**St John's Hospital, Limerick**
**Clinical Nurse Manager (CNM) 3 – Infection Prevention & Control (IP&C)**

**Permanent, Wholetime and Pensionable**
**Job Specification & Terms and Conditions**

| | |
|---|---|
| **Job Title, Grade** | Clinical Nurse Manager (CNM) 3 – Infection Prevention & Control (IPC)<br>Grade Code: 233X |
| **Competition Reference** | SJL10/2026/05 |
| **Whole Time Equivalent** | 1 WTE (37.5) Hours |
| **Closing Date** | 12 noon, on Friday 13th November 2026 |
| **Proposed Interview date(s)** | Interviews will be held soon after the competition has closed |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Duration of Post** | Permanent, Wholetime & Pensionable post |
| **Location of Post/ Organisational Area** | St. John's Hospital, St. John's Square, Limerick V94H272.<br>HSE Mid-West Region |
| **Informal Enquiries** | Eileen Hayes, Director of Nursing & IPC, St John's Hospital<br>Email: don@stjohnshospital.ie |
| **Post Specific Information** | Details on this campaign can be found at https://www.stjohnshospital.ie/jobs/ |
| **Details of Service** | **Overview of St John's Hospital, Limerick**<br>St John's Hospital Limerick is a voluntary acute general hospital founded in 1780 by the Little Company of Mary Sisters. It operates as a Model 2S hospital, funded by the Health Service Executive (HSE), and is a key member of the University of Limerick Hospitals Group.<br>The hospital has a long-established reputation as a teaching institution and serves as an academic partner of the University of Limerick, supporting the education and development of medical, nursing, and allied health professionals.<br><br>**Clinical Services and Patient Care**<br>St John's Hospital provides a comprehensive range of inpatient and outpatient services, including:<br>General Medicine<br>General Surgery<br>Urology<br>Gynaecology<br>Endoscopy<br>A key feature of the hospital is its **Urgent Care Centre**, which incorporates both an Injuries Unit and a Medical Assessment Unit.<br>The hospital is committed to:<br>Delivering high-quality, safe, and patient-centred care |

| | |
|---|---|
| | Ensuring timely and equitable access to services<br>Promoting patient participation and engagement in care<br>Supporting patients and their families through a compassionate care model<br><br>**Innovation and Strategic Development**<br>St John's Hospital is a national leader in innovation and service development. It is:<br>An official Irish reference centre for the CMR Versius Surgical Robot<br>The first Model 2 hospital in Ireland to introduce a robotic surgical programme<br>Its 2022–2027 Strategy includes a major capital development: a proposed new inpatient bed block to expand capacity, in partnership with the HSE.<br><br>**Multidisciplinary and Support Services**<br>The hospital delivers holistic care through a wide range of specialist and support services, including:<br>Diagnostic radiology and laboratory services<br>Day theatre<br>Consultant outpatient clinics<br>Clinical Nurse Specialists and Advanced Nurse Practitioners<br>Dietetics, Occupational Therapy, Speech and Language Therapy<br>Medical Social Work<br>Physiotherapy<br>Chaplaincy services<br><br>**Research, Education, and Continuous Improvement**<br>The hospital fosters a strong culture of innovation and continuous improvement through its Audit, Research and Innovation Committee. It has direct access to the Rapid Innovation Unit within UL Hospitals Group, a Science Foundation-supported initiative that:<br>Utilises 3D printing and engineering solutions<br>Develops patient-centred innovations<br>Enhances bedside care and patient experience<br>St John's Hospital is deeply committed to creating a supportive learning environment, promoting staff development through education, motivation, and continuous professional growth.<br><br>**Capacity and Infrastructure**<br>The hospital currently operates:<br>99 beds in total<br>89 inpatient beds<br>10-day care beds<br>Inpatient services focus on General Medicine, General Surgery, and Gynaecology. |
| **Service mission, vision and values** | **<u>Our Purpose</u>**<br>Together we work to enhance the health and wellbeing of all those in our care and inspire those who deliver it every day.<br><br>**<u>Our Vision</u>**<br>To be a leading provider of healthcare services where innovation and excellence are at the heart of the patient experience.<br><br>**<u>Mission statement</u>**<br>Faithful to our tradition, we provide the highest possible standard of care and treatment in a professional and compassionate manner to every person who avails of our services. |

