

**Assistant Director of Nursing Intellectual Disability  
Job Ref: RQ070/ADON**

**Accountability/Responsibility**

1. The Assistant Director of Nursing & Intellectual Disability will assist the Director of Nursing in planning and directing the nursing and social care services for Peamount Healthcare, this will include Age Related Services and services for People with Physical Disabilities and Intellectual Disabilities. This will also include any new services the hospital deems to provide in its future developments.
2. The Assistant Director of Nursing & Intellectual Disability will work in partnership with the other Assistant Directors in the overseeing and managing of rosters to ensure that all units are rostered in line with their agreed budget to deliver a quality service.
3. The Assistant Director of Nursing & Intellectual Disability is accountable to the Director of Nursing for maintaining high standards of patient care and safety in line with HIQA standards.
4. The Assistant Director of Nursing & Intellectual Disability will be responsible for the budget and report any variance that may occur.
5. The Assistant Director of Nursing & Intellectual Disability will be responsible for the management of the department of Nursing and will deputise for the Director of Nursing in his/her absence.
6. The Assistant Director of Nursing & Intellectual Disability will report to the Director of Nursing & Social Care.
7. The Assistant Director of Nursing & Intellectual Disability will act as PIC as and when required

**Management and Professional Responsibilities**

The Assistant Director of Nursing will:

1. Assist with the direction and supervision of the nursing service and social care to provide a high level of patient care and nursing and social care management. Provide advice and support to clinical staff.
2. Establish good working relationships and systems of communication with the multidisciplinary team to ensure high standards of patient care. Maintain good public relations, and promote good communication with all unit staff and departments and exercise leadership.
3. Assist the Director of Nursing in directing nursing policy in relation to staff allocation, by use of computerised patient dependency system, in order to ensure that high standards of nursing care are being developed and maintained throughout the hospital.
4. Plan and guide activities to provide maximum patient care in accordance with hospital policies and procedures. Ensure that opportunities exist for the development of nursing and that care given is appropriate reflects current research and best practice and is cost effective and patient centred. Assist with the implementation of a quality assessment programme and ensure that audits are carried out and reflect the patient's level of satisfaction.
5. Initiate, encourage, advise, support and participate in research projects in order to examine and develop practice.
6. Maintain patient safety and investigate accidents, incidents, and complaints and report accordingly.
7. Assist in the formulation and implementation of Hospital Policy and Procedures and monitor same.
8. Be alert to possible safety hazards and assist as required in making appropriate arrangements for the health, welfare and safety of nursing and social care staff.
9. Become involved in the preparation for the introduction of a computerised nurse management system.
10. Control and develop staff within his/her area of responsibility, in consultation with the Director of Nursing, Unit Managers and Persons in Charge. Make provision for cover for leave so that all areas have adequate cover.
11. Attend meetings/seminars as required.
12. Complete a quality walkaround of your area of responsibility each day to ensure that standards are being maintained.
13. As part of the Nursing Administration team, take handover from the Night Manager as per roster.

### **Staff Management**

1. Assist with the recruitment, selection and deployment of nursing and social care staff as required, according to Human Resources policies.

2. Introduce and orientate assigned new staff to their duties in their area of responsibility.
3. Give support and counsel to nursing and allied staff as necessary. Participate in in-service training, orientation programmes and a system of supervision for all staff in your area of responsibility in line with HIQA standards and Peamount Healthcare policies.
4. Develop working relationships with Quality and Education department to ensure that there are training programmes in place to support staff in delivering evidence based practice as the service develops.
5. Direct and supervise nursing and social care staff at all levels and be available to offer support and advice.
6. Ensure that the Occupational Health Department is supported to deliver on health screening policy for all employees.
7. Ensure that there is a robust Induction system in place for all staff that report to you.
8. Ensure that you are up to date on HIQA standards and act as a resource to all team members.
9. To promote and “Shaping The Future of Intellectual Disability in Ireland” within the service

**Eligibility Criteria - Candidates:**

- Be registered in the General Division of the Register of Nurses kept by the Nursing and Midwifery Board of Ireland (NMBI)
- Provide evidence of a post graduate qualification in health or related field – *(desirable)* the candidate must be willing to undertake same if not obtained by date of application
- Extensive experience including any of the nursing specialities i.e. older persons & I.D.
- At least 5 years at clinical nursing manager 2 level
- Provide evidence of ongoing professional development
- Management Qualification
- A Genuine interested in working with Care of the Elderly & ID
- Excellent interpersonal skills
- Experience in Microsoft Office
- Excellent English written and verbal communication skills

The Assistant Director of Nursing will be aware of current developments in nursing and will encourage staff to do likewise.

This job description will be subject to review with changing circumstances and may include other duties and responsibilities as may be determined in consultation with the Assistant Director of Nursing, by the Director of Nursing & Social Care.

Reports to	Professionally accountable to the Director of Nursing.
Key Direct Reports	Person In Charge, CNM III, CNM II, CNM I, Staff Nurses, Student Nurses, Support Staff, Health Care Assistants.
Grade	Assistant Director of Nursing
Salary Scale	€54,125 - €64,811 HSE Pascale (ADON Non-Band 1 Hospitals)
Job Reference	RQ070
Enquiries To	Ms. Joan Guinan-Menton, Director of Nursing, <a href="mailto:jgmenton@peamount.ie">email:- jgmenton@peamount.ie</a>
Closing Date	12 noon Wednesday 17 <sup>th</sup> April 2019.

Remuneration for all positions will be in accordance with the Department of Health and Children salary scale commensurate with relevant qualifications and experience.

Job descriptions for the above post and any informal enquiries with regard to essential and desirable criteria are available from the HR Department. Interested applicants should **email:** [recruitment@peamount.ie](mailto:recruitment@peamount.ie) with a copy of their Cover Letter and CV referencing the REF outlined above.

Peamount does not require the use of recruitment agencies.

Peamount is an equal opportunities employer. Canvassing will disqualify applicants. Further information on Peamount Healthcare can be found on our website at [www.peamount.ie](http://www.peamount.ie)