

Our Lady's Hospice & Care Services

*Respite
Rehabilitation
Reassurance*

Harold's Cross
& Blackrock

JOB DESCRIPTION & PERSON SPECIFICATION

Nurse Tutor

0.5 WTE Specified Purpose Contract

(Approx. 9 months)

HSE Funded



Founded in 1879 by
the Sisters of Charity

JOB DESCRIPTION

TITLE	Nurse Tutor
REPORTING TO	Director of Education, Research and Training
SALARY SCALE	Department of Health & Children salary scales apply
HOLIDAYS	25 – 28 days per annum pro rata
WORKING BASE	This post is based in the Education & Research Centre, Our Lady's Hospice & Care Services (OLH&CS), Harold's Cross. OLH&CS currently operates across two sites; Harold's Cross and Blackrock. In the interest of patient care and changing needs, candidates are required to be completely flexible and are obliged to carry out duties in any department or location of the Hospice or associated locations when required to do so by the Chief Executive Officer.
HEALTH	A candidate for and any person holding the office must be free from any defect or disease which would render them unsuitable to hold the office and be in a state of health as would indicate a reasonable prospect of ability to attend regular and efficient service.
CHARACTER	A candidate for and any person holding the office must be of good character.
HOURS OF WORK	19.5 hours per week There will be times when work outside of the normal office hours will be required. Details of starting and finishing times, which may vary in accordance with service needs, will be notified by the Director of Education, Research and Training.
WORKING WEEK	7.8 hours per day between 8.00 and 18.00 hrs. This is a 5/5 day position working Monday - Friday. Evening and / or weekend work may occasionally be required.
ETHICAL CODE	The post holder is required to respect the special charism, ethos and tradition of OLH&CS and to observe and comply with its policies, procedures and regulations.
CONFIDENTIALITY	The post holder will have access to various types of records and information in the course of their work. Such records and information are strictly confidential and unless acting on the instruction of an authorised person, on no account must information concerning staff, patients or other hospice business be divulged or discussed except in the performance of normal duty. In addition, records may never be left in such a manner that unauthorised persons can obtain access to them and they must be kept in safe custody when no longer required.
GARDA VETTING	Legislation has been introduced for the provision of Garda Vetting in respect of candidates for employment in areas of the Health Services, where it is envisaged that potential employees would have substantial access to children or vulnerable adults. The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to an appointment being made.
JOB PURPOSE	The purpose of this position is to provide education and training for health care professionals and to enhance and develop the learning environment in OLH&CS. The role involves needs analysis, planning, budgeting, co-ordinating, implementing and evaluating a range of programmes and events for internal and external students and participants availing of learning opportunities in or via our centre.

KEY DUTIES & RESPONSIBILITIES

Education, Training and Research

1. Identify education and training needs of staff of OLH&CS and plan and co-ordinate delivery of education programmes to meet these needs.
2. Plan, design, develop, deliver, evaluate and co-ordinate education programmes that are responsive to the needs of nurses and health and social care professionals in OLH&CS and in other healthcare settings.
3. Manage the development, delivery, assessment and evaluation of education programmes and clinical placements with UCD / TCD and/or other affiliated institutions.
4. Co-ordinate the delivery of education programmes with other providers such as Milford Care Centre, Northern Ireland Hospice, QQI etc.
5. Develop and conduct in-house and outreach programmes supporting staff competency.
6. Provide support to students on education and training programmes.
7. Promote clinical excellence through participation in the development of multidisciplinary education programmes.
8. Support the Education Technologist and other colleagues, to develop materials suitable for adult learning and support the Business & Enterprise Manager to develop marketing opportunities to enhance the reputation and reach of the Education and Research Centre.
9. Foster an ethos of research and facilitation of evidence-based practice within OLH&CS and identify, initiate and engage in audit and research and publish findings.
10. Maintain clinical capability via regular clinical practice and keep up to date with current research and evidence based practice and research.

Leadership & Management

1. Work with the interdisciplinary and leadership teams of the Education and Research Centre to develop the strategic goals of the department and ensure they are realised.
2. Co-ordinate the role of associate trainers as appropriate.
3. Advise learners on academic and vocational curricula and on career issues.
4. Advise the Director of Education, Research & Training and other staff in relation to education and training e.g. future development, strategic links and resource requirements.
5. Ensure the financial viability of programmes through careful assessment of risks and benefits of programme delivery.
6. Maintain statistical data and provide input into quarterly and annual reports. Provide a monthly update on own activities to the Director of Education, Research & Training and participate in Performance Management processes.
7. Co-ordinate and develop education policies and protocols.
8. Provide mentorship and/or supervision to students and staff and act as role model and specialist resource.
9. Establish relationships with health and social care providers within the statutory and voluntary sectors, identifying educational needs and designing and delivering appropriate responses.
10. Serve on committees and groups and collaborate with other organisations and institutions as relevant. Participate in departmental and organizational fora and meetings as required.

Other

1. Adhere to departmental and hospice policies.
2. Assume responsibility for own professional development and safe work practice.
3. Ensure a safe environment for self, colleagues and visitors.
4. Present and act in a professional manner and ensure colleagues and students do likewise.

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. This job description will be subject to review in the light of changing circumstances. It is not intended to be exhaustive but should be regarded as providing guidelines within which individuals work.

The duties and responsibilities detailed above are a reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the service.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Registered as a Nurse Tutor with the Nurses and Midwives Board of Ireland (NMBI) or eligible to apply for such registration. Registered in the relevant Division of the Register of Nurses of NMBI. 	<ul style="list-style-type: none"> Qualification in Palliative Care. Qualification in Management, Communications and/or Education Technology.
Experience	<ul style="list-style-type: none"> 2 year's post-graduation work experience. Experience in facilitating adult learning. Evidence of continuing professional development. 	<ul style="list-style-type: none"> Experience facilitating student learning including needs analysis, curriculum development and delivery in classroom and via eLearning. Research interest and experience.
Core Competencies		
Professional Knowledge & Skills	<ul style="list-style-type: none"> Professional expertise and practitioner competence. Ability to conduct learning needs analysis and develop appropriate curricula. Ability to teach and provide learning opportunities in different environments (classroom, online etc.). Understanding of key issues in health care and of relevant legislation & standards. Excellent IT skills. Strong knowledge of research methods and of the challenges and opportunities to develop research, audit and evidence based practice in health care. 	
Interpersonal / Communication Skills	<ul style="list-style-type: none"> Excellent interpersonal communication skills. Ability to communicate effectively to a wide audience in visual, oral and written form. Ability to develop positive working relationships internally and externally. Ability to empathise with and treat learners and colleagues with dignity and respect. Ability to apply relevant education theory when supporting learners with different learning styles. 	
Management / Leadership Skills	<ul style="list-style-type: none"> Ability to lead, manage and motivate others to achieve organisational objectives. Ability to initiate, develop and lead projects and effectively lead and manage change. Ability to budget and assess financial viability of programmes. Organisational & time management skills. Ability to meet deadlines and function autonomously. 	
Teamwork / Influencing Problem Solving and Decision Making	<ul style="list-style-type: none"> Ability to demonstrate leadership and teambuilding. Ability to demonstrate motivation of self and others. Demonstrates application of educational strategies to support learners. Demonstrates strong analytical, problem solving and decision making skills. Demonstrates ability to give and receive constructive feedback. 	