Director of Nursing, Assistant (Mental Health)
Stiúrthóir Altranais, Cúntóir (Meabhairshláinte)
Integrated Health Areas Dublin North County and Dublin North City & West
Job Specification & Terms and Conditions

Job Title, Grade Code	Director of Nursing, Assistant - Mental Health - Stiúrthóir Altranais, Cúntóir (Meabhairshláinte) (Grade Code: 2542)
Remuneration	The salary scale for the post is (01/06/2026): €74,496 -€76,758 -€79,009 -€84,168 -€ 85,192 -€87,564 -€89,894 New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.
Campaign Reference	DNE26202
Closing Date	Friday, 20th November at 12 noon.
Proposed Interview Date (s)	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	The current vacancies are: • One permanent wholetime vacancy in Dublin North City & West (DNCW) located in St. Vincent's Hospital, Fairview, Dublin 3 • One permanent wholetime vacancy in North Dublin Mental Health Service A panel may be formed for **Director of Nursing Assistant** (**Mental Health)** from which current and future permanent and specified purpose vacancies of full time or part-time duration may be filled within Community Services in Integrated Health Areas of Dublin North County and Dublin North City & West.
Informal Enquiries	We welcome enquiries about the role. **Name**: Andrew Sheridan (Dublin North City and West) **Title:** Area Director of Mental Health Nursing **Email:** Andrew.sheridan@hse.ie **Phone**: 01-8842400 **Name**: Anthony Smith (Dublin North County) **Title**: Area Director of Mental Health Nursing **Email:** anthony.smith3@hse.ie **Phone:** 01-9210050 Contact Rachael Scully at: Rachael.scully@hse.ie for enquiries relating to the recruitment process.

Details of Service	The HSE has created six new health regions. 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. HSE Dublin North East provides health and social care to North Dublin, Louth, Meath, Monaghan and most areas of Cavan. Community Healthcare Services are delivered through the HSE and its funded agencies to people in local communities, as close as possible to people's homes. Community Healthcare Services focus on keeping you well so that you can continue to live at home or close to home through our health promotion, disease screening, diagnosis, treatment, and rehabilitation programs. You can refer yourself to most Community Healthcare Services or through your GP, public health nurse, community mental health team, etc. Services include - Primary Care, Social Care - Older Persons, Social Care – Disabilities, Mental Health, Health and Wellbeing, Quality, Safety and Service Improvement. HSE Dublin North East Region includes the following hospitals; • Beaumont Hospital • Cavan General Hospital • Connolly Hospital • Louth County Hospital • National Orthopaedic Hospital Cappagh • Monaghan General Hospital • Mater Misericordiae University Hospital • Our Ladys Hospital Navan • Our Lady of Lourdes Hospital • Rotunda Hospital Dublin North City & County Mental Health Services (DNCCMHS) is a service funded by the Health Service Executive (HSE) and is committed to work practices in line with national HSE policies and procedures, regulatory requirements and national standards. DNCCMHS provides a predominately community-based specialist mental health service with a catchment population of approximately 621,405. 50% of the population are aged 34 and under and 20.2% of the population are non-Irish. DNCCMHS fosters a holistic model of care, providing individualised care within a Multidisciplinary team. DNCCMHS operates from arecovery; strengths-based approach to care and treatment. The quantum of services provided include: Acute Mental Health Inpatient Services, Psychiatric Intensive Care services, Non-Acute Specialist Inpatient Services, Child and Adolescent Mental Health Services, Psychiatry of Later Life Services, Psychiatric Rehabilitation Services, Community Residential Services, Homebased Treatment Service, Homeless Mental Health Services, DeafHear Service, Day Hospital Intervention, Specialist outpatient and in reach teams (Liaison, Bereavement, CBT, DSH,Assertive Outreach, Primary Care, Family Therapy and Eating Disorder Team) and Community Mental Health Teams. The aim of the service is in keeping with the HSE strategy, that is, to enable an individual who is experiencing mental health difficulties to achieve and maintain the highest level of health and wellbeing within their community. In North Dublin, Mental Health Services, acute services provide mental health service to 258,000 people. These services are provided in the Ashlin Centre (approved centre) which is located on the grounds of Beaumont Hospital. The O'Casey Rooms in the Fairview Community Unit provide care for people with mental health problems in Later Life. Our community services are located in Coolock, Artane, Killester, Swords and Balbriggan. Dublin North City and West IHA Mental Health Services cover a catchment of 362,253 people, acute services are provided in the Department of Psychiatry, Connolly Hospital, Mater Misericordia Hospital, Phoenix Care Centre and St Vincent's Hospital Fairview. Our

