

Role Profile

Role Title	Assistant Director of Nursing (ADON): Site Nurse Manager Out of Hours (Days and Night Duty)
Purpose of the Role	<p>The post holder will be responsible for the provision of the highest standard of nursing care to patients and ensure the operational management of the Hospital out of hours both day duty and night duty.</p> <p>The post holder will be responsible for maintaining and developing professional standards. He/She will support the Director of Nursing, Chief Executive Officer, and Chief Operations Officer in the effective and efficient management of nursing and allied services with particular emphasis on the promotion of multidisciplinary working.</p> <p>He/She will act as the out of hours Senior Manager for the Hospital with responsibility for Site Management, Clinical Support, and Bed Management. This will involve providing professional leadership to nursing staff at all levels, providing professional advice, contributing to the development and implementation of Nursing policy and strategy, and ensuring achievement of its objectives. She/He will operationalise the core values of nursing by ensuring the patient experience in wards/departments/units is of the highest possible standard at all times with particular emphasis on dignity, kindness, and compassion. She/He will work in partnership with the Executive Management Team, Operations Manager, and ADON colleagues in streamlining and developing areas for improvement. He/She will provide leadership towards the management of beds within the Hospital and work closely with both the Patient Flow Manager/Covid Flow Manager out of hours.</p> <p>She/He will develop and progress the nursing profession and actively engage with the SJH nursing strategic direction, ensuring all nursing services contribute significantly to the achievement of corporate objectives and effective governance arrangements are implemented and maintained.</p>
Department/Directorate	Nursing Administration
Reports to	Professionally accountable to the Director of Nursing. Operational accountable to the Director of Nursing and supported by the Chief Operations Officer.
Key Direct Reports	CNM III, CNM II, CNM I, Staff Nurses, Student Nurses, Support Staff, and Health Care Assistants.
Grade	Assistant Director of Nursing
Salary Scale	€66,454 - €82,008 (pro rata to contractual hours worked)
Job Reference Number	000214

Enquiries To	Ms Sharon Slattery, Director of Nursing, St. James's Hospital Phone: (01) 410 3413; E-mail: don@stjames.ie
Closing Date	Thursday, 14 th March 2024

Key Duties and Responsibilities

Professional Leadership

- Provides professional leadership to all nursing staff fostering a culture which values continuing professional development and strives for excellence in the delivery of patient care and quality improvement in line with the National Standards for Safer Better Healthcare 2012.
- Ensures a culture of nursing leadership, development, innovation, and acts as a professional role model at all times.
- To provide clinical support, expertise and managerial advice to all hospital staff.
- Lead in relation to patient flow throughout the organisation including escalation during a capacity surge out of hours.
- To ensure safe staffing levels including redeployment of staff as necessary.
- Provides excellent negotiation skills towards patient care.
- Escalating to the senior executive on-call to issues as appropriate.
- Coordinate Major Incident Plan activation and lead until CEO or designate onsite.
- To coordinate efficient and effective resource utilisation; skill mix issues, staff, and bed utilisation.
- To be accountable for the oversight in the quality of service delivery in the out of hours period ensuring effective patient care.
- To promote the development and maintenance of high standards of care in order that the care offered is family centred, sensitive and responsive to service users.
- Provides advice as required on nursing and patient experience issues, in accordance with local and national policy.
- Works collaboratively with other professional leads in developing a culture which embeds clinical quality and patient safety and monitors its effectiveness to ensure continuous improvement.
- Builds an environment of excellence and innovation that empowers nurses to be active participants in the multidisciplinary team pan Directorate, organisation and within the DML Hospital Group.
- Builds interdisciplinary cooperation and respect amongst staff.
- Identifies opportunities for developing nursing roles in order to positively impact on the patient experience and maximise the potential of individual staff members or teams.
- Responds to the direction/lead of the Director of Nursing and works in collaboration on all professional nursing issues across the hospital as required out of hours.

Management

- To liaise with the COO or DON when required, on bed management and operational issues as appropriate.
- To effectively manage bed utilisation during out of hours and initiate internal transfer of patients when and where appropriate.
- Embraces the developments of the campus in line with the strategic objectives of the organisation/group.
- Works in partnership with Executive colleagues in balancing the challenges of

providing high quality, safe services, with excellent outcomes and in a way which delivers efficiencies and meets the expectations of patients and the public.

