# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title and Grade</th>
<th>Director of Care</th>
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<tbody>
<tr>
<td>Department</td>
<td>St. Patrick’s Missionary Society Ireland &amp; Care Unit</td>
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<tr>
<td>Location</td>
<td>St. Patrick’s Missionary Society, Kiltegan, Co. Wicklow</td>
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<td>Reporting Relationship</td>
<td>The Director of Care reports directly to the Society Representative.</td>
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<td>The following staff report directly to the Director of Care: Nurse Manager, Practice Development Co-Ordinator, Medical Administrator</td>
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<td>Purpose of the Post</td>
<td>The Director of Care will have overall responsibility for the healthcare of its members in the Irish region. The position will be one of professional, strategic and operational leadership in the day-to-day operations of the health and care needs of St. Patrick’s Missionary Society Ireland.</td>
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<td>Deputising Arrangements</td>
<td>The Director of Care will act as the allocated deputy in respect of healthcare issues for the Society Representative in their absence. In the absence of the Director of Care, the Nurse Manager shall act as the allocated deputy and shall take on the associated responsibilities.</td>
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## Roles and Responsibilities

**General**

The Director of Care (who is acting as the Person in Charge) will:

Be responsible for the following in relation to residents of Main House, Care Unit and off site facilities (small communities in Cork, Dublin and Knock).

- Ensuring that the provision of a high standard of care and service to the member, and their family members/representatives, in the Care Unit is consistent with the mission, vision, values and strategic plan of St. Patrick’s Missionary Society Ireland and the Care Unit.

- Promoting and maintaining members’ safety and providing quality care through respecting the dignity, privacy, and rights of the members.

- Ensure continuity of care by providing information concerning the member’s circumstances, medication, treatment and/or ongoing support by medical and other professionals to health and social care professionals, or any subsequent care provider, as appropriate.

- Developing relationships with members, which facilitate member autonomy, informed choice and evidence-based decision-making.
• Develop a good working relationship with the House Leadership in the Main House in Kiltegan with regard for areas of responsibility.

• Advise Society Leadership/Clinical Governance Committee on best practice guidelines on independent living for those within SPMS Ireland Region.

• Develop and implement a care strategy that supports assisted independent living for the SPMS Ireland Region members.

• Encouraging recognition of the member as an individual; ensuring members' rights, needs and comfort are given priority during the provision of care.

• Overseeing the delivery of member care together with all members of the Multi-Disciplinary Teams.

• Managing the care needs of house members of St. Patrick's Missionary Society Ireland Region and the Care Unit in a manner that maximises the member’s capacity to exercise personal autonomy and choice.

• Ensuring effective communication with members in a manner that meets their needs. Ensuring that member's communication needs are addressed. Where a member has specialist communication requirements, ensuring that such requirements are recorded in the member’s care plan and communicated to staff.

• Effectively communicating with St. Patrick’s Missionary Society Ireland and the Care Unit members, family/representative and visitors on an ongoing basis.

• Ensuring suitable communal facilities are available for a member to receive visitors.

• Ensuring continuity of care by providing information concerning the member’s circumstances, medication, treatment and/or ongoing support by medical and other professionals to Health and Social Care Professionals, or any subsequent care provider, as appropriate.

• Ensuring that the member is safe from physical or sexual abuse, psychological abuse, financial or material abuse, neglect or acts of omission, or discriminatory abuse, through deliberate intent, negligence or ignorance by others within St. Patrick’s Missionary Society Ireland and the Care Unit.

• Investigating any incident or allegation of abuse. Where a concern arises for a member’s safety, all reasonable and proportionate
interim measures shall be taken to protect them pending the outcome of any assessment or investigation.

- Ensuring that members are facilitated to access legal and financial advice in any situation where it appears they are subject to any form of financial abuse by a third party.

- If applicable, arranging a comprehensive assessment, by an appropriate Health and Social Care Professional of the health, personal and social care needs of a member before or on their admission/arrival to the Care Unit.

