



Job Description

Clinical Allocations Officer
School of Nursing, Psychotherapy and Community Health
Faculty of Science and Health
1 Year Fixed Term Contract

Overview

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. DCU is Ireland's fastest growing university, and now hosts more than 17,000 students across its three academic campuses: DCU Glasnevin Campus, DCU St Patrick's Campus and DCU All Hallows Campus.

School of Nursing, Psychotherapy & Community Health

The School of Nursing, Psychotherapy and Community Health at DCU is a leader in its field with expertise in the provision of programmes in Nursing, Psychotherapy and Community Health. The programmes currently offered are:

- BSc in Nursing across four disciplinary areas: General Nursing, Mental Health Nursing, Children's and General Nursing, and Intellectual Disabilities Nursing;
- MSc in Psychotherapy;
- Doctorate in Psychotherapy;
- Professional Diploma in Clinical Supervision Psychotherapy
- Post-Registration Programme in Children's Nursing;
- MSc in Nursing/Healthcare Practice;
- BSc in Health and Society;
- Certificate in Peer Support Mental Health Studies
- Certificate in Homelessness Prevention & Intervention;
- Stand-Alone Professional Development Modules for Healthcare and other Practitioners;
- Sexuality Studies.

Role Profile

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, Psychotherapy and Community Health, Dublin City University and will report to the Head of the School.

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 dedicated to supporting quality in higher education. The person will be an experienced, highly motivated individual with excellent organisational and computer skills. Exceptional social 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:

- Ensure that the candidate admission process is co-ordinated for the annual student nurse's intake
- Ensure that student placement allocations are regularly reviewed and monitored
- 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
- Maintain records of placements and identify new placement sites
- Monitor attrition rates across the undergraduate nursing programmes
- 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 organisations.

Principal duties and responsibilities:

- Admission processes for students commencing the undergraduate nursing programmes from a variety of entry routes;
- Orientation of 1st year students to the undergraduate nursing programmes;
- Liaison with student class representatives, lecturers on the undergraduate nursing programmes and health partners staff;
- Planning, development and implementation of placement allocations for students in an effective and efficient manner;
- Reviewing applications for EU/International placements under the Erasmus programme in partnership with the DCU International Office;
- Development of systems and structures to ensure the efficient running of the Clinical Allocations Office;
- Liaison with Health Service Providers and Stakeholders;
- Development and maintenance of contact network with personnel at clinical placement allocation sites;
- Maintenance and updating of accurate electronic-based student records;
- Generation of reports for various stakeholders relating to placement allocations;
- Handling of complex and non-routine queries from academic staff, students and relevant health service personnel;

- Participation in groups and meeting relating to clinical placement allocations;
- Clinical placement auditing and assessment of allocation sites and in the maintaining of associated records;
- Assisting in the production of information booklets and material for students, academic staff and Health Service Providers;
- Monitoring attendance and dealing with absenteeism in association with the local SALO;
- Representing the University, as required, on relevant Committees and Bodies, both internal and external;
- Building and enhance relationships with DCU's network of external organisations and key stakeholders;
- Working collaboratively with Schools, Faculties, the University and student service providers.

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.

Essential Qualifications and Experience:

- Be registered or eligible for registration with NMBI
- Have 5 or more years' clinical experience with supervisory/management clinical/educational experience and nursing/midwifery allocations experience

Essential skills:

- Have excellent IT skills and a high level of IT competence
- 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
- Excellent Social skills along with the ability to communicate effectively with students.
- A flexible approach and good problem solving skills

Desirable qualifications, experience and skills

- Hold a relevant Master's degree
- Knowledge of student placement management systems and knowledge of a range of software packages.
- Knowledge of the University structures and procedures

Mandatory Training

The appointee will be required to undertake the following mandatory compliance training: GDPR and Compliance. Other training may need to be undertaken when required.