

Job Description

Role:	Director of Nursing
Reporting to:	Head of Services, Fortnightly attendance at SMT, attendance and board and subcommittees as requested.
Location:	Mount Tabor Nursing Home, Sandymount.
Hours of Work:	Full Time Permanent (39 hours/5 days per week)

Overview of the role:

To lead the nursing home in demonstrating compassion through effective relationships based on empathy, respect, and dignity. To drive the delivery of excellent clinical standards of care supporting the resident at all times to live fullness of life. To ensure a strong team based culture in line with the ethos of DCM to welcome serve and support.

Eligibility Criteria:

- A registered General Nurse on the Register of Nurses held by Nursing and Midwifery Board of Ireland.
- Evidence of continuous professional development.
- A post registration management qualification in health or a related field.
- At least 3 years' experience in senior management at ADON or DON level.

Accountabilities and Responsibilities:

Governance and Leadership:

- Oversee all aspects of management of the nursing home including clinical care, resident and family engagement and the management of all support services including Catering, Housekeeping, Maintenance and Activities. Promote effective communication with all staff and management ensuring that all communication that issues from DCM Senior Management is communicated effectively within the home.
- Issue a weekly operational report to SMT and attend SMT meetings as required to report in key areas.
- Updated Monthly KPIS for the home which include Board KPI and Clinical.
- Liaise with outside agencies as required including HSE Safeguarding Team, HIQA, An Garda Síochána and Public Health as required.
- Actively participate in the Mount Tabor Operational Meetings ensuring that action plans are reviewed and followed through.
- Lead, by example, a professional, punctual, and dedicated team supporting and developing staff at any opportunity.
- Work Closely with the ADON, ensuring delegation of duties to ensure the home is managed and lead effectively.
- Be actively involved in the roll out of new systems such as V-Care and Softworks and ensure that all employees are trained and competent in the use of same.
- Always work with the understanding of the organisations ethos and Christian values creating a supportive team culture.

People Management:

- Participate in the DCM Corporate Induction and the initial induction to Mount Tabor to ensure there is effective communication and engagement with employee's as they commence in DCM.
- Ensure that all employees comply with Training Requirement and all HR Policies and Procedures.

- Keep staffing tracker files to ensure that any changes in staff hours or vacancies are reported to HR in a timely manner to support recruitment and the effective running of services.
- Ensure all staff have the skills to carry out their role as per their job description and identify training gaps to be addressed.
- Ensure probations for staff are carried out in a timely manner so as to address performance issues, liaise with HR on same.
- Motivate team members, by agreeing goals and objectives, through performance review.

Resident Care:

- Ensure that there is a high standard of care and service to the resident, and their family members / representatives.
- Ensure the HIQA Standards of Care for Older Persons are adapted through all policies, procedures and care plans.
- Promote and maintain resident safety and quality care through respecting the dignity, privacy and rights of the resident.
- Ensure that Mount Tabor is operated in a manner that respects the age, gender, sexual orientation, disability, family status, civil status, race, religious beliefs, and ethnic and cultural background of each resident.
- Develop relationships with residents, which facilitates resident autonomy, informed choice and evidence-based decision-making.
- Ensure that the resident is safe from physical abuse of any kind. Where a concern arises for a resident's safety, the relevant policies must be followed.
- Support the resident, in so far as is reasonably practical, to access and retain control over his/her personal property, possessions and finances.
- Ensure the resident, and/or their family members /representatives shall have access to an advocate as deemed appropriate.

Quality, Safety and Risk Management

- Maintain effective management and implementation of the Incident Management Process ensuring timely reporting and following the relevant policies.
- Instil a strong health and safety culture, leading the health and safety committee and actively having regular health and safety walks in the home.
- Put a strong emphasis on Fire Management by updating of the Fire Register, Regular Fire Tool Talks with Staff, Monthly Fire Drills and anything else require on Fire Compliance.
- Complete clinical audit and KPI reporting as per the agreed schedule for the year.
- Keep up to date on changes in clinical practice by liaising with other DON's, NHI, HSE, Public Health and HIQA. Communicate changes in practice to the team and ensure documentation is compliant also.
- Update all policies and procedures for Mount Tabor as per the policy framework for the home.
- Attend Clinical Governance Meetings reporting effectively on all required areas. Attend the Quality, Safety and Risk Sub-Committee of the Board as required.
- Ensure the risk register is maintained for the home and risk assessments are carried out as required.
- Ensure the HIQA Action Plan and any other Action Plans for the home are regularly updated and progressed.

Clinical Advice:

From time to time the Director of Nursing may be required to give Clinical Advice to our 2 Independent Living Sites in Sandymount and Glenageary. We are in the process of developing these services and now have Health Care Assistants as part of the team. We have a part time CNM1 who would benefit from some input on occasion.