



## **School Of Nursing and Human Sciences**

### **Clinical Allocations Officer**

### **(Clinical Nurse Manager Grade 3)**

### **Permanent**

#### **Background**

Dublin City University ([www.dcu.ie](http://www.dcu.ie)) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates, and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality rounded education appropriate to the challenges and opportunities of the 21st century. Excellence in its education and research activities has led to DCU's consistent presence in the rankings of the world's top young universities.

DCU has a strong track record in attracting both Irish and European Union funding under FP7, Horizon 2020, Marie Curie Actions and Erasmus. We offer a dynamic and internationally focused environment in which to advance your academic career.

#### **Role Summary:**

Applications are invited for the above permanent post of Clinical Allocations Officer in the School of Nursing and Human Science, Dublin City University from suitably qualified individuals. The successful applicant will be responsible for the clinical placement allocations of students on the undergraduate nursing programmes which will include the admissions process of candidates to the undergraduate nursing programmes. They will be based in the School of Nursing and Human Science, Dublin City University and will report to the Head of the School of Nursing and Human Science.

The post involves a significant degree of contact with students, members of the academic community and health partner service personnel. The person appointed must be a registered nurse and/or midwife and will ideally be a graduate, preferably to Masters level. They will have highly developed administrative and communicative skills. They will be motivated and flexible in their approach to their work, and will be committed to supporting quality in higher education. The person will be an experienced, highly motivated individual with excellent organizational and computer skills. Exceptional interpersonal skills, including an ability to communicate with stakeholders across a diverse setting, are essential.

**This post holder will liaise with both lecturers and health service providers to:**

1. Ensure that the candidate admission process is coordinated for the annual student nurse's intake
2. Ensure that student placement allocations are regularly reviewed and monitored.
3. Ensure the further development and implementation of a student allocation system and maintain and develop the current placement areas in linked hospitals and healthcare services;
4. Maintain records of placements and identify new placement sites;
5. Monitor attrition rates across the undergraduate nursing programmes;
6. Develop international clinical placement sites for the undergraduate nursing programme.

Having responsibility for the organisation, monitoring and recording of student placements on undergraduate registration nursing programmes, the post holder will play an important role in the development, continuity and maintenance of the Allocations Office within the School. They will manage, support and motivate the Allocations team, and encourage development of structures and procedures in the unit. The post holder will develop communication links with all stakeholders, both internally in the School and University, and with external health service providers and governmental organizations.

**Principal duties and responsibilities:**

- Assist in the admission process for students commencing the undergraduate nursing programmes from a variety of entry routes;
- Assist in the orientation of 1<sup>st</sup> year students to the undergraduate nursing programmes;
- Liaise with student class representatives, lecturers on the undergraduate nursing programmes and health partners staff;
- Assist in strategically in the planning, development and implementation of placement allocations for students in an effective and efficient manner;
- Assist in strategically in the planning, development and implementation of international placements for nursing students in an effective and efficient manner;
- Review applications for EU/International placements under the Erasmus programme in collaboration with the DCU International Office;
- Assist in the development of systems and structures to ensure the efficient running of the Clinical Allocations Office;
- Liaise extensively with Health Service Providers and stakeholders;
- Develop and maintain a contact network with personnel at clinical placement allocation sites;
- Assist in the maintenance and updating of accurate electronic based student records;
- To use technology and other relevant mechanisms to increase efficiencies and improve the services provided to students and relevant partners in the community
- Assist in generating reports for various stakeholders relating to placement allocations;
- Handle complex and non-routine queries from academic staff, students and relevant health service personnel;
- Participate in groups and meeting relating to clinical placement allocations;

- Assist in the clinical placement auditing and assessment of allocation sites and in the maintaining of associated records;
- Assist in the production of information booklets and material for students, academic staff and Health Service Providers;
- Assist with monitoring attendance and dealing with absenteeism in collaboration with the local SALO;
- To be proactive in delivering a quality placement allocations service to the students, the School and stakeholders;
- Represent the University, as required, on relevant Committees and Bodies, both internal and external.
- Build and further enhance relationships with DCU's network of external organisations and key stakeholders
- Work collaboratively with Schools, Faculties, the University and student service providers
- Review the current resources and activities offered to students, both pre- and post-entry, with a view to ensuring they are meeting the needs of the changing student population and DCU

The role may change in line with university requirements and developments in the external environment. The successful candidate will be expected to show flexibility with regard to the development of the role.

### **Minimum criteria**

#### **Candidates for this post should:**

- Be registered or eligible for registration with NMBI
- Hold a relevant Master's degree
- Have 5 or more years' clinical experience with supervisory/ management clinical/educational experience and nursing/midwifery allocations experience
- Have excellent IT skills and a high level of IT competence

In addition, it is desirable that applications have:

- Knowledge of student placement management systems and knowledge of a range of software packages.
- Knowledge of the University structures and procedures

#### **The suitable candidate will have:**

- Ability to work on their own initiative as well as part of a team
- Excellent motivation and time management skills with the ability to prioritise workload and meet deadlines
- Very good interpersonal skills along with the ability to communicate effectively with students
- A flexible approach
- Problem solving skills

**Closing date:** 23rd July 2018

**Salary scales:** \* €55,889 - € 63,116

*\* Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the CNM3 salary scale in line with current Government pay policy.*

**Informal enquiries to:**

Informal Enquiries: Informal enquiries may be addressed to Dr. Siobhan MacDermott, Asst. Professor, School of Nursing and Human Science, Dublin City University, Dublin 9. Email: [Siobhan.macdermott@dcu.ie](mailto:Siobhan.macdermott@dcu.ie)

*Please do not send applications to this email address, instead apply as described below.*

**Application Procedure**

Application forms are available from the DCU Current Vacancies (open Competitions) website at <https://www.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 700 5149.

**Please clearly state the role that you are applying for in your application and email subject line:  
Job Reference # 929 Clinical Allocations Officer School of Nursing and Human Sciences,**

Applications should be submitted electronically by email, fax or post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Tel: +353 1 700 5149; Fax: +353 1 700 5500, Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

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