



# **GALWAY HOSPICE** **FOUNDATION**

## **Appointment of Director of Nursing**

### **ROLE SUMMARY:**

**Reporting to the Chief Executive Officer, the Director of Nursing & Therapy services will provide strategic leadership to nursing and therapy departments of Galway Hospice governed services which encompasses the inpatient services in Galway and Castlebar as well as community services providing homecare therapy and patient support. The post holder will lead and manage all staff with the nursing and therapy departments while acknowledging the Vision, mission and values of the Foundation. The post holder will play a strategic role in the overall vision and direction of the Foundation and they will provide professional and business leadership for all nursing and therapy departments.**

The post holder is responsible for ensuring the provision of the highest possible standards and delivery of palliative care to all patients of Galway Hospice governed services and their families/carers, guided at all times by his/her Professional Code of Practice.

The Director of Nursing & Therapy Services will be responsible for the following areas:

- Nursing
- Allied Health Professionals
- Complementary and Creative Arts Therapies
- Other relevant clinical and associated support services as may be determined by the Chief Executive

### **PRINCIPAL DUTIES & RESPONSIBILITIES:**

#### **Specific Accountability, Duties and Responsibilities:**

- Provide strategic and clinical leadership and direction for staff and related services.
- Will have a significant role in developing the overall vision and strategic direction of the Foundation taking into account the underpinning ethos and values of the organisation.
- To effectively manage the Nursing and Therapy Departments for all Galway Hospice governed sites as necessary, ensuring key issues are raised and addressed at Executive Team Level.
- To participate in, and comment on, policy, service profile and development of the Foundation.
- Required to advise the Board of the Foundation through the Chief Executive Officer and the Executive Team on related matters.
- Provide direction for the development and advancement of nursing and clinical matters and related services which results in the delivery of effective, efficient, cost-effective, quality assured and patient centred care.
- To ensure the quality and safety of care for all patients of the Foundation.
- Liaise with relevant department line managers to Plan, organise and supervise the nursing and therapy services.
- To engage with patients and relatives with regard to any care matters.

## **Leadership, Governance and Compliance**

- Develop a shared sense of commitment and participation among nursing and assigned therapy staff in the management of change, the development of the nursing and clinical services and in responding to the changing health needs of patients.
- Provide professional advice to the organisation on the development of the Nursing and assigned Therapy Services.
- Maintain good collaborative working relationships and communications with appropriate statutory, professional and voluntary organisations responsible for and / or participating in health care.
- Play a lead role and consult as necessary with other personnel in the formulation of policies and the selection, introduction and development of information and other systems for the Nursing and Therapies services.
- Keep the Chief Executive apprised of any significant development within the area of nursing and therapy areas
- Ensure compliance with the regulatory environment and legislation governing the organisation.

## **Management**

- Participate as a core member of the Executive Team and contribute to the preparation of plans for services.
- Participate as a member of the Integrated Safety Quality Committee and contribute to the monitoring and development of quality and safety initiatives.
- Prepare monthly reports in relation to the nursing and therapy departments covering areas such as key activities \ development.
- Have active engagement in developing the operational and strategic plans for the organisation
- Provide professional advisory support to other members of the Executive Team and Line Managers.
- Participate in and attend such internal committee meetings as required by the Chief Executive.
- Optimise the return from allocated resources ensuring value for money is achieved at all times.
- Develop good relations with key members of the community, associations and organisations relevant to nursing care and clinical care.
- Represent the organisation at meetings with external agencies / bodies /groups that are necessary for the proper discharge of the post.
- Participate in the nurse manager on call rota.

## **Human Resources & Development**

- Be responsible for the performance management of all Nursing and Therapy services management grades within the organisation including but not limited to the probationary and annual PPDR processes.
- Play a lead role in the formulation and review of nursing and clinical policies.
- Play a lead role, in conjunction with the Human Resources department, in the recruitment, selection and appointment of staff.
- Foster a high level of morale and commitment among nursing and therapy staff by effective motivation, participation and consultation.
- Ensure that staffing levels are maintained at approved levels at all times, in conjunction with the HR Department.
- Ensure the optimum and effective use of nursing and therapy staff through efficient rostering skill mix planning, work load measurement, staff profiling and deployment, attendance and reward management.
- Participate as appropriate, in the formulation of relevant Human Resources policies and procedures.
- Deal with industrial relations issues relating to nursing and therapy staff in consultation with the Director of Human Resources.
- Promote and maintain a safe and high quality environment for staff.

- Ensure the effective integration of the nursing and therapy services with all other relevant staff throughout the Foundation.
- Implement good employee / industrial relations practices and develop open communication processes with trade union / staff representatives to ensure that communications are clear and that a partnership approach to problem solving is in place.

### **Education and Research**

- Promote professional development.
- Work with Head of Education, Quality Manager, Director of HR, nurse managers and therapy services managers to ensure appropriate in-service education and on-going learning needs of relevant staff are met.
- Monitor recent nursing and clinical research and new developments and ensure that research projects are fully in compliance with the Foundation's policy and research strategy.
- Initiate, facilitate and take part in relevant nursing and clinical research and promote awareness of on-going and current research into issues affecting patient care.
- Liaise with Head of Education, Quality Manager and relevant managers to progress research and education initiatives.
- Assist with Staff Orientation Programme as required and maintain throughout the Foundation an awareness of the Mission, Vision and Values in relation to all activities.

