



*St. Francis Hospice Dublin*

## **JOB DESCRIPTION**

### **HEAD OF EDUCATION**

**(ASSISTANT PROFESSOR IN PALLIATIVE CARE NURSING)**

**PERMANENT - (39 HRS PER WEEK)**

**Job Reference: 2021-025**  
**Issue Date: December 2021**



Coláiste na Tríonóide, Baile Átha Cliath  
Trinity College Dublin  
Ollscoil Átha Cliath | The University of Dublin

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## 1. JOB PURPOSE

The primary purpose of this post is to lead the Education Department and take responsibility for the education and training requirements across the Hospice and contribute to teaching, research. The successful applicant will have an established reputation in teaching and research in Palliative Care and will be expected to contribute to both undergraduate and postgraduate teaching in this field and in the interdisciplinary curricular teaching, supervision and mentoring. This post provides an exciting opportunity to actively contribute to developments pertinent to palliative care in relevant research areas which are of strategic focus for the Discipline, the School of Nursing and Midwifery, Trinity College Dublin and contemporary society. The successful candidate will require a depth of knowledge in the area of palliative care and will be expected to attract research funding and attain scholarly publication. The post holder will be working as part of his/her role as Assistant Professor in Palliative Care Nursing.

The successful candidate will:

- support St. Francis Hospice Dublin in providing evidenced based best practice and learning through the promotion of education, learning and self-improvement.
- lead on specific education and training programmes.
- work with clinical leads to develop end of life and specialist palliative care education to meet the development needs of professionals in line with national frameworks and strategic priorities.
- plan, promote and arrange delivery of palliative care education and practice development with St. Francis Hospice Dublin and the School of Nursing & Midwifery, Trinity College Dublin and other external organisations as required on a collaborative basis.
- coordinate all external education and training delivered by the Hospice.
- in consultation with the Director of Nursing and Head of Human Resources ensure that education, training and development needs within the Hospice for all disciplines, clinical and non-clinical staff are met through training needs analysis and budget setting in line with the Strategic plan of the organisation.
- coordinate and contribute to the governance work across the organisation including reports to support contractual and developmental requirements.
- identify and implement a range of educational approaches to meet the needs of a diverse group of staff.
- ensure all training is fit for purpose, supports the Hospice strategic direction and represents value for money.
- work collaboratively with Multidisciplinary Team Managers in identifying and developing training needs.
- conduct training needs analysis and respond to training needs as appropriate.

The successful candidate will be able to avail of an outstanding environment for education, research, and will be expected to engage with new innovations and research initiatives within palliative care, the Academic Discipline of Nursing, the research Centres within the School of Nursing & Midwifery, Trinity College Dublin and St. Francis Hospice Dublin as relevant. They will have access to state-of-the-art facilities and resources within Trinity College Dublin and St. Francis Hospice Dublin to support education, research and scholarly activities. The successful candidate will work closely with the Head of School, the Heads of Disciplines, other academics in the School of Nursing & Midwifery, Trinity College Dublin and the Director of Nursing, Medical Director, Head of Human Resources, Chief Executive Officer in St. Francis Hospice and other discipline members as appropriate.

## 2. ACCOUNTABILITY

The position reports to and is accountable to the Director of Nursing/CEO or other designated officer in all matters relating to the job. The position also reports to Trinity College Dublin Head of School in matters relating to the Masters Programme and other matters agreed between the Director of Nursing/CEO and Head of School.

## 3. KEY DIMENSIONS

Direct reporting to the Director of Nursing.

Key relationships that will influence the success of the role: Leadership team, Executive team, Multidisciplinary team members and Head of School, School of Nursing & Midwifery, Trinity College Dublin.

## 4. OPERATING ENVIRONMENT

**Contractual Hours: 39 per week.**

**Hours of work:** Monday to Friday from 8.30 am to 5 pm. Detailed of starting and finishing times, which may vary in accordance with Hospice needs will be notified by your line manager. There will be times when you will be required to work outside of the normal office hours.