- Ensuring the preparation of an individual care plan, based on the assessment, for a member no later than 48 hours after that member’s admission to the Care Unit, making the individual care plan available, in an accessible format, to the member and, where appropriate, his family members /representative.

- Ensuring, that where a member declines to engage in the individual care planning process, arrangements are made to address the member’s assessed needs and to include their aspirations and wishes insofar as these can be ascertained.

- Ensuring the formal review, at intervals not exceeding 4 months, the member’s individual care plans and, where necessary, ensuring it is revised, after consultation with the member concerned and where appropriate that member’s family members /representatives.

- Supporting, and working towards, a restraint free environment. Managing and responding to challenging behaviour in so far as is practical in a manner that is not restrictive. Ensuring that all interventions in response to behaviour that is challenging are in line with National Policy, reviewed regularly, demonstrably inform learning and practice development.

- Supporting the member, in so far as is reasonably practical, to access and retain control over his personal property, possessions and finances.

- Ensuring that each member is informed about what personal information is being maintained, who has access to this information, including other professionals, and how they can access their personal information.

- Meeting the aims of dementia/cognitive impairment care within the Care Unit. Ensuring that all interventions in response to behavioural and psychological symptoms and signs of dementia are reviewed regularly, and demonstrably inform learning and practice development.
• Ensuring that the member’s palliative and end of life needs are identified and implemented in so far as possible. Following the death of a member, ensuring that appropriate arrangements are implemented in accordance with that member’s wishes in so far as they are known and are reasonably practical.

• Making a medical practitioner of the member’s choice, or a medical practitioner that is acceptable to them, available to the members.

• Ensuring that the treatment recommended by the medical practitioner, and agreed to by the member, is provided. This may include additional professional expertise, where required.

• Ensuring that each member is supplied with safely prepared, nutritious and wholesome food and drink that is consistent with their dietary needs and in accordance with their individual care plan.

• Providing meals, refreshments and snacks at all reasonable times and ensuring an adequate number of staff are available to assist member at meals and when refreshments are served.

• Ensuring that all relevant information about a member is obtained from other designated centre, hospital or place prior to transfer/return.

• Ensuring the member is discharged from the Care Unit in a planned and safe manner.

• Ensuring the member, and/or their family/representative shall have access to an advocate as deemed appropriate.

Be responsible for the following in relation to Governance and Leadership:

• Developing and maintaining competency levels necessary for professional practice.

• Undertaking the role and responsibilities of the Person-in-Charge in line with the Health Act 2007, related regulations and standards.

• Overseeing the organisation and day to day management of care in the Care Unit.

• Overseeing the delivery of services to members with all members of the Multidisciplinary teams.

• Preparing reports regarding members’ care to be presented to the Care Governance Committee.

• Involvement in the development and implementation of St. Patrick’s Missionary Society Ireland and the Care Unit Strategic and Operational Plans.
Promoting effective communication between all professionals involved in the care and treatment of members, with due regard for the members’ wishes about the sharing of their information.

Acting as a liaison with outside agencies and a resource person to staff members, carers or volunteers who have protection concerns. Being responsible for reporting allegations or suspicions of abuse to the HSE Safeguarding Office or to An Garda Síochána in accordance with any national guidance.

Collaborating, consulting, and communicating with other staff regarding the appropriate use of nursing assessments, diagnosis, planning, interventions, and evaluation of member care.

Participating in the overall management of care as part of the Management Team.

Supporting the Society Representative in the implementation of appropriate infection prevention and controls and antimicrobial stewardship within the Care Unit. This shall include overseeing the implementation of infection prevention and control regulatory and standards requirements.

Participating as a member of the Care Unit's Teams as deemed required.

Attending/chairing meetings as required and keep staff briefed on developments in St. Patrick’s Missionary Society Ireland and the Care Unit.

Demonstrating behaviour consistent with the values of St. Patrick’s Missionary Society Ireland and the Care Unit.

Ensuring member confidentiality within the service. Member information shall not be discussed outside of St. Patrick’s Missionary Society Ireland and the Care Unit except within professional capacity and in the interest of the member with the expressed permission of the Society Representative.

