

Job Specification and Terms & Conditions

Job Title & Grade	Discharge Planner (CNM2/Senior HSCP)
Campaign Reference	RQ1163
Closing Date	September 3 rd 2026
Proposed Interview Date	To be confirmed - At least 1 weeks' notice will be provided. Shortlisted candidates are expected to make themselves available for a face-to-face interview.
Taking Up Appointment	Successful applicant(s) must be available to take up the role within a reasonable timeframe
Informal enquires	radderley@peamount.ie
Location of Post	Peamount Healthcare, Newcastle, Co. Dublin
Details of Service	<u>Who We Are</u> Peamount Healthcare is an independent voluntary organisation that operates in partnership with the HSE Health Region, Dublin and Midlands to provide a range of health and social care services. Peamount Healthcare is a registered charity and is directly funded by the HSE under Section 38 of the Health Act 2004. The hospital provides consultant led, multidisciplinary, specialist rehabilitation services to patients at the right time and in the right place, which improve patient outcomes. Peamount Healthcare provides specialist rehabilitation in Neurology, Age-Related, Respiratory and Rheumatology. The services provided also include continuing care services for the older person, adults with neurological disabilities and individuals with intellectual disabilities. <u>Diversity, Equity and Inclusion Statement</u> In Peamount Healthcare, we are committed to diversity, equity and inclusion. We welcome applications from all sections of society and different backgrounds as we are committed to creating an inclusive and supportive environment where every colleague is valued and empowered to thrive. Our dedication to these values ensures that we foster a culture of mutual respect, open collaboration, continuous learning, and innovative thinking. Peamount Healthcare is committed to being an equal opportunities employer. Peamount Healthcare is committed to the following values: Person centred – seeing each person as unique, giving them a voice and focusing on ability. Respect – creating a supportive environment where everyone is given courteous and respectful care and support. Excellence – enabling interdisciplinary teams to deliver high quality integrated care, meaningful outcomes with a focus on continuous improvement. Team working – fostering an inclusive, healthy working environment where people are valued and recognised for their individual and shared achievements.

	Quality improvement – supporting teams to embed continuous improvement methodology as part of everything we do. Education & Research – partnering with academia to support education, learning, research and evidence-based care.
Reporting Relationship	Catherine Slattery
Purpose of Post	The overall purpose of the role is to support all discharge pathways in consultation with the Patient Flow and Operations Lead, senior clinicians/MDT and acute partners. The cross cover of all aspects of the patient flow pathway where required. The following two areas fall within the remit of the role Discharge Planning - Safe and proactive planning of discharge from day of admission and the management of discharges for patients with more complex interim or long-term needs. Bed management - Safe allocation of beds to patients from various sources on a prioritised
Eligibility Criteria Qualifications & Experience	EACH CANDIDATE MUST ON THE LATEST DATE FOR RECEIVING COMPLETED APPLICATION FORMS FOR THE OFFICE: - Be registered in the General Division of the active Register held by Nursing and Midwifery Board of Ireland or be entitled to be so registered/CORU registered where a HSCP - Have 5 years relevant post registration experience and a minimum of 2 years' experience in the acute hospital settings experience and a minimum of 2 years' experience in the acute hospital settings - Have the clinical, managerial and administrative capacity to properly discharge the functions of the role. - Have excellent communication and interpersonal skills. - IT competency in Microsoft 365 - Demonstrate evidence of continuing learning and professional development - Be able to demonstrate managerial abilities. Desirable Criteria - Evidence of management/ patient flow experience in an acute hospital setting - Experience of complex discharge planning in partnership with colleagues - Microsoft 365 - Have a post graduate qualification not less than level 7 on the NFQ framework

