Clinical Nurse Manager 2 Night Sister – Older Persons Services
Job Specification & Terms and Conditions of Employment

Job Title and Grade	**Altrabainisteoir Cliniciúil 2** **Clinical Nurse Manager 2** Clinical Nurse Manager 2 Night Sister – Older Persons Services *(Grade Code: 2119)*
Remuneration	The salary scale for the post is: (as at 01/06/2026) €62,699 €63,737 €64,615 €66,048 €67,633 €69,189 €70,745 €72,497 €74,123 €76,921 €79,227 **(Pro Rata)** Salary scales are updated periodically and the most up to date versions can be found here**:** **https://healthservice.hse.ie/stafgf/benefits-services/pay/pay-scales.html**
Campaign Reference	HSEMW289-26
Closing Date	**Thursday 19th of November 2026 @ 5pm**
Proposed Interview Date(s)	To be confirmed later. Please note that interviews may be held at short notice due to the urgency of filling the post.
Proposed start date	A start date will be indicated at job offer stage
Location of Post	HSE Mid-West There is 1 Permanent, Whole-time position available in the HSE Midwest Community A panel may be created as a result of this recruitment campaign HSEMW289-26 from which current and future permanent or specific purpose posts may be filled.
Informal Enquiries	Mairead Duggan, Director of Nursing Phone: 0870009915 Email: mairead.duggan@hse.ie
Details of Service	HSE Mid-West within in St Camillus Hospital and Community units, Shelbourne Road, Limerick promotes and engages in a person centred approach to caring for the older person. There is one CNM2 Night Nurse post currently available, in the HSE Midwest Community Services
Reporting Relationship	Director of Nursing or Designated Officer.
Purpose of the Post	The post of Clinical Nurse Manager 2 (CNM 2) has a pivotal role in service planning, co-ordinating and managing activity and resources within the clinical area. The main responsibilities are management of the delivery of a high standard of nursing care, quality assurance, resource management, staffing and staff development and induction, practice development, facilitating communication and professional/clinical leadership.

Principal Duties and Responsibilities	Professional / Clinical The Clinical Nurse Manager 2 (Night Sister) will: • 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 designated area(s) • Provide safe, comprehensive nursing care to service users according to the Code of Professional Conduct as laid down by the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of 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 • 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 • Communicate verbally and/or in writing the 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 • Adhere to and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care • 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 ADON/DON and other disciplines, implement and assess quality management programmes • Participate in clinical audits as required • Initiate and participate in research studies as appropriate • Operate within the scope of practice - seek advice and assistance from his/her manager with any cases or issues that prove to be beyond the scope of his/her professional competence in line with principles of best practice and clinical governance. Health & Safety The Clinical Nurse Manager 2 (Night Sister) will: • 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, OPAT medications 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. 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. <u>Education and Training</u> The Clinical Nurse Manager 2 (Night Sister) will: • 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. • 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 • Monitor staff training records and ensure staff are compliant with mandatory training. • Provide support and supportive supervision to front-line staff where appropriate • Supervise and assess student nurses and foster a clinical learning environment • Engage in performance review processes including personal development planning as appropriate. <u>Management</u> The Clinical Nurse Manager 2 (Night Sister) will: • Exercise authority in the running of the assigned team as deputised by the DON/ADON. • Provide the necessary supervision, co-ordination and deployment of nursing and support staff to ensure the optimum delivery of care in the designated area(s) • Manage communication at ward and departmental level and facilitate team building • Provide staff leadership and motivation which is conducive to good working relations and work performance • 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 within agreed budget • 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 at area and hospital level

	• 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 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. Statutory Registration, Professional Qualifications & Experience** (a) Each candidate must, at the latest date for receipt of completed applications for the post: (i) Be registered in the relevant division of the Register of Nurses and Midwives maintained by Bord Altranais agus Cnáimhseachais na hÉireann (the Nursing and Midwifery Board of Ireland) [NMBI] or be entitled to be so registered. **And** (ii) Have at least 5 years' post registration experience (or an aggregate of 5 years full-time post registration experience) of which 2 years must be in the speciality of Gerontology / Older Persons Service **And** (iii) Have the clinical, managerial and administrative capacity to properly discharge the functions of the role. **And** (iv) Demonstrate evidence of Continuing Professional Development. **And** (b) Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the functions of the role. **2. Annual registration** (i) On appointment, practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by Bord Altranais agus Cnáimhseachais na hÉireann (the Nursing and Midwifery Board of Ireland). **And**