Leading by example a professional, punctual, and dedicated team.

Ensuring that the procedures to be followed in the event of fire are displayed in a prominent place in St. Patrick’s Missionary Society Ireland and the Care Unit.

Facilitating the utilised pharmacist(s) in meeting their obligations to a member under any relevant legislation or guidance issued by the Pharmaceutical Society of Ireland.
• Managing and monitoring financial expenditure, budgeting and value for money in conjunction with the Region of Ireland Leadership and Society Accountant.

• Managing relationships with external organisations and contractors in order to promote and maintain good working relationships and high standards of nursing and service for members.

• Managing the selection, use and review of suppliers to St. Patrick’s Missionary Society Ireland and the Care Unit.

• Ensuring that staff and members are aware of health and safety procedures.

• Ensuring that all medication dispensed or supplied to each member are stored securely within the Care Unit.

• Ensuring all medication is administered in accordance with the directions of the Prescriber to the member concerned and in accordance with any advice provided by the member’s pharmacist regarding the appropriate use of the product.

• Ensuring that, where a pharmacist provides a record of medication related interventions in respect of a member, such records are kept in a safe and accessible place in the Care Unit.

• Ensuring out of date medicines are stored, segregated and disposed of in accordance with national legislation or guidance in a manner that will not cause danger to public health or risk to the environment and will ensure the product concerned can no longer be used.

Be responsible for the following in relation to Infection Prevention and Control:

• Acting as the Lead for Infection Prevention and Control in the Care Unit.

• Ensuring that the service meets the applicable requirements of infection prevention and control regulatory and standards requirements.

• Ensuring the service incorporates the Infection Prevention and Control best practice requirements as released by HIQA, the Health Service Executive (HSE), Health Protection Surveillance Centre (HPSC) and the Antimicrobial Resistance and Infection Control Team.

• Ensuring staff competence in the application of standard precautions as a protective measure to achieve a basic level of infection prevention and control.
• Ensuring that the Infection Prevention and Control roles and responsibilities of all staff are clearly documented within their respective job descriptions and understood by relevant parties.

• Ensuring adherence to Infection Prevention and Control requirements. Ensuring that fulfilment of these responsibilities’ forms part of staff members’ Performance Review.

• Ensuring there are clear arrangements in place for staff on making referrals to the Community Infection Prevention and Control Nurse and Public Health Professionals, who have expertise in infection prevention and control, for advice and support.

• Being accountable for decisions and reports sent to the HSE, the Medical Officers of Health (MOH), HPSC, Environmental Health Officer (EHO) and/or Food Safety Authority of Ireland (FSAI) and Charity Regulator.

• Forming part of the Infection Prevention and Control Team and support the implementation of the Infection Prevention and Control Programme.

• Ensuring that any information distributed or collected in relation to infection prevention and control does not infringe on the personal data of the member or staff.

• Advising and participating in defining the Infection Prevention and Control responsibilities for service providers/suppliers and detailing these within their Service Level Agreements.

• Ensuring externally contracted service providers/suppliers adhere to safe and effective infection prevention and control practices.

• Ensuring the application of the World Health Organization’s (WHO’s) ‘five moments of hand hygiene’ principles or emerging best practice and relevant national guidance throughout the Care Unit.

• Developing relationships with support systems available to the Care Unit in the event of a suspected or confirmed outbreak, including the local Department of Public Health and/or a consultant microbiologist.

• Ensuring an effective Outbreak Preparedness Plan is in place to respond to an outbreak should it occur.

• Ensuring an effective communication process between the Care Unit and other designated centres, hospitals, etc. is in place to ensure that all infection related member information is effectively issued prior to admission or transfer.

_Be responsible for the following in relation to Staff Management:_

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### Director of Care
**Job Description & Terms and Conditions of Employment**

- **Delegation:** Ensuring where directing delegation of care, the delegation is appropriate to the definitions and philosophies of nursing. Delegation shall take into account the levels of experience, competence, role and scope of practice of the staff member taking on the delegated task.
  - For tasks or roles delegated, providing comprehensive, effective assessment and planning, communication, monitoring and supervision, and evaluation and feedback.

