

SOUTH INFIRMARY-VICTORIA UNIVERSITY HOSPITAL
Old Blackrock Road, Cork



Job Description for the post of:

**Assistant Director of Nursing (Out of Hours)
Nursing Administration – Operations**

Cúntóir Stiúrthóir Altranais (Lasmuigh d'Uaireanta)

Permanent Part-time – 25 hours per week*

****To include shifts:***

- ***Weekend: 07.45 hrs – 20.00 hrs & in addition Bank Holidays as rostered***

This document sets out the manner in which applications are accepted for the above post in addition to setting out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information.

Application Process:

Please apply with an up-to-date Curriculum Vitae for the attention of the Human Resources Manager on the following website:

<https://www.rezomo.com/company/south-infirmary-victoria-university-hospital/>

The latest date for receipt of applications is:

1.00pm, Friday 25th September, 2026

Please note successful candidates will be required to submit documentary evidence of all qualifications referred to on application when requested to do post interviews.

A panel may be formed.

The South Infirmary -Victoria University Hospital is an equal opportunities employer

The South Infirmary-Victoria University Hospital

We at the South Infirmary-Victoria Hospital are committed to providing the highest quality service to all our patients in a friendly, safe and caring environment. We endeavour to provide an effective, efficient service in a timely manner with equal access for all our patients. We aim to provide individual patient centred care to each patient and their families and promote patient participation in their care. We encourage good interpersonal relationships. We promote staff and service development through education, motivation and encouragement. We are committed to providing an effective learning environment for future health service staff.

We are a 180 bed Voluntary Teaching Hospital affiliated to University College Cork and catering for approximately 42,100 discharges and 94,000 Consultant Controlled OPD attendances in 2024. We are part of the HSE South West Region.

The Hospital is the Regional Centre for E.N.T., Ophthalmology and Dermatology Services. The Hospital also plays a very prominent role in Endocrinology and Rheumatology services in the region. Services are continually developing and expanding at the Hospital.

The following medical disciplines are specialties in the Hospital:

- Anaesthesiology
- Combined Clinic in E.N.T. and Radiotherapy held at regular intervals
- Dermatology
- E.N.T. including an extensive Head & Neck service
- Endocrinology
- General Surgery
- Gynaecology
- Medical Oncology
- Ophthalmology
- Oral & Maxillofacial Surgery
- Orthopaedic Surgery
- Paediatrics - Consultation Service
- Pain Medicine
- Plastic Surgery
- Radiology
- Rheumatology

The SIVUH is primarily an elective hospital with a particular concentration on day surgery, short length of stay and day of surgery admission. There are 11 theatres in total in the complex; 4 General Theatres, 2 Orthopaedic Theatres, 1 Day Surgery, 1 Theatre in the Victoria Wing, and 2 Ophthalmology Theatre. In addition there is an Endoscopy Suite, Pain Management Procedure Rooms and a Minor Procedures Room.

The SIVUH has an extensive Day Surgery service including a Peri-operative Assessment Clinic which is supported by SIVUH Consultant Anaesthetist staff. In addition there is a Pre-admission Assessment Unit.

Informal enquires

Can be directed to the relevant Head of Department / Line Manager

Our website is accessible on

www.sivuh.ie

Details of the Post

Title / Grade

The title and grade of the post is Assistant Director of Nursing (Out of Hours) – Nursing Administration – Operations. (Band 1)

Grade Code(s)

2910

Reports / Responsible to

The post holder will report and be responsible to the Director of Nursing.

Qualifications & Experience

A candidate must, on the latest date for receiving completed applications for the post:

- (i) Be registered in the General Division of the Register of Nurses maintained by The Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann (NMBI))
- (ii) Have a minimum of 7 years post registration clinical experience and Management Experience, 5 years at CNM2 level or equivalent in an acute care setting
- (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 major academic Level 8 or higher standard in a health care or management related area.
- (iv) Knowledge of and experience in the utilisation of Evidence Based Practice
- (v) Experience of leading a Clinical Practice and Quality Service
- (vi) Evidence of Ongoing Professional Development
- (vii) Experience of Resource Management
- (viii) Experience in Risk Management
- (ix) Possess I.T. Skills/Experience

Desirable Criteria:

- (i) Have completed a Management course at Diploma or Degree Level
- (ii) Working knowledge of IPMS

Note:

If being processed for appointment, original documentation will be sought for:

- (i) All qualification requirements for the post.
- (ii) Any additional qualification(s) that you may be awarded marks for at interview.

