

Job Specification

Director of Nursing 1, Assistant (2910)

St. Michael's House provides a comprehensive range of services and supports to men, women, and children with disabilities and their families in 170 locations in the greater Dublin Area. It supports c. 2,300 people and this has an impact on thousands of family members. St. Michael's House is a company funded by the Health Service Executive (HSE), TUSLA and the Department of Education and Skills.

St. Michael's House supports include:

- Residential supports and independent living
- Clinical supports
- Day supports
- Schools
- Respite supports and
- Vocational training services.

St. Michael's House is committed to delivering services and supports based on the needs, wishes and choices of people with an intellectual disability, based in that communities and connected to natural support networks

Reporting Relationship	The post holder will report to the Director of Nursing.
Purpose of the Post	To support the Director of Nursing in the overall management responsibilities and professional standards in St. Michael's House. They will take an active role in the clinical and professional leadership, development and the management of staff. Take a lead role in developing systematic and structured frameworks to facilitate clinical practice development and innovation within the service. Lead on behalf of the Director of Nursing on strategic projects that enhance nursing services and contribute to the overall development of service delivery in line with St Michael's House Strategic Plan. Oversee decisions regarding implementation of local policy in collaboration with existing management to ensure effective utilisation of resources.
Principal Duties and Responsibilities	<i>The Assistant Director of Nursing will:</i> <u>Management and Leadership</u> • Provide a high level of professional and clinical leadership. • Be accountable for the quality-of-service delivery, ensuring effective, efficient and holistic service user care, research, training and practice development. • Develop and implement the strategic and operational plans for nursing (to include, but not limited to, education, research, practice development and clinical audits) in order to meet service and specialty needs. • Be responsible for the development of business cases/service plans and/or other proposals for improvements or modernisation of nursing/clinical services. • Take lead responsibility for ensuring adequate clinical governance in respect to nursing services.

- Provide professional nursing leadership across the directorate, ensuring that an appropriate structure is in place to support nursing, social care, and direct support workers at all levels.
- Establish effective working relationships and communication within St Michaels House, and with all statutory and non-statutory stakeholders.
- Be responsible and accountable for all resources and budgetary provisions applicable to the directorate.
- Create and maintain clear and effective dissemination of information pathways among all levels of the nursing and the wider clinical directorate team, as appropriate.
- Prepare work schedules to help achieve the objectives set by the Executive Management Team and the Directorate. Submit regular reports on targets achieved, and actions taken when targets are not met.
- Contribute to and promote the change agenda, working collaboratively with key stakeholders to achieve strategic and operational change.
- Demonstrate pro-active commitment to all communications with internal and external stakeholders.

Professional / Clinical Responsibilities

- Ensuring that the Code of Professional Conduct and Ethics for Registered Nurses & Registered Midwives (Incorporating the Scope of Practice and Professional Guidance) (2025) is the basis to guide and support clinical decision making.
- To recognise and respond to the needs of individuals, that nursing practice reflects the highest standards of safe, effective care. And that it provides the benchmark to evaluate professional conduct and behaviour.
- Practice nursing according to Professional Clinical Guidelines, national and regional Health Service Executive guidelines, local policies, protocols and guidelines, current legislation.
- Comply with professional developments from the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) and other professional bodies relevant to the profession of nursing.
- Apply interpretive and creative thinking in relation to the scope of the role and demonstrate a proactive and enthusiastic approach to embedding this in practice.
- Provide clinical support, expertise and managerial advice to others as required including nursing and non-nursing staff.
- Develop a shared sense of commitment and participation among staff in the management of the directorate and in relation to organisational change priorities.
- Lead and/or participate in formalised working groups/committees relating to the on-going development of nursing practice and clinical governance.
- Be responsible for robust systems that regularly review nursing policies and procedures, with a particular focus on the quality of practice and management.
- Engage in professional activities at a local, regional and national level.

Service Management

- Be responsible for the operational management of nursing services as defined by the Director of Nursing.
- Support the development of a culture of continuous quality improvement.
- Develop, maintain and continuously review standards of service user care and support.
- Develop and apply programmes for evaluating compliance and implementing professional nursing policies and standards.
- Investigate complaints, review systems and processes and monitor the necessary action taken to resolve any underlying problems including training and education.
- Report issues that interfere with clinical standards of care to the Director of Nursing.

- Promote and support the delivery of quality improvement plans and other components of internal and external quality assurance programmes.
- Provide supportive supervision and advice for all members of staff.
- Lead and contribute effectively to the change process.

