

**Health Service Executive – Dublin and North East Region**

**Director of Nursing, Assistant (ADON Clinical Site Manager)**

**Job Specification, Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade, Grade Code** | **Director of Nursing, Assistant (ADON Clinical Site Manager) – 2910** |
| **Campaign Reference** | **CH 112/25** |
| **Closing Date** | **Tuesday, 1st of July 2025 @12 noon.** |
| **Proposed Interview Date (s)** | Candidates will normally be given at least one weeks' notice of interview. The timescale may be reduced in exceptional circumstances |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | HSE Dublin North and East Region, Connolly Hospital |
| **Informal Enquiries** | Siobhan Lines  [Siobhan.lines@hse.ie](mailto:Siobhan.lines@hse.ie)  **Tel:** 01 6465114 |
| **Details of Service** | The HSE has created six new health regions. Each region is responsible for providing both hospital and community care for the people in that area. Bringing community health services and hospitals together means we can take a more patient-centred approach to healthcare.  HSE Dublin and North East provides health and social care to North Dublin, Louth, Meath,  Monaghan and most areas of Cavan.  HSE Dublin and North East Region includes the following hospitals;  • Beaumont Hospital  • Cavan General Hospital  • Connolly Hospital  • Louth County Hospital  • National Orthopaedic Hospital Cappagh  • Monaghan General Hospital  • Mater Misericordiae University Hospital  • Our Ladys Hospital Navan  • Our Lady of Lourdes Hospital  • Rotunda Hospital |
| **Reporting Arrangements** | Reporting to the Director of Nursing |
| **Purpose of the Post** | The ADON Clinical Site Manager is responsible for overseeing the management of safe, efficient patient care within the hospital on a 24-hour basis 7 days per week. Clinical Site Manager will work in close collaboration with the Clinical Director, Director of Operations and the Hospital Manager/On Call Hospital Manager.  The role will involve close cooperation and communication with a wide variety of stakeholders both internally and externally, members of the multi-disciplinary team, patient flow team and community services.  The post is based in the patient flow Operational HUB. |
| **Principal Duties and Responsibilities** | **The position of Patient Flow Manager encompasses both managerial and administrative responsibilities which include the following:**    **Clinical Management Skills:**     * Provide leadership & management to all nurses and HCAs across all directorates, supporting performance and professional development on a day to day basis in conjunction with the Directorate ADON’s. * Develop and maintain close working relationships and provide leadership to the wider interdisciplinary team in order to achieve organisational objectives and quality improvement. * To support Directorate ADON’s in their roles, working together to achieve nursing and organisational objectives * Be familiar with and ensure clinical governance arrangements are adhered too. * Be responsible and accountable for developing and implementing operational plans that promote evidence based safe practice. * Participate in developing strategic plans for nursing (to include, but not limited to, education, research, practice development and clinical audits) in order to meet service and specialty needs. * Develop, maintain and continuously review standards of patient care. Devise and apply programmes for evaluating compliance and implementing professional nursing policies and standards. * Be responsible and accountable for resources and budgetary provisions applicable to nursing & HCA overtime or agency requirements in accordance with the hospital determined policy for financial and headcount management. * Contribute to quality improvement and change agenda initiatives locally and within the RSCI Hospital group. Work collaboratively with key stakeholders to achieve strategic and operational change   **Professional /Clinical Responsibilities**  *The Assistant Director of Nursing (Clinical Site Manager) will:*  Apply interpretive and creative thinking in relation to the scope of the role and demonstrate a proactive and enthusiastic approach to embedding this in practice.   * Provide a high level of professional and clinical leadership that facilitates critical thinking and ongoing quality improvement. * Ensure the provision of safe, comprehensive nursing care to service users within the guidelines laid out by NMBI. * Practice nursing according to Professional Clinical Guidelines, National and Area Health Service Executive guidelines, local policies, protocols, guidelines and current legislation. * Develop a shared sense of commitment and participation among staff in the day to day management of the Hospital and the organisational change priorities. * Be accountable for the quality of service delivery, ensuring effective, efficient and holistic patient care, research, training and practice development. * Create and maintain clear and effective dissemination of information among all levels of the nursing and the wider clinical team, as appropriate. * Prepare work schedules to help achieve the objectives set by the Executive Management Team and the Directorate Teams. * Submit regular reports on targets achieved, and actions taken when targets are not met. * Lead and/or participate in formalised working groups/committees relating to organisational development, clinical governance and the hospital clinical audit programme at local and corporate level. * Participate in the recruitment and selection process for nursing and other key appointments as required. * Actively contribute to the annual service plan. This will in turn contribute to the hospital’s provider plan with the HSE. * Be responsible for the development of business cases/service plans and/or other proposals for improvements or modernisation of nursing/clinical services. * Participate in pricing and costing models, working towards aligning patient activity and diagnostic condition to expenditure. * Be responsible for robust systems that regularly reviewing policies and procedures, with a particular focus on the quality of practice and management at ward or department level. * Engage in professional activities at a local, regional and national level.   **Patient Flow / Discharge Planning**  *The Assistant Director of Nursing (Clinical Site Manager) will:*   * Liaise with relevant stakeholders in relation to the planning and implementation of patient flow initiatives. * Work in partnership with the lead of patient flow / bed management to monitor   Work in partnership with the Emergency Department (ED) Patient Flow ADON and analyse, monitor and review ED Activity in conjunction with PET’s and required targets.   * Develop, implement and monitor quality improvement action plans in conjunction with the ED management team. * Analyse, monitor and forecast trends of admission and discharges in the hospital and highlight the wider implications for acute and non-acute services. * Lead out on initiatives that promote efficient patient flow throughout the hospital. * Communicate, educate and support staff at clinical level to ensure that patient flow is optimised. * Advise relevant stakeholders on optimal use and cost effective management of inpatient and day care resources for both public and private patients, in accordance with the hospital provider plan.   **Clinical Governance, Quality Assurance, Risk, Health & Safety**  *The Assistant Director of Nursing (Clinical Site Manager) will:*   * Place kindness and compassion at the core of daily work * Ensure effective leadership and management in terms of infection prevention control standards, decontamination services, and hygiene services. * Ensure effective leadership and systems are in place for the routine audit and collection and evaluation of data relevant to improving patient outcomes * Lead and participate in clinical audit e.g. hand hygiene, hygiene, decontamination, quality care metrics ect. * Ensure ongoing familiarly with the hospital Emergency Plan, understanding that out of hours the ADON site Manager will be the most senior person on duty in the event of an internal incident or major disaster. * Represent Nursing on any committees linked to emergency planning and actively participate in developing and implementing quality improvements. * With support of Directorate ADONs ensure Nurses and HCA’s are up to date with the hospital emergency plan. * Create a culture that promotes near miss/ incident reporting in an open, supportive learning environment. * Ensure that risks are assessed, managed and followed up in accordance with hospital procedure. * Be responsible for ensuring adverse incidents are investigated promptly, effectively and with respect for confidentiality and that communication systems are open and honest. * Advocate for preventative action and ensure procedures are adhered to and fully implemented. * Act in real time to deal with any matters that compromises patient safety * In conjunction with the HSE and RCSI Group policy ensure a strategy is in place to handle patient complaints in a timely manner at source and that learning is promoted from such complaints. * Comply with the open disclosure HSE policy. Ensure this is followed at clinical level. * Actively participate/lead out on reviews or investigations arising from near misses/incidents or complaints * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role e.g. Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards, Decontamination Standards etc. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * Ensure clinical governance   **Human Resource Management**  *The Assistant Director of Nursing (Clinical Site Manager) will:*   * Be involved in effective recruitment and retention initiatives that aim to secure and sustain required staffing levels. * Engage with nursing & HCA staff supporting them to develop in an environment that is open, transparent and empowering. * Promote and be receptive to feedback received from nursing and HCA’s * Manage staff absenteeism in line with the managing attendance policy. Ensure there is robust communication on such matters with the directorate ADON’s. * Ensure that the SAP HR system (or equivalent) is kept up to date and accurate. * Oversee Nursing and HCA rosters ensuring there is even distribution of available nursing/HCA resources and skill mix according to patient service need. * Develop improved systems for managing and securing HR nursing data. * Manage dignity at work and trust in care incidents in line with HR policy and procedure. * Ensure that matters of a disciplinary nature are followed up and managed in a timely manner in accordance with the HSE disciplinary procedures. * Lead or participate in HR investigations.   **Financial Performance**  *The Assistant Director of Nursing (Clinical Site Manager) will:*   * Actively pursues resource efficiency measures and value for money initiatives which contribute to the directorate and hospitals budgetary/financial and headcount challenges. * Manage the nursing pay and non-pay budget, to highlight variances and take appropriate action, including the management of the pay budget for bank and agency nursing staff within the directorate. * Control and closely monitor nursing expenditure throughout the hospital, ensuring effective use of resources.   **Education and Training**  *The Assistant Director of Nursing (Clinical Site Manager) will:*   * Promote and maintain a culture of evidence-based practice for nursing. Encourage the creation of effective local networks to share good practice and information dissemination, as appropriate. * Enhance the competency and capacity of nursing managers and staff in order to create an environment where individual learning and performance combine with organisational learning and quality improvement. * Comply with professional developments from the Nursing & Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) and other professional bodies relevant to the profession of nursing.   ***The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, 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.*** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Statutory Registration, Professional Qualifications, Experience etc.**    **Eligible applicants will be those who on the closing date for the competition**       * Be registered in the General Division of the Register of Nurses maintained by the Nursing and Midwifery Board of Ireland   and   * Have 7 years post registration nursing experience of which at least 3 years nursing management experience at a minimum of CNM II in an acute clinical setting   And   * Have a sound working knowledge and experience in promoting timely patient flow and/or discharge planning through the acute hospital setting   and   * Have the clinical, managerial and administrative capacity to properly discharge the functions of the role   and   * Possess a post graduate qualification at not less than level 8 (QQI) in health care or management related area   **Annual Registration:**     * Practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland [Bord Altranais agus Cnaimhseachais na hEireann].   And   * Confirm annual registration with NMBI to the HSE by way of the annual Safety Assurance Certificate [PSAC].   **Health**  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.  **Character**  Each candidate for and any person holding the office must be of good character.  Note1: Candidates must achieve a pass in Ordinary or Higher level papers. A pass in a foundation level paper is not acceptable. Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme. The Leaving Certification Applied Programme does not fulfil the eligibility criteria. |
| **Desirable Requirements** | * Be proficient in the use of Information Communication Technology, Computers, Software Packages (Microsoft Word, PowerPoint, Excel, IPIMs |
| **Skills/Competencies** | **Technical & Professional Expertise**  Has a command over the technical/ professional skills and knowledge required within the job holder’s role and continues to upskill to maintain high professional standards and continuous professional development requirements.    **Patient Centred**  Demonstrates eagerness to understand patient needs. Views the patient as central to the delivery of every day service through consistent understanding, tolerance, care, support and empathy while promoting empowerment, independence and choice.    **Leadership and Management**  Manages performance to deliver team goals; demonstrates accountability for leading, directing, monitoring and evaluating RCSI Hospital Group services. Creates a climate in which people want to do their best. Promotes confidence and positive attitude; influences others to follow a common goal.    **Building & Maintaining Relationships**  Builds and maintains relationships with a network of people. Recognises the two way nature of relationships and works to develop mutually beneficial partnerships. Interacts with others in a manner that builds respect and fosters trust.    **Commitment to Quality & Risk Management**  The ability to focus on understanding stakeholder’s needs and expectations and to respond effectively and efficiently to them. Has a good knowledge of and is committed to offer a quality service through the achievement of goals, accreditation standards, other organisation/department standards and risk management frameworks and guidelines.    **Problem Solving & Decision Making**  Identifies and solves problems by understanding the situation, seeking additional information, developing and weighing alternatives, and choosing the most appropriate course of action given the circumstances.  **Communication & Interpersonal Skills**  Speaks and writes clearly, fluently and effectively to both individuals and groups; communicates in a manner that will persuade, convince and influence others, in order to motivate, inspire or encourage them to follow a particular course of action. |
| **Competition Specific Selection Process**  **Shortlisting / Interview** | Short listing may be carried out on the basis of information supplied in your application form. The criteria for short listing are based on the requirements of the post as outlined in the eligibility  criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the shortlisting stage of this process (where applied) will be called forward to interview. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Codes also specifies the responsibilities placed on candidates, feedback facilities for candidates on matters relating to their application, when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process, and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code Of Practice, Information For Candidates”.  Codes of Practice are published by the CPSA and are available on [www.hse.ie](http://www.hse.ie) in the document posted with each vacancy entitled “Code of Practice, Information For Candidates” or on [www.cpsa-online.ie](http://www.cpsa-online.ie). |
|  | The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |

**Health Service Executive – Dublin and North East Region**

**Director of Nursing, Assistant (ADON Clinical Site Manager)**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancies are permanent and whole time*.*  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is as at: 01/03/2025 - 70,701 72,071 73,391 77,447 78,724 80,207 81,594 82,971 87,250  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is: 37.5 Hours  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be in line with HSE annual leave entitlements and will be outlined at job offer stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Infection Control** | Have a working knowledge of 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. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/> [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)