In the event that a number of years' experience is required for a post, you will be requested to:

- (i) Provide documentary evidence that you possess same.

Character

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

Health

A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirements as to health, the successful candidate, before being appointed, shall undergo a pre placement health assessment. This assessment will be provided by the Hospital.

Role Summary:

The Assistant Director of Nursing (ADON) – Out of Hours is part of the Senior Nurse Management Team with responsibility for all aspects of professional leadership and management for Nursing staff, Healthcare Assistants and Nursing Students over a 24/7 period.

This role is Out of Hours in the main. The ADON participates in activities, to meet the objectives of the Nursing Department. The ADON ensures the provision of effective delivery of quality person-centred care and services and the development of staff, the nursing department and the organisation and provides assurance to the DON on these matters. The Out of Hours ADON also supports the DON in ensuring the provision of effective delivery of quality care and services and the development of staff, the nursing department and the organisation.

The ADON will be responsible and accountable for all aspects of the operational running of the hospital under remit and management of Nursing and HCA staff and the operational running of the hospital out-of-hours. They are also responsible and accountable for the planning and development of patient services in collaboration with other personnel, review of systems and making recommendations for service improvements in which they will be actively involved. They act as a resource and work in collaboration with the various specialist and professional teams within the hospital and may deputise for the DON as required.

The Assistant Director of Nursing (ADON) – Out of Hours – will work a flexible rota to ensure continuity of service over 24/7 & may cover other shifts e.g. ADON nights/days, as requested, within their rostered hours. This role includes working Bank Holidays, in addition, as they arise within a roster.

Main Duties & Responsibilities

- To have an organisation wide overview of all activity and related operational issues.
- To provide leadership and vision for the development and advancement of clinical nursing service and to contribute fully to hospital corporate management
- To receive and issue reports to the Director of Nursing
- To ensure that opportunities exist for the development of nursing and that the care given is appropriate, reflects current research and best practice and is cost effective and patient-centred
- To assist the Director of Nursing in directing nursing policy to ensure that high standards of nursing care are being developed and maintained throughout the hospital
- To partake in senior management meetings, when necessary, e.g. Senior Nurse Management Meetings
- Use a proactive approach to identifying developing services for patients and link with other departments in the organisation e.g. Operations, as appropriate
- To liaise with other Assistants Director of Nursing in Patient Service Area 1, Patient Service Area 2, HR, OT, Infection Prevention and Control, Nursing Practice Development, ANP's and night duty, to gain a full understanding of the clinical and managerial issues within each area and department and therefore across all clinical areas
- Be responsible for and appropriately manage areas of responsibility as delegated by DON.
- To have a hospital wide understanding of clinical activity, patient dependency, skill mix and bed availability at all times, and to have a system in place for gathering information at least once per shift
- To provide advice and support to the other members of hospital staff as required e.g. Admissions Department
- Determine skill mix required in department and redeploy staff throughout the hospital as appropriate
- To utilise financial and other information to plan and deliver agreed levels of service and keep within the nursing budget
- Act as advocate for patients, staff on professional standards enabling others to become self-empowered
- Deputise for the Director of Nursing

