



Staff Nurse, Staff Bank – Older person services
Altra Foirne Bainc Foirne - Seirbhísí do dhaoine scothaosta
Job Specification & Terms and Conditions

Job Title, Grade Code	Staff Nurse, Staff Bank – Older person services Altra Foirne Bainc Foirne - Seirbhísí do dhaoine scothaosta Grade Code: 2135
Remuneration	The salary scale for the post is: as of (01/06/2026) € 38,166, € 40,158, € 41,175, € 42,519, € 44,213, € 45,907, € 47,591, € 49,049, € 50,509, € 51,973, € 53,466, € 54,956, € 56,592 LSI Pro Rata New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.
Campaign Reference	DSESB1026
Closing Date	Tuesday 27 th of October 2026
Proposed Interview Date (s)	Applications via Rezoomo digital platform. Nil CVs accepted Virtual Interviews dates to be confirmed.
Taking up Appointment	A start date will be indicated at job offer stage. Available to commence employment within 60 days of receipt of the formal offer of employment is desirable.
Location of Post	HSE Dublin & South East Staff Bank We offer a flexible working arrangement with an Hours as Required contract through Staff Bank across the Community Nursing Units within your selected Integrated Health Area (IHA). We seek caring, compassionate, committed, competent, adaptable and reliable individuals to apply for our Nursing positions. We are offering Hours as Required contract type. An "Hours as Required Contract" may suit individuals that are seeking flexible work arrangements. These positions are within the Community Nursing Units across 3 IHA and selection of primary assignment will be made via a digital application form IHA Dublin South Wicklow • Dalkey Community Unit - South Dublin • Clonskeagh Community Unit - South Dublin • St. Colman's Residential Care Centre - Wicklow • Wicklow Community Unit - Wicklow IHA Waterford and Wexford • St Johns Community Hospital Enniscorthy-Wexford • Gorey District Hospital-Wexford • Abbeygale House-Wexford • New Houghton New Ross- Wexford

	• Waterford Residential Care Centre (WRCC)-Waterford • Dungarvan Community Hospital-Waterford • Dunabbey Dungarvan-Waterford IHA Carlow and Kilkenny and South Tipperary • Sacred Heart Hospital-Carlow • Carlow District Hospital-Carlow • Thomastown Residential care centre (St Columba's)- Kilkenny • Caslecomer District-Kilkenny • Cashel Residential Older Persons Services (CROPS)-South Tipp • Clonmel Residential care centre -South Tipp • Cluain Arann-South Tipp • St Theresas -South Tipp
Informal Enquiries	We welcome enquiries about the role. Contact: Gillian Foster, ADON Staff Bank Manager Email RecruitmentstaffbankDSE@hse.ie for further information about the role and recruitment process.
Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email Robert Burch. Campaign Lead Robert.burch@hse.ie
Details of Service	HSE Dublin and South East was established as part of the Sláintecare program, combining South East Community Healthcare, Community Healthcare East and the Ireland East Hospital Group with three hospitals from the South/South West Hospital Group: University Hospital Waterford, Tipperary University Hospital, and Kilcreene Orthopaedic Hospital. The new regional health region confidently takes on the responsibility of providing acute and community healthcare services across the counties of South Dublin, Wicklow, Wexford, Waterford, Carlow, Kilkenny, and South Tipperary to a population of 971,093, 18.9% of the population (2022 Census). We offer a flexible working arrangement with an Hours as Required contract through Staff Bank.
Reporting Relationship	The post holder: • Regional Director of Nursing via Director of Nursing via Assistant Director of Nursing via Clinical Nurse Managers 1, 2 and 3.
Purpose of the Post	The delivery of safe, effective, quality-assured and person-centred care.
Principal Duties and Responsibilities	KEY RESPONSIBILITIES • Professional Responsibilities • Clinical Responsibilities • Educational Responsibilities • Management Responsibilities • The post holder will support the principle that care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree • Maintain awareness of the primacy of the patient in relation to all hospital activities. • Performance management systems are part of role and you will be required to participate in the Hospitals performance management programme • Be accountable for the provision of a nursing service in a manner that is efficient, effective and of the highest standard • Develop clinical expertise, leadership ability and teaching skills through nursing practice. • Participate in teaching and education programmes for nursing and support staff • Maintain a high standard of professional and ethical responsibility