- Taking responsibility for the care provided by supporting learning, teaching, supervising, assessing practice and taking action to address concerns as they arise.

- Being accountable for roles or activities delegated to junior staff, where appropriate.

- Participate in the recruitment, development, and supervision of staff.

- Oversee duty rosters to have an even distribution of staff (i.e., skill mix over a 24-hour/7-day week).

- Facilitating the arrangements necessary and participate where appropriate, in education, training and supervision of other staff as the need arises. Ensuring that at minimum mandatory training requirements for all staff are met and updated on an ongoing basis.

- Ensuring there is appropriate staff available at all times within the Care Unit to provide safe and effective care and to meet the members' needs. Ensuring that the staff of the Care Unit includes at all times at least one registered nurse.

- Ensuring that all staff receive appropriate training in relation to safeguarding members, whistleblowing and the prevention, detection and response to abuse.

- Ensuring all staff have adequate education and training regarding member rights and data protection requirements.

- Ensuring that individuals involved on a voluntary basis in the Care Unit have their roles and responsibilities set out in writing, receive supervision and support and provide a vetting disclosure in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 (No. 47 of 2012).

- Ensuring all relevant staff can communicate effectively with members.

- Ensuring that staff have up to date knowledge and skills, appropriate to their role, to respond to and manage behaviour that is challenging.
| • Ensuring that staff receive training in, are familiar with, and implement all policies and procedures within the Care Unit. |
| • Creating and promoting open communications, healthy working relationships, and stimulate initiative amongst the team. |
| • Motivating team members, by agreeing goals and objectives, through performance review. |
| • Seeking advice, including advice from senior colleagues on any aspects of infection prevention and control practice and antimicrobial stewardship activities. |
| • Ensuring all relevant staff are trained and competent in and adhere to Standard Precautions or Transmission-based Precautions as appropriate. |
| • Providing feedback to the Infection Prevention and Control Lead in order to identify and propose areas for improvement in infection prevention and control and antimicrobial stewardship. |
| • Ensuring all relevant staff receive suitable and sufficient education and training in Infection Prevention and Control practice and antimicrobial stewardship in line with the National Core Infection Prevention and Control Knowledge and Skills framework. |

**Be responsible for the following in relation to Quality and Safety Management System:**

| • Supporting and implementing the Quality and Safety Management System, including members involvement. The Quality and Safety Management System shall encompass ongoing monitoring of the service and care provided within the Care Unit, including internal auditing of processes. |
| • Identifying and reviewing Key Performance Indicators for the Care Unit. |
| • Ensuring the effective management and implementation of the Incident Management Process and Risk Management Process within the Care Unit, including adverse event reporting in line with regulatory requirements and internal policies and procedures. Where an incident occurs, and where the safety of a member is compromised, taking all reasonable and proportionate interim measures to protect the member pending the outcome of an investigation. |
| • Ensuring that visitors to a member are not restricted unless such a visit would pose a risk to the member concerned or to another member or if the member concerned has requested the restriction of visits. |
• Ensuring the implementation of evidence based, clinical best practice within the Care Unit.

• Ensuring compliance with food safety legislation and that staff receive training in relation to it.

• For the purposes of ongoing quality monitoring and continuous improvement, collecting data on trends and ensuring continuous improvement measures are implemented to ensure the care and service provided meets or exceeds member expectations.

• Maintaining an audit schedule and ensuring staff members are assigned to audits.

• Being fully informed and accountable for the ways in which personal information is used with the Care Unit and ensuring that it is compliant with the Data Protection requirements.

• Completing ongoing formal reviews of data protection activities and ensuring compliance and monitoring compliance of regulations, including the protection of personal data, the assignment of responsibilities, awareness raising and training of staff involved in processing operations and the related audits.

Be responsible for the following in relation to Regulatory Compliance:

• Engaging with the Regulator on the day-to-day management of the health care programme of the Care Unit.

• Ensuring that applicable legislation, regulatory requirements, best practice and relevant codes of practice are met.

