



**Clinical Nurse Manager 2 (CNM2) Emergency Department
Job Specification & Terms and Conditions**

Job Title and Grade	Clinical Nurse Manager 2 (CNM2) Emergency Department <i>Grade Code: 2119</i>
Campaign Reference	OLH2026/89
Remuneration HSE Terms and Conditions	Salary scale €62,699 to €79,227 LSI (as at 01/06/2026) https://www.hse.ie/eng/staff/resources/terms-conditions-of-employment/
Annual Leave	The annual leave associated with the post will be confirmed at Job Offer stage.
Closing Date	Tuesday 27 th October 2026 @3pm
Anticipated Interview Date	November 2026
Duration of Post	There is currently one Permanent and Pensionable whole-time CNM2 vacancy in the Emergency Department. A panel may be formed as a result of this campaign for Clinical Nurse Manager 2 Emergency Department in Our Lady's Hospital Navan, from which current and future permanent and specified purpose vacancies may be filled.
Location of Post	Our Lady's Hospital Navan
Details of Service	Our Lady's Hospital, Navan is part of the HSE Dublin and North East (DNE) Health Region. Our Lady's Hospital Navan currently has a total of 134 beds and provides a General Acute Hospital Service to the catchment area of Meath. The hospital also provides a Regional General Theatre Service and a Regional Elective Orthopaedic Service for the counties of Meath, Louth, Cavan and Monaghan. The Acute General Medicine Services are as follows: Emergency Department, ICU/HDU, Medical Assessment Unit, Cardiology, Respiratory, Endocrinology, Care of the Elderly and Outpatients. The Hospital also provides rehabilitation services in the 10-bed unit on site. Theatre day services include elective Orthopaedic, Gynaecology and General Surgery as well as Endoscopy. Clinical support services include Pathology, Radiology, Occupational Therapy, Physiotherapy, Speech & Language Therapy, Dietetics, Pre-op Assessment and Anaesthetic Services. The Hospital forms part of the Louth/Meath Integrated Health Area under the governance of Dublin and North East Health Region (DNE). The DNE provides health and social care to Dublin North, Louth, Meath, Cavan and Monaghan. Each region is responsible for providing both hospital and community care for the people in that area. Bringing community health services and hospitals together means we can take a more patient-centred approach to healthcare. Hospitals with Dublin North East include; • Beaumont Hospital • Cavan General Hospital • Connolly Hospital • Louth County Hospital • National Orthopaedic Hospital Cappagh • Monaghan General Hospital • Mater Misericordiae University Hospital • Our Lady's Hospital Navan • Our Lady of Lourdes Hospital Drogheda • Rotunda Hospital
Reporting Relationship	The post holder will report to the CNM3/ Assistant Director of Nursing. Professional accountability to the Director of Nursing.