	(ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). **3. Health** 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. **4. Character** Each candidate for and any person holding the office must be of good character. *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 (the Nursing and Midwifery Board of Ireland).*
Post Specific Requirements	• Demonstrate depth and breadth of experience in the area of **gerontological** nursing as relevant to the role.
Skills, Competencies and/or Knowledge	**Professional Knowledge and Experience** ***Candidates must:*** • Demonstrate practitioner competence and professionalism. • Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the clinical/designated area. • Demonstrate the ability to relate nursing research to nursing practice. • Demonstrate an awareness of HR policies and procedures including disciplinary procedures. • Demonstrate an awareness of relevant legislation and policy e.g. health and safety, infection control etc. • Demonstrate a commitment to continuing professional development. • Demonstrate a willingness to develop IT skills relevant to the role. **Planning, Organisation and Management Skills** **Candidates must:** • Demonstrate the ability to plan, organise and manage resources effectively and efficiently within a specified timeframe. • Demonstrate the ability to manage deadlines and effectively handle multiple tasks. • Demonstrate flexibility and adaptability in their approach to work. • Demonstrate the ability to pre-empt potential priorities and react constructively to setbacks. **Building and Maintaining Relationships including the ability to work independently and as part of a team** **Candidates must:** • Demonstrate the ability to work on their own initiative as well as part of a team. • Adopt 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 and foster good professional working relationships between colleagues. • Demonstrate the ability to lead on clinical practice. **Commitment to Providing a Quality Service** **Candidates must:** • Demonstrate a strong commitment to the delivery of a quality service.

	• Display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect. • Demonstrate integrity and an ethical stance. • Demonstrate motivation, initiative and an innovative approach to the job and service developments and be flexible and open to change. **<u>Analysing, Evaluating & Decision Making</u>** **Candidates must:** • Demonstrate evidence-based decision-making, using sound analytical and problem-solving ability. • Show sound professional judgement in decision-making. • Take an overview of complex problems before generating solutions; anticipate implications/consequences of different solutions. • Use a range of information sources and know how to access relevant information to address issues. • Demonstrate resilience and composure in dealing with situations. **<u>Communication Skills</u>** **Candidates must:** • Demonstrate strong communication skills - present written information in a concise, accurate and structured manner. • Demonstrate the ability to influence others effectively. • Anticipate and recognise the emotional reactions of others when delivering sensitive messages.
Campaign Specific Selection Process **Ranking/Shortlisting/ Interview**	A ranking and or shortlisting exercise may be carried out based on 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. <u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u> 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.

	For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at https://www.hse.ie/eng/staff/resources/diversity/
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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, feedback facilities for applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, Information For Candidates". Codes of practice are published by the CPSA and are available on www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled "Code of Practice, information for candidates or on 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. **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.**	

Clinical Nurse Manager 2 Night Sister
HSE Mid-West Campaign Reference: HSEMW289-26
Terms and Conditions of Employment

Tenure	There is 1 Permanent, Whole Time position in the HSE Mid-West Community This post is pensionable. A panel may be created as a result of this recruitment campaign HSEMW289-26 from which current and future permanent or specific purpose posts 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 Appointment) Act 2004.
Remuneration	The salary scale for the post is: (as at 01/06/2026) €62,699 €63,737 €64,615 €66,048 €67,633 €69,189 €70,745 €72,497 €74,123 €76,921 €79,227 **(Pro Rata)** Salary scales are updated periodically and the most up to date versions can be found here**:** **https://healthservice.hse.ie/stafgf/benefits-services/pay/pay-scales.html** 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 weekly working hours of attendance for your grade are **37.5** hours per week. Your normal weekly working hours are **37.5** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.
Annual Leave	The annual leave associated with this post is to be confirmed at job offer 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 1st 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. * ***Public Servants not affected by this legislation:*** 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 Persons Reporting Child Abuse Act 1998	As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.
Mandated Person Children First Act 2015	As a mandated person under the Children First Act 2015 you will have a legal obligation: • To report child protection concerns at or above a defined threshold to TUSLA. • To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report. You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.
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/service[1], 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[2]. • 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.

[1] A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages

[2] See link on health and safety web-pages to latest Incident Management Policy.

	Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.