• Ensuring that all legally required certificates and licences are kept up to date and are displayed where required.

• Managing the ordering, storage, administration and record requirements for medication in accordance with the following legislation:
  o Medicinal Products (Prescription and Control of Supply) Regulations 2003 to 2015.
  o Health Act 2007 (Care and Welfare of Residents in Designated Centres for Older People) Regulations 2013 (S.I. No. 415 of 2013).

• Ensuring that copies of the following are available to staff:
  o the Act and any regulations made under it.
  o any relevant standards set and published by the Regulator.
## Director of Care
### Job Description &
### Terms and Conditions of Employment

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<tr>
<th>Eligibility criteria Qualifications and/or experience</th>
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<tr>
<td>The Director of Care and all other persons involved in the health care programme of the Care Unit are fit persons under the Health Act 2007.</td>
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### Qualifications

**Essential:**
- 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.

**Desirable:**
- Post Graduate diploma in Gerontology.
- Post registration qualification in nursing people with dementia.
- Management qualifications in health or a related field.
- Gerontology experience
- IT skills

### Experience

**Essential:**
- Minimum five years post graduate experience with a minimum of two years’ experience in Care of the Older Person within the previous 6 years.
- Have not less than 3 years’ experience in a management capacity in the health and social area.

**Desirable:**
- Have an in-depth knowledge of the ageing process.

### Professional Knowledge

**Essential:**
- Knowledge of Residential Care legislation and standards including:
  - The Health Act 2007 (Number 23 of 2007).
  - S.I. No. 415 of 2013 Health Act 2007 (Care and Welfare of residents in designated centres for older people) Regulations 2013.
  - S.I. No. 293 of 2016 Health Act 2007 (Care and Welfare of residents in designated centres for older people) (Amendment) Regulations 2016.
  - S.I. No. 61 of 2015 Health Act 2007 (Registration of Designated Centres for Older People) Regulations 2015.
**Director of Care**  
**Job Description &**  
**Terms and Conditions of Employment**

- HIQA’s National Standards for Residential Care Settings for Older People in Ireland (2016).
- HIQA Standards for infection prevention and control in community services (2018).
- HIQA & MHC National Standards for the Conduct of Reviews of Patient Safety Incidents (2017)

Knowledge of residential care guidance and applicable codes of conduct including:
- HIQA Assessment judgment framework for Regulation 27 - Infection control
- HIQA COVID 19 – An assurance framework for registered providers (2020)
- HIQA Assessment framework of the preparedness of a DCOP centre for a COVID-19 outbreak (2020)
- HIQA Assessment judgment framework for designated centres for older people (2018)
- Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (2021).
- NMBI Guidance for Registered Nurses and Midwives on Medication Administration (2020)
- NMBI Scope of Nursing and Midwifery Practice Framework (2015).

- Demonstrate sound knowledge and clinical nursing practice together with future trends in Care of Older Persons.
- Knowledge and competence to practice effectively through Continuing Professional Development (CPD), following registration.

Knowledge of other relevant legislation:
- Data Protection Acts 1988 to 2018
- Safety, Health and Welfare at Work Act 2005
- Freedom of Information Act 2014
- Nurses and Midwives Act 2011
- Knowledge and understanding of the scope of practice for all Health and Social Care Professionals.

**Desirable:**
- Knowledge of organisation of health services and trends nationally and internationally.
- Professionalism in the application of theory to daily practices.
- Critical thinking to be able to recognise resident problems and adapt to changes quickly.
### Core Aptitudes
- Ability to recognise shortfalls or limitations of their competencies.
- Ability to source both theoretical and technical information.

### How To Apply
Candidates interested in the position should forward a cv and covering letter to Dearbhail McKee, HR Manager at hrmanager@spms.ie by close of business on the 7th July 2023.

Informal queries can be made by contacting the above person Monday to Thursday on 0596484434.

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**St Patrick’s Missionary is an inclusive employer**

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Signature __________________________
Date __________________________

**Director of Care**

Signature __________________________
Date __________________________

**Society Representative**