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HR Contact	Name: Paula Brothers Job Title: HR Department, Our Lady's Hospital Navan Tel: (046) 9078521 / Ext 2521 Email: paular.brothers@hse.ie
Purpose of the Post	To be responsible for the management, care and treatment of service users, to ensure that the optimum standard of care is provided within the designated area(s) of responsibility. The primary role of the CNM 2 will be one of clinical and professional leadership and development in the nursing team, including the development of nursing staff by means of in-service training, orientation of new staff and arranging for clinical experience and supervision of student nurses where this is appropriate. The CNM 2 will work as part of a multidisciplinary team. To ensure that high standards for healthcare are implemented and monitored in the provision of nursing care within the scope of policies, protocols and guidelines approved nationally and at Our Lady's Hospital, Navan.
Principal Duties and Responsibilities	<i>The Clinical Nurse Manager 2 Emergency Department will:</i> <u>Professional / Clinical</u> • Manage patient care to ensure the highest professional standards using an evidence based, care planning approach • Provide a high level of professional and clinical leadership • Be responsible for the co-ordination, assessment, planning, delivery and review of service user care by all staff in the Emergency Department • Provide safe, comprehensive nursing care to service users according to the Code of Professional Conduct as laid down by the NMBI (Nursing Midwifery Board Ireland) and Professional Clinical Guidelines • Practice nursing according to: ○ Professional Clinical Guidelines ○ National and Area Health Service Executive (HSE) guidelines. ○ Local policies, protocols and guidelines ○ Current legislation • Manage own caseload in accordance with the needs of the post • Organise departmental staff meetings and feedback to CNM3/ADON • Participate in teams / meetings / committees as appropriate, communicating and working in co-operation with other team members • Facilitate co-ordination, co-operation and liaison across healthcare teams and programmes • Collaborate with service users, family, carers and other staff in treatment / care planning and in the provision of support and advice • Develop and maintain staff rosters and annual leave to provide safe skill mix on each shift • Communicate verbally and / or in writing results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy • Plan discharge or transition of the service user between services as appropriate • Ensure that service users and others are treated with dignity and respect • Maintain nursing records in accordance with local service and professional standards • Complete relevant risk assessments and maintain the risk register for the department. • Adhere to and contribute to the development and maintenance of nursing standards,



protocols, and guidelines consistent with the highest standards of patient care for the Emergency Department.

- Evaluate and manage the implementation of best practice policy and procedures e.g. admission and discharge procedures, control and usage of stocks and equipment, grievance and disciplinary procedures.
- Maintain professional standards in relation to confidentiality, ethics and legislation
- In consultation with CNM3/ADON and other disciplines, implement and assess quality management programmes
- Participate in clinical audit and develop quality improvements initiatives.
- Initiate and participate in research studies as appropriate
- Devise and implement Health Promotion Programmes for service users as relevant to the post
- Operate within the scope of practice - seek advice and assistance from their manager with any cases or issues that prove to be beyond the scope of their professional competence in line with principles of best practice and clinical governance.

Health and Safety

- Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff e.g. health and safety procedures, emergency procedures
- Observe, report and take appropriate action on any matter which may be detrimental to staff and/or service user care or wellbeing / may be inhibiting the efficient provision of care
- Adequately identifies, assesses, manages and monitors risk within their area of responsibility
- Assist in observing and ensuring implementation and adherence to established policies and procedures e.g., health and safety, infection control, storage and use of controlled drugs, etc.
- Ensure completion of incident / near miss forms / clinical risk reporting
- Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
- Liaise with other relevant staff e.g. CNS Infection Control
- Have a working knowledge of the 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
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Education and Training

- Engage in continuing professional development by keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and to attend staff study days as considered appropriate for the Emergency Department.
- Be familiar with the curriculum training programme for student nurses and be aware of the clinical experience required to meet the needs of the programme
- Participate in the identification, development and delivery of induction, education, training and development programmes for nursing and non-nursing staff
- Provide support and supportive supervision to front-line staff where appropriate
- Supervise and assess student nurses and foster a clinical learning environment
- Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate



	<u>Management</u> • Exercise authority in the running of the Emergency Department as deputised by the CNM3/ADON • Provide the necessary supervision, co-ordination and deployment of nursing and support staff to ensure the optimum delivery of care in the Emergency Department • Manage communication at all levels and facilitate team building • Lead and coordinate the staff in the Emergency Department. • Provide staff leadership and motivation which is conducive to good working relations and work performance for the Emergency Department Team. • Promote a culture that values diversity and respect in the workplace • Formulate, implement and evaluate service plans and budgets in co-operation with the wider healthcare team • Manage all resources efficiently and effectively. • Lead on practice development within the clinical area • Lead and implement change • Promote, facilitate and participate in the development of nursing policies and procedures. Monitor as appropriate and lead on proactive improvement • Contribute to the formulation, development and implementation of policies and procedures. • Monitor KPI's such as Triage times, Length of stay and Breach. • Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters • Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service and the community • Actively participate in the Nursing Management structure by 'acting up' when required • Maintain all necessary clinical and administrative records and reporting arrangements • Engage in IT developments as they apply to service user and service administration The above Job Specification 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 them from time to time and to contribute to the development of the post while in office.
Eligibility Criteria Qualifications and/ or experience	Education and Qualifications 1. <u>Professional Qualifications, experience</u> Be registered in the General Division of the Register of Nurses kept by NMBI (Nursing Midwifery Board Ireland) And Have at least 5 Years Post Registration experience of which 3 years must be in the speciality area of Emergency Department. And Have the Post Graduate Emergency Nursing Course or be willing to undertake the course. And Have the clinical, managerial and administrative capacity to properly discharge the functions of the role. Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by NMBI (Nursing Midwifery Board Ireland)