| | |
|---|---|
| | **<u>Our Values</u>**<br>To listen to each other and seek opportunities to help and support one another.<br><br>To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment.<br><br>To provide healthcare based on the assessed needs and preferences of our service users, which ensures mutual respect, holistic care and continuous learning and training.<br><br>To deliver excellence in care through monitoring, evaluating and continually improving our services. |
| **Reporting Arrangements** | The post holder will:<br><br>• Report directly to the Assistant Director of Nursing<br>• Is accountable to the Director of Nursing<br>• Clinically accountable to the Consultant Microbiologist/ Microbiology Service with responsibility for Infection Prevention and Control. |
| **Purpose of the role** | The successful candidate in conjunction with other members of The Infection Prevention and Control team, will lead and co-ordinate the development and delivery of the Infection Prevention and Control service, compatible with modern standards and in line with the antimicrobial resistance and infection control (AMRIC) programme |
| **Key Responsibilities** | • Provide clinical and professional leadership to all healthcare professionals involved in the delivery of healthcare at St John's Hospital<br>• Develop innovative, evidence-based practice and research in Infection prevention and control to achieve maximum protection of patient health.<br>• To be an active agent of change and ensure the Director of Nursing and healthcare colleagues are kept up to date in line with local and national IPC standards.<br>• Have responsibility for the operational day-to-day running of the infection prevention and control service in St John's Hospital<br>• To ensure the role of the CNM3 for Infection Prevention and Control remains in high profile by providing a visible, accessible and authoritative presence for staff, patients, their families/carers, providing assistance, advice and support as required.<br>• Support the delivery of hospital targets to improve d the quality of patient services in relation to infection prevention and control.<br>• To work in partnership with the microbiologist, Group-wide infection control staff and public health colleagues to ensure the implementation of directives, new guidance, legislation, and the development of innovations in the prevention, control and management of infection and communicable diseases which pose hazards to health.<br>• To lead and manage the CNM2 and other nursing staff who may be assigned to work in the Infection Prevention and Control team.<br>• To be responsible for proposing, formulating and implementing infection prevention and control policies.<br><br>**<u>Clinical Responsibility</u>**<br>*The Clinical Nurse Manager 3 IP&C will:*<br>• Act as a role model through the provision of professional leadership and demonstration of best practice in the area of infection prevention/control.<br>• Act as a resource in providing specialist knowledge, consultancy and expertise in collaboration with management, nursing and all healthcare personnel. |

| | |
|---|---|
| | • Maintain effective communication structures and interpersonal relations, which ensure that infection control information is conveyed quickly and effectively.<br>• Advise hospital management, bed management, medical and nursing personnel regarding the need for isolation facilities or transfer of patients to isolation rooms. Audit isolation activity and make recommendations to management of this area.<br>• Advise on the nursing care of patients with transmissible micro-organisms.<br>• Formulate, manage and implement best practice policies and procedures, advise and support ward/departmental managers and staff in the implementation of infection control policies, guidelines and procedures.<br>• Act as an advocate for the patients, and/or staff on issues in the prevention and control of infection.<br>• Advise on decontamination procedures to relevant staff.<br>• To collaborate with the Microbiology Laboratory staff on "alert" micro-organisms, antimicrobial resistant micro-organisms, investigations of clusters / outbreaks of infection. Screening of patients, staff, equipment and the environment.<br>• Maintain efficient infection control surveillance to facilitate the prompt identification of patients and staff with infection.<br>• Participate with the full implementation of information technology surveillance.<br>• Evaluate regularly control of infection measure by means of inspection, audit, surveillance and recommend improvement where and when necessary.<br>• Explain laboratory reports relevant to prevention and control of infection to healthcare personnel.<br>• Perform regular audits of infection control policies and procedures with the co-operation of departmental managers.<br>• Collate record and analyse relevant data and information for infection audits.<br>• Provide feedback by giving verbal and written reports to departmental and senior managers.<br>• Surveillance / monitoring of standards of hospital hygiene in collaboration with relevant staff and audit feedback.<br>• Ensure that service users and others are treated with dignity and respect<br>• Maintain professional standards in relation to confidentiality, ethics and legislation<br>• Trust in Care: By working together, employees are expected to display a positive, helpful and caring attitude in the way they conduct themselves, encouraging the confidence of patients, colleagues and others.<br><br>**<u>Management and Leadership</u>**<br>*The Clinical Nurse Manager 3 IP&C will:*<br>• Support the principle that the 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.<br>• Participate in the appropriate and effective management of the service.<br>• Participate in the development of the overall service plan and in the monitoring and review of activity against the plans.<br>• Participate in the overall financial planning of the service including the assessment of priorities in pay and non-pay expenditure.<br>• Assist with the direction and supervision of the nursing service to provide a high level of patient care and clinic/functional area/sector management.<br>• Provide innovative and effective leadership, support and advice to nursing and allied staff at all levels.<br>• Provide guidance to nursing and other staff in the implementation of nursing and policies.<br>• Maintain good employee relations and promote good communication with all relevant staff. |