- Manages members of the Night Management Team undertaking regular performance review and overseeing personal/professional development plans.
- Collaborates and works with DON/ADON colleagues on the review of workforce plans for Nursing and on quarterly Nursing staffing level reviews
- In collaboration with senior nursing team colleagues, manages nursing recruitment, retention, absenteeism, and professional development to ensure efficient and effective delivery of patient care.
- Provides mentorship, coaching, supervision and shadowing opportunities to individuals in order to support their development.
- Collaborates with other staff in key leadership roles to support the achievement of the organisation's strategic financial and operational goals.
- Takes responsibility for issues outside immediate sphere of responsibility as required.

Quality & Safety Service

- Takes responsibility for performance of care, professional standards, and quality improvement agendas ensuring communication of performance reaches all Nursing grades and Health Care Assistants across the assigned area of responsibility within the Directorate.
- Works in monitoring safe effective care to patients. Promotes and supports the completion of nursing competencies out of hours.
- Works in partnership with the Nurse Executive team in progressing and embedding Nursing accreditation programs example Pathway to Excellence, Magnet recognition and OECI accreditation.
- Leads on the delivery of an annual Quality and Safety Strategy across the assigned area of responsibility for the Directorate.
- Builds relationships with staff, peers, and colleagues to facilitate interdisciplinary programs aimed at improving patient outcomes such as the National Clinical Programmes and other healthcare external agencies.
- Maintains high standards of infection prevention and control practices across the Hospital and supports a clean hospital environment.
- Understands patient demand and capacity across the Hospital.
- Leads on nursing risk management arrangements to ensure full compliance with internal and external governance and best practice requirements for the Hospital
- Works in partnership with the Executive Management team and ADON colleagues in conducting investigations into complaints, adverse incidents and providing written responses to formal complaints as required.
- Participate and cooperate with legislative and regulatory requirements in relation to Health and Safety as outlined in the Safety, Health and Welfare Act 2005 and the Hospital Safety Statement.

Patient Experience

- Delivers improvements in patient experience through making the patient central to all activities of the Hospital and "championing" the patient experience with kindness and compassion.
- Leads on ensuring compliance with the Safer Better Healthcare standards with regard to patient experience across assigned area of responsibility in the Directorate.

Service Improvement

- Builds on the existing strengths of the nursing workforce to develop new patterns of working that are enabling improved patient care and better patient experiences.
- Provides support and advice to ensure that there is an appropriate and effective correlation between service and training needs.
- In partnership with the Transformational team reviews patient pathways, work flows, and KPIs to improve the patient experience and metrics.

* The above Role Profile 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. This Role Profile will be subject to review in the light of changing circumstances.

Academic/Professional Qualifications and/or relevant Experience

Required:

- Registered General Nurse with The Nursing and Midwifery Board of Ireland.
- 7 years post-registration experience in the acute hospital setting within the last 9 years.
- Minimum of 4 years management experience at CNM II level or above within the last 7 years.
- Committed to undertake a Master's Degree in the area of Healthcare or Management related area. The Master's programme must be at Level 9 on the National Framework of Qualifications (NFQ), or equivalent. This timeline will be within the next 18 months and to be discussed with the Director of Nursing.

Desirable:

- N/A

Technical/Clinical Competencies

Please note for each of the required technical/clinical competencies below, you will be required to provide examples of your current level of knowledge, skill, and/or experience for each of these under the **Application Questions** section of the application form.

Simply enter each of the below as a heading and provide your knowledge, skills, and/or experience in the corresponding numbered box under the **Application Questions** section of the application form.

Required:

1. Demonstrate experience in managing and knowledge of risk management.
2. Demonstrate evidence of implementing developments in line with the strategic objectives of the organisation/group.
3. Demonstrate experience in engaging with the multidisciplinary team in relation to change management.
4. Basic I.T. skills.