Post Specific Requirements	Demonstrate depth and breadth of experience in the area as relevant to the role.
Health/ Character	Health A candidate 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. Character Each candidate 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.
Skills, competencies and/or knowledge	Professional Knowledge/Experience Demonstrate practitioner competence and professionalism in order to carry out the duties and responsibilities of the role. Display evidence-based clinical knowledge in making decisions regarding client care. Demonstrate a commitment to continuing professional development. Demonstrate knowledge of service. Demonstrate a willingness to engage and develop IT skills relevant to the role. Demonstrate an awareness of developments within the HSE. Demonstrates an awareness of legislation and standards relevant to the role. Organisation and Management Skills Demonstrate the ability to plan and organise effectively. Demonstrate the ability to manage deadlines and effectively handle multiple tasks. Demonstrate an awareness of resource management and the importance of value for money. Demonstrates flexibility and adaptability in their approach to work Commitment to Providing a Quality Service Demonstrates a strong commitment to the delivery of quality service. Display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect. Demonstrates integrity and ethical stance. Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change. Building & Maintaining Relationships (including Team Skills & Leadership Skills) Demonstrate the ability to work on own initiative as well as part of a team Adopts a collaborative approach to patient care by co-ordination of care / interventions and interdisciplinary team working. Demonstrate strong interpersonal skills including the ability to build and maintain relationships. Fosters good professional work relationships between colleagues Demonstrates the ability to lead on clinical practice Analysis, Problem Solving and Decision-Making Skills Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability. Shows sound professional judgement in decision-making. Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions. Uses a range of information sources and knows how to access relevant information to address issues.



	Demonstrate resilience and composure in dealing with situations Communication/Interpersonal Skills Demonstrate effective communication/interpersonal skills including ability to present information in a clear and concise manner; the ability to facilitate and manage groups through the learning process; the ability to give constructive feedback to encourage learning.
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 Children's Health Ireland Quality and Risk and 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>
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 at: https://www.hse.ie/eng/staff/resources/diversity/diversity.html
Applications	Applications by submitting Application Form via Rezoomo. We do Not Accept CVs
The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed. This job description 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.	



**Clinical Nurse Manager 2 Emergency Department
Terms and Conditions of Employment**

Duration of post	There is currently one Permanent and Pensionable whole-time CNM2 vacancy in the Emergency Department. A panel may be formed as a result of this campaign for Clinical Nurse Manager 2 Emergency Department in Our Lady's Hospital Navan, from which current and future permanent and specified purpose vacancies may be filled. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Remuneration	Salary scale (as at 01/06/2026) €62,699 to €79,227 LSI
Annual Leave	The annual leave associated with the post will be confirmed at Job Offer stage.
Working Week	The standard working week applying to the post is 37.5 hrs. Working days and nights over a 24/7 roster.
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.
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	Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.
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 webpage 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.
Pre-Employment Health Assessment	What to expect following the interview stage: 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 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	Three written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated will be sought. The employer also reserves the right to determine the merit, appropriateness and relevance of such references and referees. You will be contacted to give names and contact details of referees.
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/service, 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 procedures. • 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.