Clinical Governance, Quality Assurance, Risk, Health and Safety

- Ensure effective leadership and systems are in place for the routine collection and evaluation of infection control, hygiene and other outcome data collections.
- Ensure that the directorate has an effective process for risk assessment and management of services to ensure adequate identification, assessment, management and monitoring of risk within their area of responsibility.
- Advocate for Health promotion and preventative action and ensure procedures are adhered to and fully implemented.
- Be responsible for ensuring adverse incidents are investigated promptly, effectively and with respect for confidentiality.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient service.

Human Resource Management

- Ensure that nursing staff responsibilities and objectives are clearly defined and understood. Ensure that job specifications are up to date specific to nursing roles.
- Oversee that resources are deployed effectively to ensure that a sufficient number of skilled and experienced staff are available to meet assessed needs.
- Manage staff absenteeism in line with St. Michael's House HR policies to ensure that the directorate delivers an efficient service.
- Prepare business cases and establish systems for reviewing and evaluating the need to reconfigure roles / for new roles.
- Liaise with the Human Resources Department to coordinate effective recruitment and retention initiatives.
- Participate in the recruitment and selection process for nursing and other appointments as required.

Education and Training

- Ensure all statutory requirements relating to nursing practice are met by the directorate.
- Promote and maintain a culture of evidence-based practice for nursing. Encourage the creation of effective local networks to share good practice and information dissemination, as appropriate.
- Enhance the competency and capacity of nursing managers and staff in order to create an environment where individual learning and performance combine with organisational learning and quality improvement.
- Liaise with the Director of Nursing and the training department to compile directorate training and education plans.

Information Technology

- Ensure the most effective and efficient deployment of developments in IT (service user care and administration), ensuring appropriate integration with existing systems.

Financial Performance

- Control and closely monitor nursing expenditure within the directorate, ensuring effective use of resources.

	• Actively pursue cost containment, resource efficiency measures and value for money initiatives which contribute to the directorate and St. Michael's House budgetary and financial responsibilities. • Support the service level agreement process through participation and supply of information relating to costs, service pricing, case mix identification and other relevant information. • Advise relevant stakeholders on optimal use and cost-effective management of resources. 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 them from time to time and to contribute to the development of the post while in office.
Eligibility Criteria Qualifications and/or experience	A. Eligible applicants will be those who on the closing date for the competition: (i) Are registered, or are eligible for registration, in the Intellectual Disability 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 intellectual disability nursing experience and 3 years nursing management experience at a minimum of Clinical Nurse Manager 2 [CNM 2] level of which 3 must have been in an Intellectual Disability setting immediately prior to the closing date for applications. And (iii) Have successfully completed 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 (b) 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 (i) Practitioners must maintain live annual registration in the Intellectual Disability Division of the Register of Nurses & Midwives maintained by

	Nursing and Midwifery Board of Ireland [NMBI] (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). 3. Health Candidates 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. 4. Character Candidates for and any person holding the office must be of good character.
Skills, competencies and/or knowledge	<i>The candidate must demonstrate:</i> <u>Knowledge / Experience Relevant to the Role</u> <i>For example:</i> • 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 rights-based person-centred service provision • A commitment to keeping up to date on quality, safety and clinical governance systems, and professional developments in nursing. • 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. <u>Management and Leadership</u> <i>For Example:</i> • Shape and direct a culture of clinical excellence • Use a consultative approach, be approachable and keep channels of communication open • Encourage staff to make decisions about their environment using evidence based and clinical decision making. Delegate effectively. • Work to create a team ethos and collaboration across services. • Encourage synergies and sharing of ideas and learning from projects • Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment. • Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality person 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.
- Adequately identify, manage and report on risk within area of responsibility.

Planning and organisation

For Example:

- Proactively plan for service developments, anticipate trends and identify opportunities based on research and evidence base.
- Show awareness of service needs, able to analyse and assess current systems and demand levels to develop best system / service response, based on needs
- Collaborate with other disciplines and agencies in the development of service plans
- Ensure that the learning from new service models and practices influence service planning.
- Effective planning and prioritisation of tasks in the short, medium and long term.
- 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 person-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 effectively present the needs of service users and staff.
- Demonstrate effective interpersonal skills including the ability to engage collaboratively with stakeholders and to give constructive feedback.
- Shows a balanced approach in disputes and maintains confidentiality.
- Retains composure in high pressure situations, remains calm and assertive.