	community services operate in Blanchardstown, Abra, Finglas, Clontarf, Marino, Fairview, Ballymun and the North Inner City. The person appointed to this post will work within the Integrated Services Directorate. The ADON (Mental Health) will work as part of the wider Nurse Leadership Team which provides structured oversight across: • St Vincent Hospital, Fairview St Louise's Ward • St Vincent Hospital, Fairview Psychiatry of Old Age (POA) service, and • Misericordiae University Hospital (MMUH) - St Aloysius Ward. • HSE CAMHS Community Services. • HSE AMHS Community Services.
Reporting Relationship	The Director of Nursing, Assistant will be professionally accountable to the Area Director of Nursing.
Key Working Relationships	The Director of Nursing, Assistant will work collaboratively with a range of internal and external stakeholders including: • Director of Nursing • Professional line managers • Service manager • Clinical director • National Clinical and Integrated Care Programmes • Service users/families and/or carers • Nursing and Midwifery Board of Ireland • Educational Bodies • Nursing and Midwifery Planning and Development Units • Centres of Nursing and Midwifery Education • National Clinical Leadership Centre • Community/Voluntary agencies • Primary Care • Children's Disability Network Team • Other relevant statutory and non-statutory organisations
Purpose of the Post	• To support the Director of Nursing/Area Director of Nursing in the overall management responsibilities and professional standards for the Mental Health Service. • Be responsible for assisting the Area Director of Nursing by taking an active role in the professional leadership, development and management of the nursing and allied care staff in the service. • Be required to work with members of the Multi-Disciplinary Team to implement the strategies objectives for the Mental Health Services. • Take a lead role in developing systematic and structured frameworks in order to facilitate clinical practice development and innovation within the service. • Lead on behalf of the Area Director of Nursing on strategic projects that develop and improve nursing services and contribute to the overall development of service and the achievement of any development objectives. • Lead and support the overall continued development of the Mental Health Services according to national plans and strategy. • Participate in meeting the HSE policy objectives for the Mental Health Services. • Develop and manage the nursing quality assurance programmes.