PROFESSIONAL RESPONSIBILITIES

- Under the direction of the Clinical Nurse Manager 2/ Charge Nurse the post holder will
- Practice Nursing according to
- the professional code as laid down by the Irish Nursing & Midwifery Board of Ireland
- (b) the policies and procedures as laid down by the HSE Dublin South and South East
- Support the philosophy, objectives and goals of the Nursing /Midwifery Department.
- Follow appropriate lines of authority within the Nurse Management structure.
- Participate as a team member in all aspects of patient care.
- Demonstrate a high degree of motivation and assume responsibility for professional self-development
- Recognise the importance of good interpersonal relationship with patients, visitors and staff.
- Demonstrate flexibility by assisting in other areas of the hospital as required
- Participate in internal rotations as required and to facilitate service needs and to enhance professional development.
- Through performance evaluation with Clinical Nurse Manager 2/ Charge Nurse recognise self - limitations and plan for appropriate measures to overcome them.

CLINICAL RESPONSIBILITIES

- Under the direction of the Clinical Nurse Manager 2/ Charge Nurse, the post holder will : -
- Assess, plan, implement and evaluate individualised patient care programmes within the agreed framework for practice
- Adapt a collaborative approach to patient care through the co-ordination of care and interventions provided by other members of the multi - disciplinary team
- Act as an advocate for the patient and their family to ensure that they are appropriately informed and counselled regarding their short / long term care needs.
- Collaborate with the patient, their family and the multi disciplinary team to facilitate appropriate discharge planning and continuity of care.
- Maintain appropriate and accurate written records regarding patient care.
- Promote innovation and change in the approach to patient care delivery, particularly in relation to new research findings and advances in treatment.
- Participate in the setting of professional standards. Understand and co-operate with the need to measure and audit the effectiveness of care given.
- Participate in research programmes and understand the need for research based practice.
- To ensure that correct handling and sympathetic treatment of patients is carried out by all staff, and that the dignity of the patient is given proper consideration.

EDUCATIONAL RESPONSIBILITIES

- Under the direction of the Clinical Nurse Manager 2/ Charge Nurse the post holder will : -
- Develop teaching skills and participate in the planning and implementation of orientation and teaching programmes for student nurses and care assistants in the clinical setting.
- Provide feedback to the Clinical Nurse Manager 1 and 2/ Charge Nurse in the compilation of proficiency assessments for student nurses and care assistants in the clinical setting.

- Contribute to the identification of training needs pertinent to the clinical area.
- Identify and contribute to the continual enhancement of learning opportunities in the clinical area.
- Participate in the clinical induction of all new nursing and support staff.
- Develop leadership ability in order to act as an effective role model.
- Assume responsibility for own learning and development needs.

MANAGEMENT RESPONSIBILITIES

- The post holder will practise within the limits of their expertise and scope of practice. The post holder will work independently or under supervision:
- Manage the nursing care for a caseload of patients.

and develop the competency to

- Take management responsibility for the ward/Unit in the absence of the Clinical Nurse Manager 2/ Charge Nurse for defined periods of time.
- Demonstrate the ability to delegate work to team members
- The discretion in the decision-making process regarding patient care
- Maintain effective interpersonal relationships in a manner that avoids antagonism, reduces conflict and prevents undue anxiety.
- Provide support and act as an information link to Clinical Nurse Manager 2/ Charge Nurse.
- Develop the ability to use the resources provided in an effective and economic manner.
- Co-operate in the rostering of nursing and support staff ensuring optimum use of nursing resources.
- Liaise with Bed Management in the absence of the Clinical Nurse Manager.
- To carry out such other duties appropriate to the office as may be assigned to him/her by the Chief Officer, Director of Nursing, or other authorised officer.

KPI's

- The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital's service plan targets.
- The development of Action Plans to address KPI targets.
- Driving and promoting a Performance Management culture.
- In conjunction with line manager assist in the development of a Performance Management system for your profession.
- The management and delivery of KPIs as a routine and core business objective.

PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:

- Employees must attend fire lectures periodically and must observe fire orders.
- All accidents within the Department must be reported immediately.
- Infection Control Policies must be adhered to.
- In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits.
- In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.
- Hospital uniform code must be adhered to.
- Provide information that meets the need of Senior Management.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Service needs will require a level of movement of nursing staff between wards for relief duties from time to time.

