

Job Description

Position: PIC Intellectual Disability

Accountable to: Director of Nursing

Reports to: ADONID

Purpose of the Post:

The PIC will co-ordinate and lead in the implementation and provision of quality care that meets HIQA standards in Disability and Peamount Healthcare's Key Performance Indicators. As the Person in Charge with in Peamount Healthcare he/she will:

- Have an in depth knowledge of HIQA standards and the regulations underpinning the standards as they apply to the Intellectual Disability service.
- Has the responsibility for ensuring that the standards are adhered to at all times
- Manage resources, lead the team and be accountable for nursing activity and outcomes of care
- Function as a role model, promote best practice in the delivery of care and provide clinical expertise and support within the Multidisciplinary Team
- Support, assist and facilitate colleagues in achieving positive outcomes as developed for the Centre/Department.
- Encourage a culture of openness and participation through effective communication.

Qualifications and Experience

The successful candidate will be expected to meet the following criteria:

Essential Criteria:

- Be registered with Nursing and Midwifery Board of Ireland – preferably RNID/
or
Degree in Social Care.
- Minimum of two years experience of leading or managing a team.
- Have an in depth knowledge of HIQA standards and the regulations underpinning the standards as they apply to the Intellectual Disability service.

Desirable Criteria:

- Completion of a recognised Management Programme or its equivalent is desirable.
- Experience of managing staff is desirable.
- Previous experience of working closely with families and members of the MDT.
- Have proven organisational, interpersonal and teambuilding skills.

Duties & Responsibilities

Management Responsibilities

- 1.1 To effectively manage the activities of the Centre and ensure that they are compliant with the Disability Standards.
- 1.2 To develop nursing and operational policies regarding the care of the service user and the family, in keeping with the policies of Peamount Healthcare.
- 1.3 To identify resources and facilities required to manage the unit.
- 1.4 Manage all resources efficiently and effectively within agreed budgets.
- 1.5 To ensure adequate levels of stocks/supplies are maintained.
- 1.6 To ensure that appropriate, accurate and concise records are maintained at all times.
- 1.7 To maintain records of service users valuables handed over for safekeeping.
- 1.8 To ensure that the working environment is as safe and healthy as possible for service users, staff and visitors.
- 1.9 To plan and co-ordinate duty rotas and annual leave. Ensure accurate records of attendance and absenteeism are maintained.
- 1.10 To participate in and undertake individual personal development planning using a self-assessment model. Conduct Supervision sessions with all staff within area of responsibility.
- 1.11 Facilitate co-ordination, co-operation and liaison across multidisciplinary team and programmes and promote community liaison.
- 1.12 To liaise closely with household and catering staff with regard to service users' needs.
- 1.13 To liaise with nursing colleagues and attend/ participate at meetings as required.
- 1.14 To ensure that all registered staff are aware of their legal responsibilities as regards the prescription, administration and custody of drugs.
- 1.15 To be familiar with and ensure all staff are familiar and adhere to Peamount Healthcare's policies and procedures. Ensure policies, procedures and SOP's are implemented.
- 1.16 Assist with planning, assessing and arranging transfer of residents as required.
- 1.17 To cover for nursing administration as requested.

2. Clinical Responsibilities

- 2.1 To promote a person centered approach to care, utilising specialist knowledge relating to the care of the service user and family.

- 2.2 To act as an effective role model and resource/advisor to colleagues in the delivery of nursing care and provide a high level of professional and clinical leadership.
- 2.3 To take an active part in the delivery of care as and where appropriate.
- 2.4 Manage patient care to ensure the highest professional standards using evidence based, care planning approach, evaluate and manage the implementation of best practice policy and procedure.
- 2.5 To be involved in the assessment, planning implementation and evaluation of patient care.
- 2.6 To be familiar with the audit cycle and support the audit process at unit level.
- 2.7 To provide a welcoming relaxed and informal atmosphere for the resident and those close to them.
- 2.8 To ensure resident confidentiality is respected and maintained at all times.
- 2.9 To be familiar with and act according to Nursing and Midwifery Board of Ireland professional code of conduct.
- 2.10 To be responsible for personal professional development.
- 2.11 To ensure that all staff are up to date on Mandatory training.
- 2.12 To promote and encourage professional development of staff.
- 2.13 To create a good learning environment by keeping up to date with new developments and supporting and encouraging open discussion.

3. Teaching Responsibilities

- 3.1 To provide instruction and guidance in the form of orientation and ongoing informal and formal teaching sessions to care assistants and staff nurses.
- 3.2 Participate in the identification, development and delivery of education, training and development programmes for nursing and non-nursing staff.
- 3.3 To be prepared to participate in relevant and appropriate research as agreed by Director of Nursing /Assistant Director of Nursing

General

- To adhere to policies at all times.
- To perform such other duties appropriate to the post as may be assigned from time to time by the Manager or a nominee.

Self Development

- To be aware of current developments and issues in healthcare by reading current literature and keeping abreast of new developments, attending 'in-house' seminars, lectures and courses when possible and as appropriate in consultation with your head of Department.
- To assume responsibility for his/her own professional development and safe work practice.
- To maintain own competence in all areas of role.
- To ensure a safe environment for himself/herself, colleagues and visitors.

Professional

- To have a working knowledge of Peamount Healthcare's policies.
- To have working knowledge of National Policies, including De-congregation, Assisted Decision Making and other policies relevant to the service.
- To present and act in a professional manner at all times and ensure colleagues do likewise.

Note: 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