- Give support and counsel to nursing and allied staff as necessary and take action in accordance with agreed service policy, if necessary.
- Plan and guide activities to provide optimum patient care in accordance with service policies and procedure.
- Ensure adherence to all standards and guidelines relating to professional nursing practice and behaviour.
- Participate in the development of the annual report and annual plan and in the monitoring and review of activity against the plans
- Undertake other relevant duties as may be determined from time to time by the Director of Nursing or other designated officer
- Participate and engage in projects and service developments by representing senior nursing on committees and groups.
- Be responsible for monitoring of nursing rosters/ skill mix in his/her area of responsibility.

**Education. Training and Research**

*The Clinical Nurse Manager 3, IPC will:*

- Facilitate education and training programmes on Infection Prevention and Control for all hospital staff and participate in teaching undergraduate and post-graduate students while on placement as required.
- Advise on, participate in and evaluate programmes of education to meet the infection prevention / control requirements of all healthcare personnel.
- Demonstrate vision, innovation, and flexibility in promoting knowledge to improve practice and deliver the highest standard of Infection Prevention and Control within available resources.
- Participate in relevant in-service education induction courses and study days for all healthcare personnel.
- Ensure that all infection control policies, guidelines and procedures are research/evidence based.
- Act as a change agent in implementing research findings so as to enhance infection control practice and ensure quality and safe patient care and outcomes.
- Participate in and conduct research to improve infection standards, practices, quality and outcomes.
- Initiate and organise studies of new techniques and trials of products / equipment to evaluate outcomes and recommend change, if necessary.
- Liaise with the staff of the Microbiology Department in organising and conducting microbiological and epidemiological surveillance.
- Contribute to service development through appropriate continuous education, research initiatives, keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and attend staff study days as considered appropriate.
- Provide support/advice to those engaging in continuous professional development in his/her area of responsibility.
- Participate in in-service training, orientation programmes and appraisals of all nursing staff. Also, participate in nurse training programmes and any other programmes pertaining to future development in the hospital.
- Provide support supervision and professional development of appropriate staff.
- Engage in performance review processes including personal development planning e.g., by setting own and staff objectives and providing and receiving feedback.