**Location:** This position is based in SFHD which operates across two sites: Raheny & Blanchardstown and also in the School of Nursing & Midwifery, Trinity College Dublin. In the interest of patient care and changing needs, candidates are required to be 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 Leadership team.

As St. Francis Hospice Dublin is an expanding service the demands for services can change and it will be necessary to meet these changes through the organisation. In such circumstances it may be necessary to review the work location for this post and, on behalf of the Board of Directors, the Leadership Team reserves the right to change the terms and conditions as necessary. However, notification will be given of any such changes.

**Garda Vetting:** The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to a formal job offer being made.

## 5. SALARY SCALES, ANNUAL LEAVE & PENSION SCHEME

**Salary Scale:** Department of Education - Salary Scale (1<sup>st</sup> October 2021) – Lecturer (Trinity College Dublin, Assistant Professor)

**Annual Leave:** 30 days per annum

**Pension Scheme:** SFHD will contribute 7% of the successful candidate's basic annual salary.

## 6. THE PERSON: QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & COMPETENCIES

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Registered General Nurse (RGN) or eligibility to register as an RGN with the Nursing and Midwifery Board of Ireland (NMBI).</li> <li>Registered, or eligible to register on the Nurse Tutor's division with the NMBI or hold an equivalent teaching and learning qualification at Level 9.</li> <li>Excellent competence in IT and relevant educational applications</li> </ul>	<ul style="list-style-type: none"> <li>PhD in education or relevant area</li> <li>Postgraduate Qualification in Palliative Care</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Demonstrates evidence of continuing professional development</li> <li>Minimum of 5 years' experience in teaching</li> <li>Ideally a minimum of 5 years' experience of working in a Hospice or Palliative Care setting</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>Full driving license</li> </ul>	

## 7. OUTLINE OF JOB DUTIES AND RESPONSIBILITIES

The Head of Education will be expected to demonstrate the following:

### Research, Audit and Evaluation

- An established record of conducting research pertinent to palliative care.
- A record of funded research and an evidence of a research plan to building to a trajectory of research excellence and success.
- A record of research dissemination and peer reviewed publication arising from his/her research and related to palliative care in international high impact journals. This includes collaborating with relevant managers in ensuring that research and audit findings are implemented within St Francis Hospice.
- An ability to work collaboratively with colleagues within St. Francis Hospice and the School of Nursing & Midwifery, Trinity College Dublin, nationally and internationally as relevant for the development of his/her research.
- Contribution to the research component of St. Francis Hospice and the School of Nursing & Midwifery, Trinity College Dublin's strategic plan.

### Teaching

- Contribution to teaching at undergraduate and postgraduate levels.
- Evidence of a commitment to educational excellence in palliative care.
- Experience in the development of undergraduate and postgraduate curricula, to include devising new modules and teaching materials and use of a variety of media.

- Experience of research supervision at undergraduate, postgraduate and ideally PhD levels.
- Experience of working collaboratively and effectively in a multidisciplinary environment.
- Ability and willingness to teach outside of immediate area of specialisation.

### **Administration**

- Ability to undertake administrative responsibilities as required.
- Organisational skills necessary to the performance of teaching, research and administration requirements of the role of Adjunct Assistant Professor.
- Ability to establish targets and goals in line with School and College strategies.
- Enthusiasm and aptitude for collegial style of working, a collaborative ability in teaching and research and for international networking.
- Ability to be an effective team leader.
- Ability to work effectively as a member of a team.
- Ability to represent the School of Nursing & Midwifery, Trinity College Dublin and St. Francis Hospice on appropriate national and international advisory boards and professional bodies.
- Honesty and integrity.
- Commitment to professional development.

### **Experience of engagement with the Nursing Discipline/Society in Trinity College Dublin**

- Service to the intellectual infrastructure of the general nursing discipline (editing research journals, conference proceedings, other scholarly publications, websites, refereeing submitted materials, etc).
- Participation in academic and professional committees.
- Contribution to national and international bodies.
- Invited appearances before academic or public audiences.
- Organisation of workshops, seminars, conferences or other collaborative intellectual activity.
- Professional advice to government and public organisations.
- External examiner roles.
- Contributing to calls for submissions on issues pertinent to palliative care in collaboration with Heads of Disciplines, other academics in the School and St. Francis Hospice.

