



# Highfield Healthcare

## JOB DESCRIPTION

<b>Job Title</b>	<b>Assistant Director of Nursing, Mental Health</b>
<b>Organisation</b>	<p>Highfield Healthcare which incorporates Highfield Hospital and Hampstead Clinic Services the “Approved Centre” registered by the Mental Health Commission and Nursing Home Services including the Alzheimer Care Centre registered by HIQA.</p> <p>Mental Health Services are delivered from the approved centre across 112 beds in several different Units that include Acute Inpatients, Long Term Mental Health and Specialist Rehabilitation services. Acute mental health services are also provided from Hampstead Day Hospital, Elmhurst Day Hospital, and the acute outreach Hospital in the Home service.</p>
<b>Reporting Relationship</b>	The successful candidate will report to the Director of Nursing, Mental Health.
<b>Purpose of the Post/Post Summary</b>	<p>The ADON will play a pivotal role in the leading out on the development and ensuring the services are planned, organised, and delivered in a safe and effective way. The delivery of, recovery-orientated, outcome focused integrated care is a key requirement associated with the role. The postholder will plan, organise lead and manage and ensure the required level of oversight necessary for to support safe standards and the quality of nursing care. The post holder will be work with various health care professionals in the pursuit of these objectives and will provide leadership and support for the nursing teams and care staff.</p> <p>Key aspects of the role will require the post holder to implement quality assurance initiatives, manage the effective and efficient use of resources, meet regulatory requirements, build coherent teams and network, delegate, and work through others in order to build team capacity. There will be a strong focus on the provision of clinical leadership and outcome focussed care.</p> <p>The post holder supports the Director of Nursing in his/her overall management of the Mental Health Services to include the continued development of the Mental Health Services and deliver the overall service objectives for the Mental Health Services. This will include leading out on the future expansion of service provision both within Highfield and in ancillary off site locations</p>
<b>Key Responsibilities</b>	<p><b>The Assistant Director of Nursing will:</b></p> <p><b><u>Management</u></b></p> <ul style="list-style-type: none"><li>• Take responsibility for the appropriate and effective management of the Mental Health Services as delegated by the Director of Nursing.</li></ul>

- Participate in the development of the service plan and in the monitoring and review of activity against the plans.
- Be expected to problem solve and generate options and solutions for their team in their managerial role.
- Participate in the overall financial planning including implementing the necessary controls for the service relating to pay and non-pay expenditure.
- Assist with the direction and supervision including clinical supervision and mentoring of the nursing staff, care staff recovery support and social care workers to provide a high level of patient care.
- Oversee nursing clinical caseloads and manage accordingly in terms of equitable allocation in line with capacity and clinical capability.
- Provide innovative and effective leadership, support, and advice to nursing and allied staff at all levels.
- Identify, develop, implement, and provide guidance to nursing and other staff in the implementation of nursing and hospital policies.
- Maintain good employee relations and promote good communication with all relevant staff and departments.
- Plan and guide activities to provide optimum patient care in accordance with Highfield Healthcare policies and procedures.
- Ensure adherence to all standards and guidelines relating to professional nursing practice, behaviour and Highfield Healthcare standards.
- Take responsibility for leading out on service wide initiatives and groups that support the overall service managerial function.
- Undertake other relevant duties as may be determined from time to time by the Director of Nursing.

**Professional /Clinical Responsibilities**

- Provide a high level of professional and clinical leadership.
- Provide safe, comprehensive nursing care to service users in accordance with the Nursing and Midwifery Board of Ireland guidelines, legislative requirements, HSE regional and local operational procedures.
- Have a working knowledge of Mental Health Commission standards as applied to Approved Centres and Mental Health Settings including Quality & Standards Judgement Support Framework & Mental Health Act 2001.
- Work closely with the nursing team and nurse management colleagues in developing and maintaining nursing standards and in the pursuit of continuous quality improvement
- Manage, monitor, and evaluate professional and clinical standards of nursing care ensuring an evidence-based care planning approach.
- Participate in teams as appropriate, communicating and working in co-operation with the other team members and the wider multi-disciplinary teams.
- Facilitate co-ordination, cooperation, and liaison across health care teams.

- Formulate, manage, and implement best practice policies and procedures.
- Ensure that service users and others are treated with dignity and respect and the service users' needs are central to the decision-making process.
- Adhere and contribute to the development and maintenance of nursing standards, protocols, and guidelines consistent with the highest standards of patient care.
- Maintain professional standards in relation to confidentiality, ethics, and legislation.
- Participate in development of quality initiatives including clinical audit, standard setting, investigation of complaints and untoward incidents.

