



**ST. JOHN OF GOD COMMUNITY SERVICES Clg.,**  
**LIFFEY SERVICES**

**POST OF Assistant Director of Nursing Intellectual Disability**

**JOB DESCRIPTION**

**Responsible to:** Director of Services

**Reporting to:** Programme Manager

**Job Summary:**

The post holder will be responsible for supporting the development and delivery of an effective, efficient and person – centred health and social care service for people with an intellectual disability in Liffey region. This will include age related services and will include any new services the region deems to provide in its future developments. The post holder will take a lead governance role in residential services in a number of areas, located on campus and in the community. The post holder will take a lead role in infection prevention and control for the region with particular emphasis on Covid 19 and healthcare infections. The post holder will also provide clinical nursing support and supervision across the region where required.

**Duties and Responsibilities:**

**Leadership:**

- To promote the mission, ethos and values of St. John of God Community Services clg.
- Provide managerial oversight of the nursing and social care service to identify strengths and needs, and put in place actions to ensure a high standard of nursing and social care is provided.
- To ensure that professional ethics and values are disseminated and practiced through all levels of residential services
- To demonstrate leadership, direction and the supervision of all staff, ensuring that high quality, person centred care is provided.
- To develop and lead the delivery of best practice procedures, initiatives and practices relating to infection prevention and control in Liffey region.
- To play a lead role in the coordination and delivery of Covid response planning for the region ensuring that the most up to date guidance and practices are implemented within all settings.
- To provide support, advice and promote best nursing practices (ID) to all residential staff and to the multi-disciplinary team.
- Maintain good public relations, and promote good communication with all community services staff and families
- To provide practical guidance and solution focussed support to all colleagues
- To ensure designated centres are visited regularly to satisfy the post holder that standards are maintained and issues addressed in a timely manner
- To take a lead role where required in the management of human resource management issues
- To ensure the Programme Manager is aware of all relevant events, developments and concerns in respect of the designated centre's operation
- To facilitate, co-ordinate and resolve interdisciplinary and inter service issues as required.
- To deputise for Programme Manager as required.

**Service Management and Co-ordination**

- To contribute to the development, management and evaluation of service planning in the region.

- Facilitate the implementation of the Programme Quality and Safety schedule and ensure that a range of audits are carried out across residential services to identify gaps, deficits and good practices.
- To identify unmet needs within service provision and participate in the planning and development of new service initiatives as required.
- To ensure all reports, submissions and returns are submitted in a timely manner by supervisors and staff
- To provide senior management support to all Coordinators, Clinical Nurse Managers and social care leaders on a day to day basis.
- To ensure, in conjunction with relevant staff that person- centred plans are devised, implemented and evaluated for each resident in conjunction with the Circle of Support.
- To prepare, implement and maintain records regarding the deployment of staff, staff rosters, attendance and leave schedules and staff returns for pay roll purposes.
- To ensure that correct procedures are adhered to in the reporting, recording and review of incidents, accidents, and investigations.
- To monitor and collate accurate data in residential services and to prepare and provide timely reports on service effectiveness to the Senior Management team.
- To implement all national policy in respect of Children First and safeguarding vulnerable adults
- To ensure that there is a robust induction system (which incorporates all aspects of organisational and statutory obligations) in place for all staff in specific residential settings
- To assist in the formulation and updating of service procedures and guidelines; ensuring these are shared and implemented in each residential location.
- To support nursing and social care staff to develop effective nursing and/or health care interventions for all health care needs of residents that are based on current best practice guidance.
- To ensure adherence to all relevant legislation, standards and guidance and to ensure that evidence based nursing practice is promoted and implemented.
- To ensure that evidence based nursing management practice is implemented in all relevant areas of clinical nurse management.
- To ensure that effective Health and Safety procedures and practices are in place, adhered to and comply with legislation.
- To ensure the implementation of the National Incident Management System and the Risk Management system; and ensure all reporting and reviewing procedures are implemented in consultation with the appropriate personnel.
- To participate in all aspects of residential services management, including undertaking the PPIM role for a number of centres and, in the absence of the PIC, submit HIQA notifications and provide support during inspection activity.
- To demonstrate the ability to work independently and to organise the workload associated with the post in an efficient, effective manner.