- To investigate patient complaints and provide a timely response in accordance with the Hospital protocol
- Contribute to and develop team effectiveness
- To lead or take part in projects both internal and external
- To address issues as they arise with the appropriate personnel and day management team
- Actively participate in and contribute to the Senior Nurse Management meetings
- Partake in handover report between day and night management teams and have a system in place that ensures all relevant information is communicated in an efficient manner.
- To undertake the role of implementing the designated Major Incident Plan when necessary and act as led manager for the duration of the incident
- To support ongoing change including organisation structural reform when necessary
- To act as a key person in the internal and external liaisons of the Hospital
- To dispense pharmacy as per National and local guidelines
- Undertake Senior Management Team activities and functions as directed by the DON.
- Be responsive to data requests from local, hospital group and national sources as appropriate.
- To be familiar with and comply with all hospital policies and procedures, and particularly those relating to Safety, Health & Welfare, Infection Control, Hygiene, Decontamination, Risk Management, Trust in Care and H.R.
- Active involvement in HIQA, NMBI and other regulatory body inspections

Clinical Responsibility

- To assist with the direction and supervision of the nursing service to provide a high level of patient care and ward management
- Act as role model and resource to clinical staff, promote and maintain high standards of patient care and make clinical decisions, informed by up-to-date knowledge and skills, insight and understanding, about the needs of patients
- Escalation of care where appropriate
- Develop and share a culture of clinical excellence
- To support and enable the nursing staff with clinical decision-making utilising available knowledge and skills
- To be personally responsible for keeping his/her own practice up to date including mandatory training and maintaining competency relevant to the role
- To participate in internal & external audit and review as appropriate
- To develop and maintain good communication throughout the nursing teams and others involved directly or indirectly with patient care to ensure a patient centred service
- To have a visible clinical presence
- Monitor and review nursing practice and quality of care. Identify deficits and training needs of staff and initiate remedial steps
- Enhance and facilitate professional development of staff within organisation policy and service need. Facilitate education sessions as required
- Maintain and promote effective clinical learning environment for staff and nursing students. Facilitate nursing students on clinical placement and ensure they are given opportunities to meet their learning outcomes
- To practice in accordance with all current statutory provisions, policies, protocols and guidelines of the Hospital
- To participate in the provision of policies, protocols and guidelines, where relevant

Bed Management

- To manage admissions, discharges and transfers.
- To be the point of contact for clinical and patient related enquiries.
- Ensure utilisation of beds is optimised for patient throughput and according to processes and procedures in the SIVUH.

Human Resources

- Promote, nurture and maintain a high level of staff morale, hence promoting team spirit and job satisfaction among nursing and other staff.
- Ensure that all staff practice nursing within the code set for the profession by The Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann (NMBI)).
- Investigate incidents and accidents involving all staff and report these verbally and in writing to the Director of Nursing or Deputy.
- Deputise for the Director of Nursing.
- Represent the Director of Nursing &/or the hospital as requested
- Advise nursing staff in the management of their departments as appropriate
- Actively participate in the tracking and management of sick leave and annual leave for all staff
- Play an active part in investigation, staff grievances, handling disciplinary matters as set out in Hospital Policies and Procedure. Take a leadership and management role in relation to all such issues.
- Ensure cost effective use of staff, agency and bank nurses.
- In collaboration with other disciplines, promote good industrial relations in accordance with personnel policies.
- Participate in local IR matters and attend to Union meetings and external third party matters as required
- Ensure the implementation of all Hospital policies and manage them as directed, with particular reference to Disciplinary Procedures, Grievance Procedures, Health & Safety, Trust in Care and accident investigation.
- Active involvement in the on-going education of nursing staff and undergraduate students to include both formal & informal education
- Maintain staff records and provide information e.g. payroll as appropriate.