Skills, Competencies and Knowledge	Discharge Planning Bed Management Service Quality Bed Management and Discharge policies Managing Change - Problem Solving & Decision Making / Communications & Influencing (level 3) Managing Yourself - Team player / Planning & Organising (level 3) Managing People – People Management / Leadership Information Technology & data
Principal Duties & Responsibilities	<i>Duties:</i> The CNM2 /Senior HSCP will perform such duties as are outlined in this job description. The overall purpose of the role is to support all discharge pathways in consultation with the Patient Flow and Operations Lead, senior clinicians/ MDT and acute partners. The cross cover of all aspects of the patient flow pathway where required. The following two areas fall within the remit of the role Discharge Planning - Safe and proactive planning of discharge from day of admission and the management of discharges for patients with more complex interim or long-term needs. Bed management - Safe allocation of beds to patients from various sources on a prioritised Discharge Planning - Assist the Patient Flow and Operations Lead, senior clinicians/ MDT and acute partners with the effective and efficient use of hospital beds. This includes: - Liaise with the CNM's, Doctors and other members of the MDT/ Medical Social Work (MSW) highlighting problems and identifying delay factors that require assistance. - Perform morning ward rounds to identify definite and query discharges for the day and any predicted discharge for the week. - Perform weekly reviews with ward managers and be aware of patients over the agreed length of stay for each patient cohort. - Assist in the identification of patients who are fit for discharge and in the co-ordination of a discharge plan. - Communicate with relevant members of the Multi-Disciplinary Teams on a daily basis to progress with patients discharge. - Regular communication with Consultants if discharge issues arise. - Assist in the identification of process flow delays associated with the inpatient episode and the development of more efficient and effective processes.

- Assist in the identification of patients expected date of discharge and monitor accordingly.
- Have some knowledge of long term care, delayed and complex discharges requiring after care. Be aware of the Fair Deal Scheme and other national targets.
- Attend the daily operational bed management meetings, in addition to and in the absence of the the Patient Flow and Operations Lead when required.
- Liaise with transitional care sites - Egress beds, and plan transfers for patients requiring transitional care.
- Monitor patients LOS's regularly and report to Director of Rehabilitation/Consultants any complications early on that may arise to prevent safe discharge.
- Follow up with any delays with the HCP, PHN, equipment, or homeless service either directly or via the MSW.
- Develop, collect and monitor targets/KPI's which also encompass both national and Peamount targets.
- Ongoing review and monitoring of patients who require to be on the Delayed transfer of Care (DTC) list and escalate as required, ensuring delayed discharges are captured accurately on the HSE Delayed Discharge Portal.
- Prioritise caseload on a daily basis to meet the demands of the hospital & ensure realistic PDD's are documented & understood by patient's, family & nursing/medical staff.
- Update HCP tracker and follow up on HCP's as required.
- Escalate any blockages early in Patient's discharge plan.

Bed Management

- Safely allocate beds to patients admitted from all admission sources including Waiting Lists, Outpatients, and transfers from other hospitals taking into consideration the IPC status of the individual patient.
- Prioritise patients based on rehabilitation need (Rehab Complexity Scale) unit resources, clinical needs of the patient, IPC requirements and dependency level.
- Regularly assess admissions and bed state on a whole hospital basis and prioritise patient allocations based on clinical need.
- Challenge the appropriateness and/or timing of admission decisions when required.
- Liaise with the CNM's, Doctors and other members of the discharge planning team highlighting problems and identifying delay factors that require assistance.
- Lead bed management meetings to inform all stakeholders of the bed state and allocation decisions.
- Escalate any issues that arise that will impede on the patient's Patient Flow pathway throughout the organisation
- Be involved in the management of Home Care Packages for patients of Peamount Healthcare

- Have a responsibility in managing the home care package tracker and application process with patients and their relevant person.
- Attend regular onsite meetings as required with to assist in the prioritisation of funding for patients that are medically fit for discharge
- Participate in process improvement meetings held between Social Work and Patient Flow.
- Gather relevant data and track delays in the HCP process, be able to provide statistics to hospital management, patient flow and HSE Home Support Office to advocate for additional funding and improved processes.
- Continue to improve working relationships with HSE Home Support Service office staff who have a role in the management and facilitation of HCPs. Regular communication with HCP managers and manager for Services for Older Persons, Disability who has oversight of HCPs to ensure timely processing of applications and identifying problems at an earlier stage.
- Internal problem solving and intervention at an earlier stage in the process.
- Early escalation to hospital and HSE management of delays in the HCP process and support around managing complex cases.
- Organise transfer to offsite beds as appropriate while awaiting commencement of package
- Keep up to date with any developments in area of HCP's both nationally and locally.