**Administrative**

*The Clinical Nurse Manager 3, IPC will:*

- Work autonomously and seek collaborative relationships with others across the region and within professional boundaries; Health Protection Surveillance Centre and Public Health Medicine.
- Actively participates in the Infection Prevention and Control Committee meetings and all other relevant strategic Committee meetings as appropriate to the services in collaboration with the Infection Prevention and Control Doctor / Microbiologists.
- Participate in the hospital's accreditation process, Risk Management, Nursing practice, Environmental Committee, Decontamination Committee and other committees as appropriate to the service.
- Ensure that satisfactory structures are in place for the prevention and control of infection.
- Act as specialist resource in providing infection control knowledge and expertise to hospital management, nursing and all healthcare personnel.
- Ensure that all infection prevention and control policies, guidelines and procedures are research/evidence based and that they are updated as required.
- Make recommendations for change and improvements in infection prevention and control practice.
- Plan, negotiate with, and support staff to implement any changes necessary.
- Advise senior hospital management and the multi-disciplinary team on recent advances in infection control and prevention when and where appropriate.
- Advise and participate in the commissioning, tendering and purchasing of patient care and medical equipment as pertaining to infection prevention / control.
- Provide infection prevention I control advice to committees established to oversee capital projects, renovations and refurbishments within the hospital.
- Liaise with Occupational Health Staff and the Health and Safety Officer on relevant staff health issues.
- Liaise with General Services and Technical Services.
- Liaise with Patient Services and Risk Manager when appropriate.
- Participate in the formulation of policies, guidelines, standards and procedures for infection control and prevention, with members of the Infection Control Team and other relevant staff, including defining areas of special risk.
- Advise committees on procedures, practices, techniques and materials to control and prevent infection.
- Participate in the development of the Infection Prevention and Control service/ programme and provide an annual report.
- Report any serious long-term problems which interfere with Infection Prevention and Control issues to the Director of Nursing, Consultant Microbiologist, General Managers, and directorate management teams, COO, CEO and relevant stakeholders as appropriate.

**Professional /Clinical Responsibilities**

*The Clinical Nurse Manager 3, IPC will:*

- Provide a high level of professional and clinical leadership.
- Provide safe, comprehensive nursing care to service users within the guidelines laid out by An Bord Altranais.
- Practice nursing according to Professional Clinical Guidelines, National and Area Health Service Executive guidelines, local policies, protocols and guidelines, current legislation.
- Manage, monitor and evaluate professional and clinical standards ensuring an evidence-based care planning approach.
- Manage own case load in accordance with the needs of the post.

| | |
|---|---|
| | • Participate in teams as appropriate, communicating and working in cooperation with the other team members and the wider multi-disciplinary teams.<br>• Facilitate coordination, cooperation and liaison across health care teams and programmes.<br>• Formulate, manage and implement best practice policies and procedures.<br>• Ensure that service users and others are treated with dignity and respect.<br>• Maintain professional standards in relation to confidentiality, ethics and legislation.<br>• Participate in development of quality initiatives including clinical audit, standard setting, investigation of complaints and untoward incidents.<br>• Attend professional meetings and conferences relating to infection prevention and control.<br>• Be responsible for one's own personal and professional development within the scope of professional practice.<br>• Maintain an awareness of current developments and research in infection prevention / control and nursing practice by reading relevant literature and attending seminars and conferences.<br>• Represent the hospital in the speciality at professionals' meetings and conferences.<br>• Lecture at conferences, seminars and other educational activities on infection control, locally, regionally, nationally and internationally.<br><br>**<u>Clinical Governance, Quality Assurance, Risk Management, Infection Control, Hygiene Services and Health & Safety</u>**<br>*The Clinical Nurse Manager 3, IPC will:*<br>• Ensure that effective safety procedures are developed and managed to comply with statutory obligations.<br>• Be aware of risk management issues, identify risks and take appropriate action.<br>• Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards.<br>• Assist in the development, implementation and review of Health and Safety statements, risk registers as appropriate.<br>• Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).<br>• Maintain a feedback mechanism and report to senior management where appropriate.<br>• Work in a safe manner with due care and attention to the safety of self and others.<br>• Ensure adherence to policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. Ensure advice of relevant stakeholders is sought prior to procurement<br>• Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role e.g., Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.<br>• Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.<br>• 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.<br><br>• The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.<br>• 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 the management of IP&C and Hygiene Services for the Hospital.
- 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.

**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 Acts 2005 and 2010 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.