- Risk Management, Infection Control, Hygiene Services and Health & Safety

	• The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. • The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. • The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas: • Continuous Quality Improvement Initiatives • Document Control Information Management Systems • Risk Management Strategy and Policies • Hygiene Related Policies, Procedures and Standards • Decontamination Code of Practice • Infection Control Policies • Safety Statement, Health & Safety Policies and Fire Procedure • Data Protection and confidentiality Policies • The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group's Risk Management Incident/Near miss reporting Policies and Procedures. • The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. • The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. • It is the post holders' specific responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. • The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. • The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. • The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. • It is the post holder's responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice. The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.
Eligibility Criteria Qualifications and/ or experience	1. <u>Statutory Registration, Professional Qualifications, Experience, etc</u> (a) Eligible applicants will be those who on the closing date for the competition: (i) Be registered, or be eligible for registration, in the General Nurse Division of the Register of Nurses kept by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranaís agus Cnáimhseachais na hÉireann). And (b) Candidates must possess the requisite knowledge and ability, (including a high standard of clinical and administrative capacity), for the proper discharge of the duties of the office.

	<u>2. Annual registration</u> (i) On appointment, practitioners must maintain live annual registration on the General Nurse Division of the Register of Nurses & Midwives maintained by Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann). And (ii) And Practitioners must confirm annual registration with the NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). <u>4. Health</u> Candidates for and any person holding the office 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. <u>5. Character</u> Candidates for and any person holding the office must be of good character.
Post Specific Requirements	• Demonstrate depth and breadth of experience as relevant to the role within the last two years
Other requirements specific to the post	• Available to commence employment within 60 days of receipt of the formal offer of employment is desirable.
Skills, competencies and/or knowledge	<i>The candidate must demonstrate</i> Professional Knowledge & Experience <i>For example:</i> • Demonstrates practitioner competence and professionalism in order to carry out the duties and responsibilities of the role. • Practices nursing care safely and effectively, fulfilling their professional responsibility within their scope of practice. • Practices in accordance with legislation affecting nursing practice. • Displays evidence-based clinical knowledge in making decisions regarding client care. • Demonstrates a commitment to continuing professional development. • Demonstrates a willingness to develop IT skills relevant to the role. Planning and Organising Skills <i>For example:</i> • Demonstrates evidence of effective planning and organising skills. • Demonstrates the ability to manage deadlines and effectively handle multiple tasks. • Demonstrates an awareness of resource management and the importance of value for money. • Demonstrates flexibility and adaptability in their approach to work, is open to change and new ways of working. Building and Maintaining Relationships <i>For example:</i> • Demonstrates the ability to work on own initiative as well as part of a team. • Demonstrates the ability to build and maintain relationships including the ability to work effectively as part of a multi-disciplinary team. • Demonstrates an awareness and appreciation of the patient / client and their families • Uses diplomacy and tact in fraught situations and can diffuse tense situations comfortably. • Ensures that care is carried out in an empathetic and ethical manner. Analysis, Problem Solving and Decision-Making Skills <i>For example:</i> • Demonstrates evidence-based decision-making and shows effective analytical and problem solving skills.

	• Uses a range of information sources and knows how to access relevant information to address issues. • Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions. • Demonstrate resilience and composure. Commitment to Providing a Quality Service <i>For example:</i> • Demonstrates a commitment to providing a quality service. • Demonstrates evidence of the ability to care for clients in a non-judgemental manner. • Takes action and informs relevant people when problems arise. • Pays attention to detail, ensures that all records and data are up to date and available when required. • Communication Skills <i>For example:</i> • Demonstrates excellent communication skills (written and verbal) so as to effectively carry out the duties and responsibilities of the role. • Communicates in a clear, effective and sensitive manner, listening and ensuring that messages are clearly understood / tailors the method as appropriate. • Anticipates and recognises the emotional reactions of others when delivering sensitive messages. • Demonstrates the ability to influence others effectively. • Is assertive as appropriate.
Campaign Specific Selection Process Ranking/Shortlisting / Interview	A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting 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 progressing 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 in 'bands' depending on the service needs of the organisation.
Diversity, Equality and Inclusion	The HSE is an equal opportunities employer. Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE's commitment to Diversity, Equality and Inclusion

Code of Practice	The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process. Read the CPSA Code of Practice.
The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed. This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.	

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Job Specification & Terms and Conditions

Tenure	The current vacancy available is Indefinite Duration and Hours as required. The post is pensionable (Pro Rata.) Appointment as an employee of the Health Service Executive is governed by the Health Act 2004, the Public Service Management (Recruitment and Appointments) Act 2004, and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Working Week	The standard working week applying to the post is 'if and when required'.
Annual Leave	The annual leave Pro Rata associated with the post will be confirmed at Contracting stage.
Superannuation	This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. <i>* <u>Public Servants not affected by this legislation:</u></i> Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
Protection of Children Guidance and Legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities. Visit HSE Children First for further information, guidance and resources.
Infection Control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.

Health & Safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include: • Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.
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