Bed Management and Discharge policies

- Implement and monitor Hospital Bed Management policies and procedures.
- Review the effective functioning of all policies relating to Bed Management /Discharge Planning on a regular basis.
- Promote an awareness of Bed Management and discharge policies throughout the Hospital, ensuring compliance from staff on the multi-disciplinary team.
- Implement and monitor processes and policies for Peamount Healthcare regarding the safe transfer of patients to offsite facilities.
- Develop, collect and monitor targets/KPI's which also encompass both national & Peamount Healthcare targets.
- Review the effective functioning of all policies relating to offsite discharges on a regular basis.

Service Quality

- Support the Patient Flow and Operations Lead and clinical teams in placing the right patients in the right place at the right time.

- Be aware of the importance of ring fencing within the Bed Management remit and minimise the short notice of cancellations for elective admissions.
- Participate in Quality Improvements Initiatives/Programmes

Awareness of targets set by both Peamount Healthcare and the HSE. Maintain a record of clinically relevant data aligned to National KPI's

Managing Change - Problem Solving & Decision Making / Communications & Influencing (level 3)

- To act as a change agent for staff in introducing change within the clinical environment.
- To facilitate ongoing development of nursing/HSCP documentation to meet professional standards and legal requirements.
- To liaise with all CNMs/registered nurses and HCAs.
- To act as an effective role model in promoting healthy professional relationships.
- To promote communication within the nursing profession and the organisation.
- Promote awareness of and participate in nursing research activities.
- To liaise where appropriate with multidisciplinary teams.
- To inspire and disseminate innovative practice.
- Addresses problems through balanced decisions making while identifying learnings.
- Adopt a range of communication techniques to explain complex information.
- Tailors their communication style dependent on the audience and situation.
- Manages the adherence to company policy on confidentiality and data protection.

Managing Yourself - Team player / Planning & Organising (level 3)

- ***Demonstrate flexibility if and when asked to work in other areas of the Medical Service as needed.***
- Delegates effectively to the team and ensure timelines are met and efficient use of resources.
- Assists in the development and implementation of operations plans to ensure smooth and consistent execution of tasks.
- Research and promote quality initiatives that are evidence based.
- Takes into account others when making an important decision, addresses team conflict, sets clear goals, embraces diversity, and promotes collaboration and team strengths to achieve goals. Offers recognition.
- Builds and uses networks of influences for planning and organising workload.
- Develops and implements operational plans, essential systems and processes.
- Monitors performance, evaluates impacts and risks.
- Develop skills on an ongoing basis as required.

	- Maintain own knowledge on both local, national and international professional nursing practice issues. <i>Managing People – People Management / Leadership</i> - Create a learning environment for all staff, to encourage and promote staff development. - Maintain a personal record of professional development. - Create and promote open communications, healthy working relationships, and stimulate initiative amongst ward staff. - Lead by example while focusing on the achievement of operational and strategic goals. - Completion of relevant training including coaching, mentoring and leadership development as applicable. - To model a professional approach in all aspects of work being undertaken. - Encourage recognition of the patient as an individual, ensuring patients' needs and comfort are given priority. - Support all registered nurses and multidisciplinary colleagues, in the implementation of Hospital Policies. - To create and promote open communications, healthy working relations, and stimulate innovation in practice. - To audit and evaluate all initiatives undertaken. <i>Information Technology & data</i> - Make the most effective and efficient use of developments in information technology for both patient care and administrative support in a manner which integrates well with systems throughout the organisation. - Collect, interpret and present data and information on the Department's activities
Campaign Specific Selection Post	A ranking and or short-listing exercise may be carried out on the basis of information supplied in your CV. The criteria for ranking and or short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview depending on the service needs of the organisation.
Annual registration	
The reform programme outlined for the Health Service may impact on this role and as structures change the job description may be reviewed.	