### **Infection prevention and control**

- To lead out on infection prevention and control measures and practices within Liffey Region, ensuring that SJOG and national IPC and public health procedures are implemented and that systems are put in place to ensure all guidance is implemented in residential services.
- To ensure all services have systems and procedures in place for the effective use of PPE and other resources as part of infection prevention and control procedures, including ongoing responses to Covid 19 and the management of associated healthcare infections.
- To work closely with all relevant external agencies and departments such as HIQA, public health, SJOG residential, SJOG day services, SJOG general support services and the multi -disciplinary team to ensure the most up-to-date infection control and prevention guidance is communicated and implemented.
- To develop a system to monitor and evaluate infection prevention and control practices and procedures within the region and support services and put in place timely actions to address any barriers, deficits and risks identified.
- To ensure all staff in residential services access up-to-date training and development in infection prevention and control, including in the management of Covid 19 and associated healthcare infections.
- To act as a resource for the Liffey Region in respect of infection prevention and control advice.
- To advise and support in respect of residents transferring in and out of acute settings to and from residential services.

### Coordination of Resources

- Ensure that all residential services are prioritised appropriately and managed to optimise the effective and efficient use of resources ensuring these are allocated in a cost effective manner, with the correct skill mix to meet the needs of each residential setting by way of oversight and regular review.
- To oversee human resources allocations to adequately meet changes, fluctuations in demands and contingencies and maximise efficiency.
- To participate in the overall financial planning and budgetary accountability of the service, and to support supervisors with the effective use of their budgets and resources.

### Personnel

- To provide support and direction to residential support service coordinators and administrative support to facilitate the smooth day to day operation
- To take a lead role in respect of the workforce of residential service.
- To forge and maintain strong, positive working relationships across all areas of the service.
- Establish good working relationships and communication with the multidisciplinary team to ensure high standards of care and support for residents are delivered.
- Maintain effective communication with all residential staff, support services and with external stakeholders.
- To ensure day to day updates are received for the designated centres identified by the Programme Manager.
- To take a lead role in consultation with the Programme Managers and Coordinators in the direction and practices of Clinical Nurse Managers, Supervisors and Clinical Nurse specialist(s).
- To ensure all nursing personnel's adherence to the NMBI Codes, requirements and guidelines in respect of registration, CPD, Professional Nursing Practice and conduct.
- To facilitate regular meetings with CNM3/CNM2 and supervisors within the designated centres and to attend other meetings as required.
- To participate in the recruitment, selection, induction, probation and deployment of nursing and social care staff as required, in line with Human Resources policies and procedures.
- To establish clear objectives and expectations and to define core standards of competencies and performance for all staff.
- To conduct P.D.R. where required; empowering staff and promoting leadership skills and innovation.
- To promote and develop professional skills of staff by identifying training needs; co-ordinating and assisting in staff education and training programmes.
- To encourage and support staff teams to set and achieve short, medium and long term goals for their designated centre.
- To update and maintain accurate records that reflect key information and actions where required.

### Ethical Clause:

You are required to respect and operate within the framework of the tradition, character and ethics which govern the work of the Order of St. John of God in conjunction with the Philosophy of Personal Outcomes Measures.

### CONFIDENTIALITY

**In the course of your employment you may have access to or hear information concerning the medical or personal affairs of clients and / or staff or other Centre/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 or clients or other Centre business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.**

- **This Job Description will be subject to review in light of experience and / or changing circumstances and will include other duties appropriate to the post as may be reasonably determined by the Director or the designated nominee.**