	• Plan, manage and implement the statutory/ mandatory training requirements of staff under their area of responsibility • Be concerned with the execution of local policy decisions and with the management and effective utilisation of resources. • The role will not be limited by reference to this profile and should reflect established practices in relation to the Director of Nursing Assistant, Mental Health Services. It would be expected in the normal course of events that the role will evolve as professional and service demands change. In particular, the profile will need to be adapted at local level to meet specific requirements in relation to the management of specific functional responsibilities.
Principal Duties and Responsibilities	*The Director of Nursing, Assistant (Mental Health) will:* **1) <u>Management</u>** • Take responsibility for the appropriate and effective management of the Mental Health Services as delegated by the Area Director of Nursing. • Participate in the development and monitoring of the local operational plans and over all service plans including the monitoring and review of activity against the plans. • Lead out locally on the management of Incident Reviews and Systems Analysis Reviews and the implementation of recommendations. • Be expected to problem solve and generate options for their team in their managerial role. • Participate in the overall financial planning including implementing the necessary controls for the service relating to pay and non-pay expenditure. • Assist with the direction and supervision including clinical supervision and mentoring of the nursing staff to provide a high level of patient care and ward/department/functional area/sector management. • To oversee nursing clinical caseloads and manage accordingly. • Provide innovative and effective leadership, support and advice to nursing and allied staff at all levels. • Provide guidance to nursing and other staff in the implementation of all PPPG's as appropriate to the service. • Maintain good employee relations and promote good communication with all relevant ward staff and departments. • Give support and counsel to nursing and allied staff as necessary and take action in accordance with agreed HSE policy, if necessary. • Plan and guide activities to provide optimum patient care in accordance with HSE policies and procedures. • Ensure adherence to all standards and guidelines relating to professional nursing practice and behaviour. • Take responsibility for leading out on service wide initiatives and groups that support the overall service managerial function. • Undertake other relevant duties as may be determined from time to time by the Director of Nursing or other designated officer. **2) <u>Professional /Clinical Responsibilities</u>** • Provide a high level of professional and clinical leadership. • Provide safe, comprehensive nursing care to service users in accordance with Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) guidelines, legislative requirements, HSE regional and local operational procedures. • Have a working knowledge of Mental Health Commission standards as applied to Approved Centres and Mental Health Settings including Quality & Standards Framework and Mental Health Act 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 co-operation with the other team members and the wider multi-disciplinary teams.
- Facilitate co-ordination, cooperation and liaison across health care teams and programmes.
- Formulate, manage and implement best practice policies and procedures.
- Ensure that service users and others are treated with dignity and respect.
- Adhere and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care.
- Maintain professional standards in relation to confidentiality, ethics and legislation.
- Assist in the development of divisional hospital policies and procedures and the implementation of same and to update as required.
- Participate in development of quality initiatives including clinical audit, standard setting, investigation of complaints and untoward incidents.

3) <u>Education and Training</u>

- 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 the identification, development and delivery of induction, education, training and development programmes for nursing and non-nursing staff.
- 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 staff objectives and providing and receiving feedback.

4) <u>Health & Safety/ Risk Management:</u>

- Ensure that effective safety procedures are developed and managed to comply with statutory obligations.
- Be aware of risk management issues, identify risks and take appropriate action and communicate and **implement** recommendations appropriately in line with local Risk Management Policies.
- Participate and follow up on the Mental Health Commission Inspection reports
- Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards.
- Assist in the development, implementation and review of Health and Safety statements, as appropriate.
- Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).
- Maintain a feedback mechanism and report to senior management where appropriate.
- Work in a safe manner with due care and attention to the safety of self and others.
- 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.
- Have a working knowledge of the Mental Health Commission Standards and requirements as they apply to the role and comply with assosciated HSE protocols for implementing and maintaining these standards.
- 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. • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. **Note** This broad outline reflects the recommendation in the Commission on Nursing that middle nursing and midwifery management should: • Have a defined management role and not merely retain a "gatekeeping" administrative function. • Have defined management responsibility with explicit delegation of authority from The Area Director of Nursing. • Have definite functional roles either in managing units of care or in the management of functional responsibilities such as in bed management and practice development co-ordination; and • Have the authority to manage their area of responsibility without constant reference to more senior management. However, as in all management, there should be effective communication with front-line and senior management. • Liaise with Practice Development Co-Ordinator's. • Staff will work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020. Check the Framework for any updates. **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**	**Candidates must have at the latest date of application: -** **1. <u>Statutory Registration, Professional Qualifications, Experience, etc.</u>** (a) Eligible applicants will be those who on the closing date for the competition: (i) Are registered, or are eligible for registration, in the Psychiatric Nurses Division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann). **And** (ii) Have 7 years post registration psychiatric nursing experience and 5 years psychiatric nursing management experience. **And** (iii) Have successfully completed a post registration programme of study, 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. **And**