### **Finance**

- Work with the Finance Department and CEO in preparing annual financial estimates of nursing, therapies and related clinical services to include staffing levels education and training needs.
- Work closely with Finance Department in evaluating long term funding requirements of the organisation and provide input into capital planning and development.
- Ensure financial resources allocated to the nursing and therapy departments are utilised most effectively.
- Ensure expenditure is controlled within budget and identify potential for efficiency saving through improved practices and innovation.
- Ensure, with support from the Finance Department and CEO that the service performs within the allocated budget.

### **Quality Safety and Risk Management**

- Maintain the safety and well-being of patients, relatives and staff in accordance with the Safety Policy of the Foundation.
- Maintain a safe work environment in co-operation with the Chief Executive and with reference to the Safety, Health and Welfare at Work Act, 2005.
- Instruct assigned staff in safe working practices, as appropriate.
- Work in a safe manner with due care and attention to safety of self and all other persons in the workplace.
- Report accidents or incidents involving equipment, patients, staff members or the public to the Chief Executive in a timely manner & ensure the investigation / follow-up of all incidents as per policy.
- Ensure that modern standards of nursing and clinical care are in operation and that regular monitoring of nursing and clinical care is undertaken through audit.
- Participate in the implementation of national minimum standards for quality, safety and risk management for all services under their direction and develop standards as necessary moving towards excellence in service delivery.
- Engage in statutory or accreditation inspections e.g. CHKS and National Standards for Safer Better Health Care and to work with the Executive and line management teams to implement the recommendations from such assessments

- Participate in the development and implementation of Risk Management and Health and Safety strategies.
- Ensure adherence to all codes and guidelines relating to professional practice and behaviours.
- Ensure compliance with the organisations regulations and policies and external legislation in areas relevant to nursing and Therapy services.
- To be aware of and address, as appropriate, complaints as outlined in the organisation's Complaints Policy.
- Ensure the highest standards of patient care are delivered through the effective adherence to the organisation's policies and procedures by relevant staff.
- Responsible for the direction, administration, monitoring and evaluation of nursing, clinical and patient care.

**General:**

- Comply with the Mission Statement, Vision and Values of Galway Hospice.
- Represent Galway Hospice at regional or national level, where appropriate to the post.
- Review Performance and Professional Development Reviews undertaken by Line Managers and give a summary report to the Chief Executive.
- Create and promote healthy working relationships.
- Conduct all assignments and communications in a professional, efficient and confidential manner.
- Foster and develop a spirit of teamwork and participate in team-building activities.
- Maintain a high standard of work performance, attendance, appearance and punctuality.
- To perform such other duties appropriate to the post as may be assigned from time to time by the Chief Executive Officer

**Self-Development**

- To assume responsibility for his/her own professional development.

**Professional**

- To present and act in a professional manner at all times and ensure colleagues do likewise.

**POST REQUIREMENTS:**

- Registered or are eligible for registration, in the General Division of the Register of Nurses as maintained by Nursing and Midwifery Board of Ireland.
- Substantial management experience at a senior level in a healthcare setting (minimum of five years' experience at a senior level)
- Wide general nursing and clinical experience with proven leadership qualities.
- Excellent understanding of clinical governance, service planning, service provision and resource management.
- Robust understanding of operating under Quality Systems (e.g. HIQA, CHKS, ISO, JCI standards)
- Successful track record of delivering change programmes, demonstrating respect focused leadership while continuing to meet service demands and changes
- Strong Financial management experience which includes the ability to demonstrate success in managing financial information and workforce resources
- A proven ability to develop a vision and strategy and to execute and deliver that strategy
- Ability to coach and mentor colleagues
- Talent management and succession planning.
- Possesses formal Management qualification (i.e. Degree / Diploma or equivalent)
- Ability to travel approximately 25% required.

- Have excellent communications and interpersonal skills suited to the ethos and environment at the Hospice.
- Eligibility to work in Ireland.

### **Desirable**

- Previous experience as Person in Charge (PIC) / Director of Nursing but not essential.
- Employee and Industrial Relations exposure and experience.
- Policy development and roll-out.
- Management of an ethnically diverse workforce.

### **Core Competencies**

- Strong leadership skills with a successful track record in building and nurturing and growing talent within the organisation
- Ability to develop key relationships and partnerships with a wide range of collaborators.
- A proven ability to develop a vision and strategy and to execute and deliver that strategy.
- Thorough knowledge of key governance challenges.
- Proven track record in the area of Education and Research.
- Demonstrate success in managing extensive financial, information and workforce resources.
- Excellent communication skills.
- Strong negotiation and conflict resolution skills.
- Ability to evaluate information and judge situations.
- Strong problem solving skills.

### **Personal Attributes**

- Adaptability & flexibility.
- Creativity and innovation.
- High personal integrity commitment to highest ethical standards.
- Strong team player with a high regard for fairness, equality and dignity of all staff.

### **Additional information**

The location of the post may be based in either our Galway or Mayo facility and the Director of Nursing may be required to relocate from time to time by to facilitate training, upskilling or for other purposes.

The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This position offers an excellent opportunity for the post holder to make an impact within a forward thinking organisation and assist with the ongoing development that is currently taking place within the Galway/Mayo Hospice Foundation.

Eligibility to take up the post is conditional on obtaining Garda Vetting Clearance and the successful completion of a pre-employment medical examination.

## **APPLICATION PROCESS**

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**Please contact our recruitment partner, Conor Harty at 061-414533 for a confidential discussion or apply by forwarding an up to date CV to [conor@hartyvirtualhr.ie](mailto:conor@hartyvirtualhr.ie)**

**The closing date for applications is Friday 15<sup>th</sup> January 2021**