maintain and review the nursing organisational structure within the context of overall organisational objectives
- ensure that modern standards of clinical nursing care are in operation and that regular monitoring of nursing care is undertaken through audit
- be responsible for strategy and policy on practice development, education and professional duties imposed by statute or determination
- keep the DON/PIC apprised of any significant development and/or risk within his/her area of responsibility and perform such additional duties as may be assigned from time to time by the D.O.N./ P.I.C. or Registered Provider

### **Clinical Practice**

The Assistant Director of Nursing will:

- develop a philosophy for nursing which reflects Leopardstown Park Hospital's commitment to the provision of a high standard of nursing care
- maintain good collaborative working relationships and communications with appropriate statutory, professional and voluntary organisations responsible for and /or participating in health care
- develop and implement (in association with appropriate others) operational policies, protocols, and guidelines for the utilisation of beds and a systematic audit of bed usage
- collaborate and work closely with the resident, his/her family, the interdisciplinary team, external agencies and services to facilitate discharge planning, continuity of care and specific care requirements
- develop local policies in line with national policy to ensure integrated person centred service delivery

### **Health & Safety**

The Asst. Director of Nursing will:



- promote and maintain a safe environment for staff and others
- assist in the development and implementation of Risk Management and Health and Safety strategies in consultation with appropriate personnel including residents and families

### **Education, Training & Development**

The Assistant Director of Nursing will:

- maintain continuous personal and multidisciplinary team development, education, training and learning
- create a culture of continuous learning within Leopardstown Park Hospital
- ensure that appropriate in-service education programmes and ongoing learning needs are met for all assigned staff. Liaise and co-operate with appropriate education centres
- implement an on-going development and individual performance review process and foster a high level of morale among staff by effective motivation and communication
- take direct responsibility for the suitability, quality and level of supervision of practice placements e.g. Nursing students, HCA students
- monitor recent nursing research and new developments. Initiate, facilitate and take part in relevant nursing research and promote awareness of ongoing and current research into issues affecting resident care

### **Administration (including Personnel, Finance etc)**

The Assistant Director of Nursing will:

- be involved in the setting of key objectives in line with the service plan on an annual basis
- participate at strategic fora / governance groups etc as appropriate
- accept responsibility for the management of all nursing and care services and ensure that systems are in place to support this responsibility
- participate, as required, in the recruitment, selection and appointment of nursing and related staff
- ensure the optimum and effective use of staff through participation in the efficient rostering of staff, skill/grade mix planning, work load measurement, staff profiling and deployment
- participate in the formulation of relevant personnel policies and procedures
- ensure expenditure is controlled within budget and identify potential for efficiency saving through improved practices and innovation
- delegate, as appropriate and implement monthly audit systems
- ensure the implementation of the Hospital's policies and procedures

### **Key Performance Criteria:**

- The extent to which there is client / resident satisfaction with nursing care



- The effectiveness of financial management, in particular, ability to operate within budget
- The extent to which good working relationships are fostered and maintained throughout the nursing service and between nursing, other disciplines and clients / residents
- The effectiveness of performance in relation to personnel management and development
- The quality and standard of nursing care
- The extent to which service plan objectives have been achieved

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.

To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

***The above Job Description 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

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### Qualifications and/or experience

Candidates must have at the latest date of application: -

- a) be registered with the Nursing and Midwifery Board of Ireland or be entitled to be so registered, and;
- b) have at least three years experience nursing older people in the last six years, ;and
- c) have a minimum of two years management experience, and;
- d) have engaged in continuous professional development, and;
- e) have an in-depth knowledge of the ageing process, and;
- f) have the clinical, managerial and administrative capacity to properly discharge the functions of the role.

### 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.

### Character

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



Please note that appointment to and continuation in post 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 Ireland)

### **Post-specific Requirements:**

Demonstrate depth and breadth of experience in Elderly services, as relevant to the post including:

- Experience of policy development and the ability to translate policy into action
- Experience of quality audit/assurance systems.

### **Other requirements specific to the post:**

There will be times when you will be required to work outside the normal office hours.

### **Skills, competencies and/or knowledge**

- Strategic and System Thinking

Demonstrates the ability to adapt a corporate overview; sees the bigger picture of service delivery and appreciates the interconnectedness of issues. Looks ahead and anticipates substantive issues. Adopts a proactive forward-planning approach to service delivery in consultation with relevant stakeholders.