	(b) Candidates must possess the requisite clinical, leadership, managerial and administrative knowledge and ability for the proper discharge of the duties of the office. **2. <u>Annual registration</u>** (i) On appointment practitioners must maintain live annual registration on the Psychiatric Nurse Division of the Register of Nurses & Midwives maintained by Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann). **And** (ii) Practitioners must confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). **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.
Post Specific Requirements	Demonstrate depth and breadth of nursing experience in a psychiatric setting, as relevant to the role.
Other requirements specific to the post	Access to appropriate transport to fulfil the requirements of the role, as this post may involve travel.
Additional eligibility requirements:	**Citizenship Requirements** Eligible candidates must be: (i) EEA, Swiss, or British citizens **OR** (ii) Non-European Economic Area citizens with permission to reside and work in the State Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status. To qualify candidates must be eligible by the closing date of the campaign.
Skills, competencies and/or knowledge	**Candidates must demonstrate:** **<u>Professional/Clinical knowledge</u>** • Demonstrate a high degree of commitment, professionalism and dedication to the philosophy of quality health care provision. • Demonstrate a commitment and participation in Continuous Professional Development. • Demonstrate evidence of policy development and the ability to translate policy into action • Demonstrate knowledge of quality audit/assurance systems.

- Demonstrate specific knowledge of Mental Health Legislation, Quality Framework Mental Health Services in Ireland and "Vision for Change"

Planning and Managing Resources

- Demonstrate knowledge of organisation and management of nursing resource and practice.
- Demonstrate knowledge of clinical assessment systems.
- Demonstrate project and change management skills
- Demonstrate planning and prioritising the development of resources to ensure safe practice and maximise effectiveness to the service.

Initiation and Management of Change

- Demonstrate commitment as a change agent towards the development of Mental Health services for service users in line with Recovery Principles.
- Demonstrate the skills and competencies to effectively lead change and to effectively lead others.
- Demonstrate examples of working effectively with people who possess a variety of skills, experience and interests in order to bring maximum benefit for the mental health services.
- Demonstrate a commitment to providing a quality service.
- Demonstrate the ability to be innovative and encourage innovation in others.
- Demonstrate the ability to develop a learning culture within the organisation which includes the integration of CPD

Managing Self and Others

- Demonstrate the ability to identify strengths and weaknesses of team members and provide opportunities for improvement.
- Demonstrate and implement line management and supervision
- Demonstrate the ability to work with other members of the mental health service / mental health team to ensure maximum effectiveness and efficient use of personnel.
- Demonstrate the ability to effectively motivate others.
- Demonstrate strong leadership skills.

Problem Solving & Decision Making

- Demonstrate the ability to evaluate information, make timely decisions and solve problems.

Communication Interpersonal Skills

- Demonstrate strong communication and interpersonal skills.
- Demonstrate the ability to present compelling arguments by understanding and anticipating the agendas of others; including the ability to use information and facts to build an effective case; involve and consult with key stakeholders tactfully and listen to their views.
- Demonstrate the ability to work in partnership with a wide variety of stakeholders.
- Demonstrate an ability to build and maintain relationships/work as part of a multi-disciplinary team.
- Balances diplomacy with assertiveness.
- Demonstrate the ability to negotiate effectively.
- Demonstrate evidence of influencing skills in a complex work environment

Campaign Specific Selection Process **Ranking/Shortlisting / Interview**	A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process. Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.
Diversity, Equality and Inclusion	The HSE is an equal opportunities employer. Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE's commitment to Diversity, Equality and Inclusion
Code of Practice	The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process. Read the CPSA Code of Practice.
The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed. This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.	

Director of Nursing, Assistant (Mental Health) CAMHS
Terms and Conditions of Employment

Tenure	The current vacancies available are permanent and whole time. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part-time duration may be filled. The tenure of these posts will be indicated at "expression of interest" stage. 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.
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 the post will be confirmed at Contracting stage.
Superannuation	This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. * ***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 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. All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998.

	Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities. You should check if you are a Mandated Person and be familiar with the related roles and legal responsibilities. Visit HSE Children First for further information, guidance and resources.
Infection Control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
Health & Safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include: • Developing a SSSS for the department/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. **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.

[1] A template SSSS and guidelines are available on writing your site or service safety statement.
[2] Structures and processes for effective incident management and review of incidents.