Desirable:

- N/A

SJH Behavioural Competencies (*These behavioural competencies will be assessed in detail at the interview stage. You are not required to include written examples of behavioural competencies in the online application form. However, during the interview, you will be required to provide examples of when you previously demonstrated these competencies.*)

Competency Required	Level Required	The following “<u>Descriptors</u>” are a further clarification of the behaviours required.
People Management	4	<ul style="list-style-type: none"> • Develops staff out of hours and identifies leaders and role models. • Promotes and mentors for succession planning • Prioritises a culture of personnel and professional development and is an open door in this regard. Champions the investment. • Designs structures and roles within the organisation where staff can develop, appropriately matching staff to these roles. • Builds excellent relationships within and outside the organisation.
Leadership	4	<ul style="list-style-type: none"> • Develops, communicates and implements the strategic vision. • Knows who the key influencers are and how to go about involving them to shape and deliver change across the wider health and social care system. • Is able to challenge others in positions of power in pursuit of a specific goal and will always be able to back up their positions with a sound evidence base. • Identifies how current service development fits into the bigger picture for service improvement.
Quality & Safety Service	4	<ul style="list-style-type: none"> • Keeps abreast on national and international developments in health through active involvement at national and international networks. • Establishes the highest standard of customer-service, a “high performance” culture. • Liaises actively with QSID and feeds back to them, taking advice and seeking support as appropriate. • Translates legislation and related guidance into policy and practice within the hospital which optimises Service and Patient outcomes.
Problem Solving & Decision Making	4	<ul style="list-style-type: none"> • Has the ability to analyse and evaluate a range of complex information, identify core issues and consider the impact of decisions before taking action. • Takes a system-wide approach and sees connections, risks and the potential for

		<p>innovation in the wider environment.</p> <ul style="list-style-type: none"> • Adopts a cost/benefit mind set, thinking strategically. • Recognises and identifies patterns and trends when assessing data and situations relevant to their area of responsibility.
Change & Innovation	4	<ul style="list-style-type: none"> • Takes ownership to challenge current practice and identify areas of improvement. • Is knowledgeable about change as a process. Defines and articulates a clear plan for change, which involves communication, systems, feedback loops, people management, and review. • Drives evaluation process which promote quality, evidence based plans. • Develops mechanisms to sustain long term change as part of any change programme.
Organisational Knowledge	4	<ul style="list-style-type: none"> • Takes a global view, and understands and takes account of the interdependencies between Directorates. • Puts a key emphasis on building quality relationships. • Is attuned to organisational culture, key stake holders, and internal dynamics, and acts accordingly.
Competency Desirable	Level Required	Appropriate Descriptors
N/A		

Proficiency in the English language

A level of proficiency in the English language, written and spoken, is a requirement of all roles within St. James's Hospital. You will be required to self-assess your proficiency level in the Standard Application Form. **In addition, your proficiency in spoken English will be assessed during the interview process appropriate to the role available.**

Particulars of Office

1. The appointment to this post will be **permanent, part-time, and pensionable.**
2. Annual leave allowance is **25 – 28 days per annum (pro rata to contractual hours worked).**
3. The person appointed must not give less than **three months' notice**, in writing, of intention to resign.
4. Normal working hours will be **21 hours per week.**
5. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am - 8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.
6. Incremental credit is normally granted on appointment, in respect of previous relevant experience in the Civil Service, local authorities, health service, public service bodies and

other agreed relative experience.

General Conditions

1. The Hospital Board will not be responsible for the loss or theft of personal belongings.
2. Fire orders must be observed and staff must complete fire training every 2 years.
3. All accidents within the department must be reported immediately.
4. In accordance with the "Safety, Health and Welfare at Work Act 2005", all staff must comply with all safety regulations.
5. St. James's Hospital is a Tobacco Free Campus. The use of Tobacco or Electronic Cigarettes is not permitted within the Hospital Buildings or on the grounds.

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 persons can obtain access to them and must be kept in safe custody when no longer required.

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.

Infection Control & Hygiene

It is the responsibility of all staff across the hospital to ensure that infection control and hygiene standards are adhered to and maintained at all times.

Recruitment Process

- Approval to Hire (VAF process)
- Hiring Manager – Role Profile
- Advertising
- Application Process (Online Application Form)
- Shortlisting of Candidates will be based on information provided in Online Application Form
- Interview Process
- All applicants who move to the 2nd stage of the Selection process (i.e. post interview) will be subject to Reference Checking X 2, Garda E Vetting and Occupational Health Screening (Questionnaire)
- All successful external candidates who take up appointment will be required to attend Mandatory Induction Programme

Application Procedure

To apply for this position, please complete the relevant online application form in full, no later than **Thursday, 14th March 2024.**

A panel may be formed from which future vacancies will be filled

St. James's Hospital is an Equal Opportunities Employer