| | |
|---|---|
| | **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.**<br><br>**Flexibility is required when dealing with new/emerging situations and emergencies.**<br><br>**This job description indicates the main responsibilities and duties of the post and is subject to review and amendment to reflect the changing needs of the hospital service. The extent and speed of change in the delivery of health care is such that adaptability is essential. The incumbent will be required to establish, maintain, enhance and develop their professional knowledge, skills and aptitudes in order to respond to a developing service situation.** |
| **Eligibility Criteria Qualifications and/or experience** | **1. Statutory Registration, Professional Qualifications, Experience, etc.**<br>(a) Eligible applicants will be those who on the closing date for the competition:<br><br>(i) Are registered, or are eligible for registration, in the General Nurse Division, and other divisions as relevant to the specific service, of the Register of Nurses and Midwives, as appropriate, maintained by the Nursing & Midwifery Board of Ireland (NMBI) (Bord Altranais agus Cnáimhseachais na hÉireann).<br>**And**<br>(ii) Have at least 5 years post registration full time (or an aggregate of 5 years post registration full time) experience of which 2 years (or an aggregate of 2 years post registration full time experience) must be in the speciality or related area of infection control<br>**And**<br>(iii) Have successfully completed a post registration programme of study in infection control, as certified by the education provider, which verifies that the applicant has achieved a National Framework of Qualifications (NFQ) major academic Level 8 or higher award maintained by Quality & Qualifications of Ireland (QQI) **or** can provide written evidence from the Higher Education Institute that they have achieved the number of ECTS credits equivalent to a Level 8 or higher standard in a **health care or management related area.**<br><br>**And**<br>(b) Candidates must possess the requisite clinical, leadership, managerial and administrative knowledge and ability for the proper discharge of the duties of the office.<br><br>**2. Annual registration**<br>(i) Practitioners must maintain live annual registration in the General Nurse Division, and other divisions as relevant to the specific service, of the Register of Nurses and Midwives, as appropriate, maintained by the Nursing & Midwifery Board of Ireland (NMBI) (Bord Altranais agus Cnáimhseachais na hÉireann).<br>**And**<br>(ii) Practitioners must confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). |

| | |
|---|---|
| | **3. Health**<br>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.<br><br>**4. Character**<br>Candidates for and any person holding the office must be of good character<br><br>*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 Bord Altranais agus Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland)* |
| **Post Specific Requirements** | • Demonstrate depth and breadth of post registration experience in Infection Prevention and Control as relevant to the role. |
| **Competition Specific Selection Process**<br><br>**Short listing / Interview** | Applications should be submitted by completing the St. John's Hospital's online digital application form. Online application forms and full particulars relating to the post are available on St. John's Hospital website.<br><br>Details on this campaign can be found at https://www.stjohnshospital.ie/jobs/<br><br>**Application Process**<br><br>**Applications must be completed on-line please use the following link** https://www.stjohnshospital.ie/jobs/<br>**and apply via the Apply Now tab**<br><br>Completed applications must be completed online no later than **12 noon Friday 13th November 2026**<br><br>An official application form must be completed in full by the closing date for the competition.<br><br>**Ranking/Shortlisting/Interview**<br>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.<br><br>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.<br><br>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. |

| | |
|---|---|
| **Essential Skills, competencies and/or knowledge** | **Demonstrates the following**:<br><br>**<u>Professional Clinical Knowledge</u>**<br>• Demonstrate expert clinical and professional knowledge in Infection Prevention and Control.<br>• Demonstrate a high degree of commitment, professionalism and dedication to the philosophy of quality health care provision.<br>• Demonstrate evidence of policy development and the ability to translate policy into action<br>• Demonstrate knowledge of risk management<br><br>**<u>Planning and Organising</u>**<br>• Demonstrate ability to plan, organize and coordinate resources in an efficient, effective and resourceful manner, within a model of patient centered care and value for money<br>• Demonstrate ability to manage deadlines and effectively handle multiple tasks<br>• Possess the innovation and creativity to deal with crisis and challenging situations<br><br>**<u>Building and Maintaining Relationships: Leadership & Team Skills</u>**<br>• Demonstrate a high level of motivation and leadership ability<br>• Demonstrate an empowering and enabling leadership style.<br>• Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment<br>• Demonstrate ability to manage, motivate and develop staff to maximize performance at work<br>• Demonstrate the ability to foster a learning culture amongst staff and colleagues to drive continuous improvement.<br>• Demonstrate ability to work effectively with multi-disciplinary teams<br><br>**<u>Evaluating Information and Judging Situations</u>**<br>• Demonstrate the ability to evaluate information, solve problems and make decisions.<br><br>**<u>Commitment to Quality Care</u>**<br>• Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality patient centered care in the context of infection prevention and control<br>• Demonstrate an ability to set, monitor and evaluate performance standards<br>• Knowledge of Accreditation and Quality Processes<br><br>**<u>Communication and Interpersonal Skills</u>**<br>• Demonstrate effective communications and interpersonal skills including: the ability to present information in a clear and concise manner: the ability to engage collaboratively with all stakeholders; the ability to give constructive feedback<br>• Demonstrate good negotiation skills<br>• Demonstrate good knowledge of and competency in general use of information technology: computers (including use of Word, PowerPoint and Email), office functions, internet for research purposes, email, preparation of presentation materials etc. |