### **Education and Training**

- Developing the mandatory education programme ensuring full compliance with national and local legislative requirements.
- Developing education initiatives across St. Francis Hospice in response to the training needs analysis.
- Collaborate closely with relevant Line Managers to arrange all student/learning placements to the Hospice (clinical and non-clinical) ensuring students have a mentor and learning objectives for their placements agreed.
- Offering specialist skill and support in setting up educational sessions and events inside and outside of the organisation e.g. tailored palliative care courses and palliative care conferences.
- Supporting clinical and non-clinical managers in identifying and planning educational sessions and courses for staff members.
- Undertaking and supporting any specific education and training projects to develop our staff and services as requested by any member of the Leadership team/ Board of Directors.
- Working with education institutions to develop academic programmes that are available to Hospice staff.
- Develop the education courses offered by the Hospice ensuring all routes of delivery are explored i.e. e-learning, Moodle, train the trainer etc.

- Act as the specialist resource regarding courses, e-learning, research and other educational information.
- Have a working knowledge of the HIQA standards as appropriate to the role in your area of practice.
- Ensuring that all course evaluation and feedback processes are developed and maintained and that outcomes are fed into future development of education provision.
- Provide the MSc in Palliative Care in collaboration with the School of Nursing & Midwifery, Trinity College Dublin, ensuring high quality and excellence.
- Support staff in developing critical appraisal skills and accessing literature reviews and information in their professional development.

### **Clinical Development**

In collaboration with the Practice Development Nurse:

- Provide full support and implementation of a mandatory clinical education programme that meets all legislative and contractual requirements and promotes best practice, in collaboration with all disciplines.
- Develop and utilise education to maintain and strive for excellence in all clinical care across the organisation.
- Develop courses and education initiatives in response to patient and family feedback, analysis of trends and incidents and in response to training needs analysis.
- Keep updated regarding the education agenda in palliative care, making recommendations for the Hospice to adopt to ensure a continual strive for excellence.
- Support staff undertaking quality improvement initiatives as required.

### **Health, Safety and Risk Management:**

- Ensure compliance with Health and Safety procedures in relation to all Hospice activities.
- Contribute to and comply fully with the St. Francis Hospice Dublin Safety Statement including safe working practice as laid down by the Safety, Health and Welfare at work Act 2005 and any other relevant legislation.
- To work in a safe manner with due care and attention to ensure the safety of yourself, other authorized persons and members of the public in the workplace.
- Carry out risk-assessments as appropriate within the Education Department and maintain an up-to-date risk register.
- Report immediately any accident or incident involving patients, staff volunteers or members of the public to your Line Manager. To ensure appropriate documentation is completed.
- Carry out local investigations as required and make relevant recommendations.
- Comply with all safety regulations and audits in line with the Safety, Health and Welfare at Work Act, 2005.
- Support with the development and implementation of relevant policies and procedures.

### **General**

- Comply with the Mission Statement, Ethos and Core Values of St. Francis Hospice Dublin.
- Comply with the St. Francis Hospice Dublin policies relating to confidentiality and ensure confidentiality in all matters of information obtained during the course of employment.
- Adhere to the Policies & Procedures of St. Francis Hospice Dublin at all times.
- Present and act in a professional manner at all the times.
- Carrying out any other reasonable duties, appropriate to the office that may be required from time to time by the Director of Nursing, CEO, Trinity College Dublin Head of School

The successful candidate will be required to update their knowledge and skills to fit the changing requirements of the post. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs.

The successful candidate will be required to maintain, enhance and develop their knowledge, skills and attitudes necessary to respond to a changing situation.

<b>Signature of Job Holder:</b>	<b>Signature of Line Manager or Designated Officer:</b>
<b>Job Title:</b>	<b>Job Title:</b>
<b>Date:</b>	<b>Date:</b>