Standards of Quality & Care

- Be responsible for and ensure a quality service under remit through nursing metric measurement and monitoring, and liaise with Nursing Practice Development Co-ordinator
- Ensure the service provided by the nursing department is carried out in an effective, efficient, timely and appropriate manner
- Ensure quality patient care is provided in an effective, efficient, timely and appropriate manner
- Be actively involved in maintaining a quality system for the nursing department in collaboration with colleagues
- Identify, initiate and participate in quality improvement plans (QIP) as a result of opportunities to develop services, to meet deficits in standards or in response to risk management issues
- Participate and encourage audit of practice. Monitor and review audit results and initiate corrective QIP if required
- Play an active role in the development of nursing & hospital Key Performance Indicators (KPI's)
- Work co-operatively within a group and across Departments and services to achieve goals
- Foster a collegiate environment
- Have the ability to understand and be tolerant of differing needs and viewpoints
- Demonstrate an ability to lead, encourage, inspire and support others to deliver on priorities
- Possess the ability to understand how individuals, at all levels, operate and how best to use that understanding to achieve objectives in the most efficient and effective way.
- Provide information, instruction, training and supervision of staff members under your remit, if applicable, in the context of management of Health & Safety such as PPE usage, chemical safety etc.
- There is a responsibility on all staff to participate in internal and external audit and review as appropriate.
- To work in a manner with due care and attention to safety of self, patients, staff and other persons in the workplace with reference to the Safety, Health & Welfare at Work Act 2005.
- The post holder is accountable, responsible and has authority for delivering a quality service and ensuring patient safety. The post holder will work within a Risk Management Framework

to achieve the HIQA Safer, Better Healthcare Standards and other quality standards as appropriate.

- To manage and report to Line Manager/nominated person, any accidents or incidents involving patients, staff and/or members of the public in line with hospital policy.
- To comply and be familiar with all hospital policies and procedures, and particularly those relating to Safety, Health and Welfare, Infection Control, Hygiene, Risk Management and Decontamination.
- Any other duties as may be assigned from time to time by the Director of Nursing, Chief Executive or other designated Officer.

Self-Development

- To maintain, update and develop knowledge on relevant professional issues and on all speciality current trends by attending a number of study days each year.
- To develop and maintain personal practice skills and competencies
- Identify education and practice needs and take steps to meet them
- Develop self-awareness for professional practice, relationships and clinical leadership

Administration

- To keep the Director of Nursing informed of changes and developments within the hospital and co-operate and assist her in ensuring the smooth running of the nursing service of the hospital
- To keep such records appropriate to the post as may be required by the Hospital
- To link with various departments in respect to reporting requirements e.g. midnight census
- To attend and participate in clinical and non-clinical groups, committees, meetings and events as may be required from time to time.
- Ensure a flexible rota systems are in place to hand over to colleagues in a time efficient manner
- Participate in groups and committees as required
- Carry out H.R. functions as required - e.g. back to work interviews, monitor W.T.E's, completion of records – Attendance record & calculation of Annual Leave, sick leave recording and Payroll
- Be familiar with the use of I.T. applications and engage with e-rostering. Update Soft Works WIMS system accordingly
- Prepare and contribute to Nursing Department annual report
- Cross cover for colleagues as required
- Communicates effectively using a range of communication approaches
- To attend and participate in such meetings and events as may be required from time to time.
- Any other duties as may be assigned from time to time by the Director of Nursing, Chief Executive or other designated Officer.

Note:

The rate and pace of change in the health service is such that the post holder will be required to update their knowledge and skills to fit the changing requirements of the service. Therefore, this job description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs as required.

The post holder will be required to be flexible in this position and must be prepared to undertake any other duties as may be assigned by the Head of Department/Line Manager dependent on service needs. Such duties can be outside the area of one's normal work and may be for other associated Departments as the Hospital may require.

Particulars of Post

1. **Remuneration:**

Salary Scale: Band 1: €72,843 - €89,894 per annum (pro-rata for part-time basis)

Salary payment frequency will be **monthly**.

Incremental credit may be granted in respect of recognised experience. Recognisable experience refers to "previous service in a similar grade in the Civil Service, Local Authority Service, Health Service and other public service bodies or agencies, in Ireland or abroad". New employees wishing to claim incremental credit for previous employment/s must submit a Salary Confirmation form within the first year of their employment to the Wages & Salaries Department, SI-VUH, otherwise the Hospital will not be liable for retrospective payments. New employees experiencing difficulty with a previous employer in obtaining any documentation in this regard should notify the Wages & Salaries Department as soon as possible within the first year of employment.