| | |
|---|---|
| **Code of Practice** | St John's Hospital will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).<br><br>The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should 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.<br><br>The CPSA Code of Practice can be accessed via https://www.cpsa.ie/. |
| The reform programme outlined for the health services may impact on this role and as structures change the job description may be reviewed.<br><br>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. It 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. | |

**Clinical Nurse Manager 3, Infection Prevention & Control**
**Terms and Conditions of Employment**

| | |
|---|---|
| **Tenure** | The appointment is permanent, whole-time, and pensionable.<br><br>A panel may be created from which permanent vacancies of whole-time duration may be filled during the life of the panel.<br><br>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. |
| **Remuneration** | The salary scale for the post (as at 01/06/2026) Grade Code (233X) is:<br><br>€72,146; €73,573; €77,183; €78,603; €80,031; €81,478<br><br>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 |
| **Working Week** | The standard working week applying to the post is: 37.5 hours per week.<br><br>The duties of the post will be fulfilled on a 7/7 roster.<br><br>Flexibility on hours of attendance in consideration of service needs is required.<br><br>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** | The annual leave associated with the post will be confirmed at contracting stage in line with HSE policy |
| **Terms of Employment** | All persons employed will be required to sign a contract of employment, which will set out the terms and conditions of the employment.<br><br>A job description will form part of the contract documentation. |
| **Superannuation** | All pensionable staff become members of the pension scheme |

| | |
|---|---|
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.<br><br>* *Public Servants not affected by this legislation:*<br>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.<br><br>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** | Employment will be probationary for the first six months, during which time the Department Head will carry out periodic probation assessment reviews. The appointee will cease to hold office at the end of or during the probationary period unless during such period the Hospital has certified that their service is satisfactory. |
| **Termination of Employment** | Two months' notice in writing, on either side, except in circumstances where the Hospital authority is of the opinion that the holder of the office has failed to perform satisfactorily the duties of his/her office or has misconducted himself/herself in relation to such office or is otherwise unfit to hold office.<br>The mandatory retirement age for new entrant staff in employment in the public service after 1st January 2013 is 70 years of age.<br><br>All other appointees in accordance with the HR Circular 029/2018 who have not already reached their retirement age before 26th December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose. |
| **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.<br><br>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.<br><br>For further information, guidance and resources please visit: HSE Children First webpage. |
| **Infection Control** | During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St John's Hospital's quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection. |
| **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).<br><br>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.<br>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.<br>Consulting and communicating with staff and safety representatives on OSH matters.<br>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.<br>Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures.<br>Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.<br>Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.<br><br>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |
| **Mandatory Training and Health and Safety at Work Act** | The post holder is obliged to fulfil mandatory training requirements in line with this post. All staff must comply with all Hospital Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (2005), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors. |
| **GDPR** | The post holder is obliged to adhere to General Data Protection Regulations 2018. All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Hospital's Confidentiality Policy. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with FOI and GDPR 2018. Hospital policies and procedures at all times. Details of the Hospital's policies are available on the intranet. |
| **Children First Act** | Schedule 2 of the Children First Act 2015 Specifies that this post falls under the classes of persons as "Mandated Persons" for the purpose of the Act. As a mandated person, under the legislation you are required to report any knowledge, belief or reasonable suspicion that a child is being harmed, is being harmed, or is at risk of being harmed. It is a requirement of this post that you complete the HSELand training in relation to Children First and any other training the Hospital deems appropriate in this regard. |
| **Place of residence** | The person appointed will be required to reside within a reasonable distance of the Hospital. |
| **Proficiency in the English Language** | Fluency in the English language is a requirement of this role.<br><br>Proficiency in spoken English is assessed during the interview process. |