

Job Description

| | |
|-------------------|---|
| Job Title | Assistant Director of Nursing (ADON) – Surgical Services |
| Department | Nursing Administration |
| Reports to | Director of Nursing |
| Date | September 2014 |

Overall Purpose of Job

The Assistant Director of Nursing is accountable for the development, effective operation, and evaluation of Surgical Services in a high tempo acute setting. This will involve the provision of exceptional care for the patient where quality, respect, caring and compassion are at the centre of what we do. Central to this role is the practice of effective leadership in the management of all available resources. This will include clinical practice supervision and guidance, human resources management, including staffing and evaluations, financial planning and budget management.

Key Responsibilities and Deliverables

The delivery of a patient focused service must be the principle underpinning the delivery of services. The Assistant Director of Nursing is responsible for the coordination of all activities within Surgical Services. This focus is aimed at delivering every patient with the highest standard of service in terms of courtesy, kindness, efficiency and effectiveness. The post holder will have a clinical background and will be required to co-ordinate and guide the implementation of the Hospital's service plans in consultation and in collaboration with the surgical services team and senior hospital management. He/she will have the authority to work directly with consultants, senior nurse management and hospital management and will be accountable for ensuring that the decision making process is effective and that remedial action where necessary is proposed to the senior hospital management. The post holder will advise on the optimal use and cost effective management of surgical services and day care resources for patients in accordance with the hospital business plan or service plan.

Strategic Role

- Liaise with senior management to develop service plans and report frequently on progress against them.
- Define and communicate local objectives that will ensure the achievement of the organisational strategy within resource limitations.
- Monitors fiscal budget to control operational and capital expenditures while monitoring and adjusting staffing patterns to improve unit productivity.
- Implement effective controls to monitor, evaluate and report the standards of delivery within the area of surgical services.
- Take ultimate responsibility for the effectiveness of service delivery.
- Create a culture of accountability, openness to change, respect for the individual and teamwork that supports the ethos of the hospital.

Key Working Relationships

- Work effectively with consultants, department managers, senior nursing and other senior clinical staff to ensure effective service delivery.
- Work with all of the clinical specialities to ensure management of the throughput of patients within surgical services.
- Lead the communication process across all areas of responsibility.

Objectives of the Post

- The appointee will have a significant and important role in ensuring that the strategic direction of the hospital is guided by the best principles of resources management. There are four areas that will be a priority for the Assistant Director of Nursing.

They are: -

- a) Ensure the maintenance of patient safety at all times.
- b) Maintenance of effective throughput of patients within surgical services.
- c) Ensuring that workloads are arranged in a manner that maximises the use of resources.
- d) Continually monitor and control activities that impact on financial expenditure.

The role will also be responsible for: -

- Analysing, monitoring and forecasting trends in surgical services.
- Direct and active participation in service planning, implementation and evaluation in overall resource management of the department, including continuous quality audit and performance measures specific to the area of surgical services.
- Ensuring the application of best practice including the generation of action plans to continuously improve the provision of services.

Operational Role

- Assist in implementing protocols, guidance and policies on the management of surgical workloads and the timely throughput of patients. This must be done in accordance with joint commissioning international accreditation standards.
- Regular timely reporting of resource utilisation to senior management and circulating on a regular basis reports for key clinical decision makers on resource utilisation.
- A significant and important role will be in the planning and co-ordination of initiatives to match resource usage with patient throughput. This will include active direct participation in relevant committees.
- Participate fully in all Health and Safety related hospital initiatives and policies.

Information Technology

- Be proficient in Meditech's Scheduling/Admissions/Theatre modules and related software.
- Be aware of 'IT Meditech Downtime Policy' and be able to put into effect if required relevant procedures.

Service quality/Accreditation

- Understand the importance of quality in relation to every day work and participate in quality system measures to ensure that services are provided at an agreed quality standard
- Understand the importance of providing an excellent Customer Care Service to all patients, consultants and colleagues to uphold the mission, vision and values of the hospital
- Participate in performance productivity measures

Person Specification

| | |
|--|---|
| Qualifications | <ul style="list-style-type: none"> ▪ An Bord Altranais Registered General Nurse licence in good standing. ▪ Degree in Nursing ▪ Recognised post graduate course within surgical services ▪ Qualification at masters level or be willing to undertake such a qualification within the next 2 years. ▪ Excellent organisational skills. ▪ Excellent IT skills |
| Experience | <ul style="list-style-type: none"> ▪ At least 5 years clinical experience at CNM 2 level within surgical services in an acute hospital |
| Job Specific Competencies and Knowledge | <ul style="list-style-type: none"> ▪ Must possess good decision-making ability, and a capacity for analytical and problem-solving. ▪ Be capable of communicating effectively and courteously with a wide range of departments and individuals, including hospital consultants, senior nurses and hospital management ▪ She/he should have a strong awareness of the need for confidentiality, discretion, precision, and a methodical approach in all matters. ▪ An ability to maintain motivation to get things done with attention to detail within the constraints of a busy hospital. |
| Personal Competencies | <ul style="list-style-type: none"> ▪ All posts in Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service in a developing environment. The post holder will be required to demonstrate flexibility as and when required by their role. ▪ Ability to play an active part in the multi-disciplinary team ▪ Be self motivated with a high capacity for responsibility and individual initiative ▪ Demonstrate an ability to prioritise work and handle large volumes of activity |

Important Note: *The extent and speed of change in the delivery of health care is such that adaptability is essential in this position. The incumbent will be required to maintain and enhance their professional knowledge, skills and aptitudes necessary to respond to a changing situation. The Hospital is at the developmental stage and therefore, the job description must be regarded as an outline of the major areas of accountability at the present time. In light of the changing needs of the Hospital this job description may be subject to review as the Hospital and post holder's role develops.*

Job Description received by employee _____
Signature
Date