#### **Education and Training**

- Contribute to service development through appropriate continuous education, research initiatives, keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and attend staff study days as considered appropriate.
- Assist in the preparation of training plan to meet the MHC mandatory training requirements including monitoring and managing the uptake to ensure compliance
- Provide support/advice to those engaging in continuous professional development in his/her area of responsibility.
- Participate in the identification, development and delivery of induction, education, training, and development programmes for nursing and non-nursing staff.
- Participate in in-service training, orientation programmes and appraisals of all nursing staff.
- Participate in nurse training programmes and any other programmes pertaining to future developments.
- Provide support, clinical supervision, mentoring and professional development of relevant staff.
- Engage in performance review processes for self and staff including development of personal development planning e.g., by setting own and staff objectives and providing and receiving feedback.

#### **Health & Safety/ Risk Management:**

- Ensure that effective safety procedures are developed and managed to comply with statutory obligations.
- Be aware of risk management issues, identify risks and take appropriate action.
- Support the adaptation of an integrated approach to the management of clinical and operational management risks
- Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards.

	<ul style="list-style-type: none"> <li>• Assist in the development, implementation and review of Health and Safety statements, as appropriate.</li> <li>• Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).</li> <li>• Maintain a feedback mechanism and report to senior management where appropriate.</li> <li>• Work in a safe manner with due care and attention to the safety of self and others.</li> <li>• Ensure adherence to policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. Ensure advice of relevant stakeholders is sought prior to procurement.</li> <li>• Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.</li> <li>• Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</li> </ul>
<p><b>Qualifications &amp; Essential Skills</b></p>	<p><b>Candidates Must:</b></p> <p>Be registered on the Psychiatric Division of (NMBI) Nursing &amp; Midwifery Board Ireland</p> <p>Have 7 years post registration psychiatric nursing experience and 5 years psychiatric nursing management experience.</p> <p>Possess a relevant management course and evidence of continuous professional development</p> <p>Have proven clinical and professional managerial abilities, including leadership, communication, and organizational skills</p> <p>Have the requisite level of clinical leadership, managerial, organisational, and administrative knowledge and ability for the proper discharge of the duties associated with the post.</p>
<p><b>Competencies</b></p>	<p><b>Candidates must:</b></p> <p><b><u>Professional/Clinical knowledge</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate a high degree of commitment, professionalism, and dedication to the philosophy of quality health care provision.</li> <li>• Demonstrate a commitment and participation in Continuous Professional</li> </ul>

Development.

- Demonstrate evidence of policy development and the ability to translate policy into action
- Demonstrate knowledge of quality audit/assurance systems.
- Demonstrate specific knowledge of Mental Health Legislation, Quality Framework Mental Health Services in Ireland and relevant regulatory requirements.

#### **Planning and Managing Resources**

- Demonstrate requisite knowledge at a sufficiently senior level of organisation and management of nursing resource and practice.
- Demonstrate knowledge of clinical assessment systems.
- Demonstrate project and change management skills
- Demonstrate planning and prioritising the development of resources to ensure safe practice and maximise effectiveness to the service.

#### **Innovation and Management of Change**

- Demonstrate commitment as a change agent towards the development of Mental Health services for service users in line with Recovery Principles.
- Demonstrate the skills and competencies to effectively lead change and to effectively lead others.
- Demonstrate examples of working effectively with people and various healthcare professionals who possess a variety of skills, experience and interests in order to bring maximum benefit for the mental health services.
- Demonstrate a commitment to providing a quality service.
- Demonstrate the ability to be innovative and encourage innovation in others.
- Demonstrate the ability to develop a learning culture within the organisation which includes the integration of CPD

#### **Managing Self and Others**

- Demonstrate the ability to identify strengths and weaknesses of team members and provide opportunities for improvement.
- Demonstrate and implement line management and supervision
- Demonstrate the ability to work with other members of the mental health service / mental health team to ensure maximum effectiveness and efficient use of personnel.
- Demonstrate the ability to effectively motivate others.
- Demonstrate strong leadership skills.

#### **Problem Solving & Decision Making**

- Demonstrate the ability to evaluate information, make timely decisions and solve

	<p>problems.</p> <p><b><u>Communication Interpersonal Skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate strong communication and interpersonal skills.</li> <li>• Demonstrate the ability to present compelling arguments by understanding and anticipating the agendas of others; including the ability to use information and facts to build an effective case; involve and consult with key stakeholders tactfully and listen to their views.</li> <li>• Demonstrate the ability to work in partnership with a wide variety of stakeholders.</li> <li>• Demonstrate an ability to build and maintain relationships/work as part of a multi-disciplinary team.</li> <li>• Balances diplomacy with assertiveness.</li> <li>• Demonstrate the ability to negotiate effectively.</li> <li>• Demonstrate evidence of influencing skills in a complex work environment</li> </ul>
	<p><b>Health</b> 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</p> <p><b>Character</b> Each candidate for and any person holding the office must be of good character</p> <p><b><u>Note:</u></b> This job description reflects the present requirements and may be subject to review. The post holder may be requested to undertake other duties assigned by the Director of Nursing in response to emerging requirements</p>

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