- The ability to establish policy, systems and structures

Designs and implements structured policies and systems for the management of service delivery in consultation with key stakeholders and ensures clear role accountability for service levels, quality and decision making discretion.

- The ability to lead on vision, values and process

Articulates a compelling vision for the role and contribution of each team member to the service. Creates an enthusiastic and committed work climate. Can take the lead on standards setting and implementation; leads and manages change

- A developmental approach to staff

Has a strong focus on developing the contribution of staff at all levels. Is committed to and promotes team and personal development. Promotes a continuous improvement culture / creates a positive climate for learning.

- Communication and interpersonal skills

Demonstrates strong communication and interpersonal skills. Presents compelling arguments by understanding and anticipating the agendas of others. Uses information and facts to build an effective case; will involve and consult with key stakeholders tactfully and listen to their views. Balances diplomacy with assertiveness.

- A high level of knowledge and experience relevant to the role

The ability to function effectively in the role as detailed in the job specification.



***This job description 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.***

## TERMS & CONDITIONS OF EMPLOYMENT

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**Tenure:** Permanent and whole time.

**Remuneration:** The HSE Salary Scale for the post is Assistant Director of Nursing (Non-Band 1 Hospital) €53,059 - €63,534

**Working Week:** The standard working week applying to the post is 39 hours

Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements of the Hospital. There will be times when you will be required to work outside the normal office hours.

**Annual Leave:** 28 days

**Staff Benefits:**

- Contributory Pension Scheme
- Subsidised Staff Restaurant
- Free Parking

## ADDITIONAL INFORMATION

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**Professional**

To present and act in a professional manner at all times and ensure colleagues do likewise.

**General**

To adhere to Departmental and Hospital policies at all times.

To perform such other duties appropriate to the post as may be assigned from time to time by the Director of Nursing/PIC.

**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. This job description will be subject to review in the light of changing circumstances. It is not intended to be exhaustive but should be regarded as providing guidelines within which individuals work**

**Location of Substantive Post:**

The location of the substantive post will be in Leopardstown Park Hospital, Foxrock, Dublin 18. Staff may be required to relocate to another healthcare facility within 40km of Leopardstown to facilitate training, up skilling or maximisation of utilisation of resources between agencies.



### **Performance Review:**

A system of regular performance review will be operated during employment with the hospital. Personal goals will be aligned to departmental goals and hospital strategy. Training and personal development needs will be considered annually.

### **Emergencies:**

Employees will make themselves available in the event of an adverse incident occurring which may negatively impact on patient care. The hospital will use personal contact details of an employee to notify them of any such incident.

### **Superannuation:**

Provision is made for pensions, and where applicable is in accordance with either the Local Government Superannuation Scheme or the Single Public Service Pension Scheme.

### **Sick Leave:**

Payment of sick leave is at the discretion of management and will be in accordance with Department of Health (DoH)/ Health Service Executive (HSE) regulations. It is the responsibility of the employee to adhere to the protocols relating to notification of sick leave to their immediate line manager, return to work interviews etc. Please note that there is no entitlement to paid sick leave during your probationary period.

### **Hygiene:**

During the course of employment staff members are required to ensure that the Hospitals' hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering and implementing optimal hand hygiene and adhering to the hospitals' hygiene processes. Hygiene is a fundamental component of Leopardstown Park Hospital 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 infections.

### **Attire:**

At all times staff will be suitably dressed and will use appropriate personal protection equipment as required.

### **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 familiarise themselves with and comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care etc) and the hospitals' ethical code 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.

### **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 training periodically.





- Staff must attend mandatory (appropriate) training periodically.
- All accidents within the department must be reported immediately and an incident report form submitted to the appropriate officer.
- In line with the Safety, Health & Welfare at Work Act (2005), smoking is permitted at the discretion of management in designated areas only.
- All staff are advised to avail of preventative inoculations (e.g. Hep B, Flu Vaccine etc)
- The use of personal mobile phones during work is prohibited.

**Probation:**

A nine month probation period will apply to all employees. This period may be extended at the discretion of management. The person employed shall cease to be employed at the end of the probationary period, unless the hospital certifies that the probationary period had been satisfactorily discharged. The hospital may at any time during the probationary period, terminate the employment without reason. Please note that there is no entitlement to paid sick leave during your probationary period.

**Notice:**

The minimum period of notice will be set out in the contract of employment.

**Garda Vetting:**

It is a requirement under HIQA that all staff will be Garda vetted each candidate will be required to complete a Garda Vetting form.

***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: \_\_\_\_\_