The job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive or restrictive and is subject to periodic review with the employee concerned.

Terms & Conditions of Employment
Peamount Healthcare, Newcastle, Co. Dublin.

Tenure	The current vacancy available is a permanent full-time position. The post is pensionable. Appointment as an employee of Peamount Healthcare is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.
Remuneration	Remuneration is in accordance with the salary scale approved by the Department of Health: Clinical Nurse Manager II (Grade Code - 2119) Current salary scale with effect from June 1st, 2026: €62,699 (point 1) to €79,227 (point 11 LSI).
Working Week	The allocation of these hours will be at the discretion of the Department Head and in accordance with the needs of the service. HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day/Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008, will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016
Annual Leave	As per Health Service Executive (HSE)
Probation	All employees will be subject to a probationary period as per the probation policy. This policy applies to all employees irrespective of the type of contract under which they have been employed. A period of 6 months’ probation will be served: • On commencement of employment. • Fixed term to permanent contract. • Permanent employees commencing in promotional posts will also undertake a probationary period relating to their new post.
Pension	Employees of Peamount Healthcare are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment. If you are being rehired after drawing down a public service pension your attention is drawn to Section 52 of the Public Services Pension (Single and Other Provisions) Act 2012. The 2012 Act extends the principle of abatement to retired public servants in receipt of a public service pension who secure another public service appointment in any public service body.
Maternity	Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.

Sick Leave	Peamount Healthcare operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31 st March 2014.
Pre-Employment Health Assessment	Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital's Occupational Health Service and if required undergo a medical assessment with this department. Any person employed by Peamount Healthcare must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.
Validation of Qualifications & Experience	Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.
References	Peamount Healthcare will seek up to two written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.
Garda Vetting	Peamount Healthcare will carry out Garda vetting on all employees in relevant roles. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees. Please note that, in the event of a provisional job offer for a relevant role that requires Garda Vetting, successful candidates will be required to attend in person to verify their identity. This step is mandatory in accordance with the legislative requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012.
Character	Candidates for and any person holding the office must be of good character.
Health & Safety	These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department's safety statement, which must be read and understood. Comply with and contribute to the development of policies, procedures, guidelines, and safe professional practice and adhere to relevant legislation, regulations and standards. Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to Peamount. Protection and Care and comply with associated Peamount protocols for implementing and maintaining these standards as appropriate to the role. To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
Quality, Risk & Safety Responsibilities	<i>It is the responsibility of all staff to:</i> Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety.

	• Participate and cooperate with external agencies on safety initiatives as required. • Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to: ➢ National Standards for Safer Better Healthcare. ➢ National Standards for the Prevention and Control of Healthcare Associated Infections. ➢ HSE Standards and Recommended Practices for Healthcare Records Management ➢ Safety audits and other audits specified by the HSE or other regulatory authorities. • To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospital's continuous quality improvement programme. <i>It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department.</i>
Education and Training	Participate in mandatory training programmes. Pursue continuous professional development in order to develop professional knowledge and keep updated with current and legislation.
Specific Responsibility for Best Practice in Hygiene	Hygiene in healthcare is defined as <i>“the practice that serves to keep people and the environment clean and prevent infection. It involves preserving one’s health, preventing the spread of disease and recognizing, evaluating and controlling health hazards.”</i> • It is the responsibility of all staff to ensure compliance with hospital hygiene standards, guidelines and practices. • Department heads/ managers have overall responsibility for best practice in hygiene in their area. • It is mandatory to complete hand hygiene training every 2-years and sharps awareness workshops yearly.