2. The post is **permanent, part-time** and **pensionable**.

3. **Annual Leave**

Annual leave and public holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997 and in conjunction with Hospital policy and in compliance with national circulars governing leave. Public holidays are dealt with in accordance with the provisions of the Organisation of Working Time Act, 1997 as reflected in the Annual Leave and Public Holiday policy.

0-5 years' service: 25 days per annum

5-10 years' service: 26 days per annum

More than 10 years' service: 28 days per annum (pro-rata)

4. **Working Hours**

25 hours per week. Flexibility in consideration of service needs is required. 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 08.00 hrs to 20.00 over seven days to meet the requirements of the Nursing Administration Department service provision.

5. **Superannuation**

There are various Superannuation Schemes in operation. You will be a member of the scheme relevant to you based on your entry date to the public service and previous service if any. You will be issued with the relevant superannuation information directly from the Superannuation Section, Wages & Salaries Department in due course.

6. **Probation**

The appointment shall be made subject to the conditions that: the person appointed shall hold the appointment for a probationary period of 9 months which the South Infirmary-Victoria University Hospital may, in exceptional circumstances, extend by a maximum of 6 weeks. The specific reasons for the extension shall be made known in writing to the person appointed. Performance and conduct of the person appointed will be monitored on an on-going basis within the probationary period, with written reviews every 3 months, to determine suitability for continued employment. Termination of the appointment within or at the end of the probationary period will be at the sole discretion of the South Infirmary-Victoria University Hospital. At the end of a satisfactory probationary period, the South Infirmary-Victoria University Hospital shall certify that the service has been satisfactory and confirm the appointment on a permanent basis.

7. **Notice**

When resigning, the post holder is required to give four weeks' notice in writing prior to resigning the post, or in default, to forfeit one month's amount of salary, to be deducted as liquidated damages from any remuneration due at the time of such resignation.

8. **Healthcare Insurance**
VHI / LAYA Healthcare Insurance details are available on the Intranet Human Resources page / HR General. Salary deduction for healthcare insurance can be facilitated for long term temporary (12 months or longer) or permanent employees only.
9. **Confidentiality**
In the course of their employment, the person appointed may have access to, or hear information concerning the medical or personal affairs of patients and/or staff, or other health service 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 / destroyed in accordance with policy, when no longer required.
10. **Safety, Health and Welfare at Work**
The South Infirmary-Victoria University Hospital is committed to ensuring the safety, health and welfare of all employees. In line with the Safety, Health and Welfare at Work Act, 2005, a Safety Statement is provided by the Hospital and all staff must comply with Hospital safety regulations. The post holder has personal responsibility for Health and Safety in the workplace.
11. **Hospital Policies & Procedures (PPPGs)**
Details of the Hospital's policies and procedures, including the Grievance and Disciplinary Procedure will be issued to the post holder upon commencement of employment. All hospital policies and procedures are available on the intranet (hard copy can be accessed via the hospital library) and employees are obliged to read and familiarise themselves and adhere to same at all times.
12. **Personal and Hospital Property**
Management does not accept responsibility for property lost, stolen or damaged on hospital premises, whether by fire, theft or otherwise. The right to search your person and/or property (including your motor vehicle) while on or departing from the premises is reserved by Management. Where you are found to be in unauthorised possession of articles which are the property of the hospital, the property of an employee, a patient, a visitor, a contractor or a client of the hospital, you may be liable to sanction up to and including dismissal and may also be prosecuted. A witness, i.e. union representative/colleague (whoever is available) may be present during any such search. Please note CCTV is in operation throughout the hospital.
13. **Garda Vetting**
Garda Vetting is sought for all South Infirmary-Victoria University Hospital employees, who may have significant interaction with children and/or vulnerable adults in the course of their duties, either while in the Hospital or in the community. This is done for the protection of these vulnerable groups. Garda Vetting will be sought for the successful candidate(s). -Candidates must comply fully with this process. Failure to comply with this process or to provide false or misleading information will result in exclusion from the recruitment process.

This document sets out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information and is subject to review and amendment as required.

JD - ADON (Out of Hours) – September 2026