Staff Nurse (Addiction Services)
Altra Foirne (Seirbhísí Andúile)
Integrated Health Areas of Dublin North County and Dublin North City & West
Job Specification & Terms and Conditions

Job Title, Grade Code	Staff Nurse (Addiction Services) Altra Foirne – Seirbhísí Andúile *(Grade Code: 2135)*
Remuneration	The salary scale for the post is: (as at 01/06/2026) €38,166 - €40,158 - €41,175 - €42,519 - €44,213 - €45,907 €47,591- €49,049 - €50,509 - €51,973 - €53,466 - €54,956 - €56,592 LSI 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	DNE26219
Closing Date	Thursday 26th November 2026 2026 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	Integrated Health Areas of Dublin North County and Dublin North City & West. Limistéir Sláinte Chomhtháite Bhaile Átha Cliath Thuaidh agus Bhaile Átha Cliath Thuaidh Chathair agus Thiar. There is currently one permanent wholetime vacancy available in Primary Care Service, Amiens Street, 108-109, Dublin A supplementary panel may be formed as a result of this campaign for Staff Nurse (Addiction Services) from which current and future, permanent and specified purpose vacancies of full 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. For further information about the role, please contact: **Name:** Áine Hall **Job Title:** Assistant Director of Nursing **Phone**: 01 862 0111 / 087 6427548 **Email**: aine.hall@hse.ie For enquiries relating to the recruitment process, please contact **David Glynn on** davidf.glynn@hse.ie
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 The Addiction service delivers therapeutic interventions to individuals and families affected by substance misuse in multiple locations across, Dublin North County and Dublin North City & West. There are approx. 1500 service users who attend 7 treatment clinics, 8 Satellite clinics for opiate substitute treatment. In addition to this, there is a community alcohol service, Adolescent service, Drug Court Liaison Nurse and services provided by a Drug liaison midwife to pregnant service users.
Reporting Relationship	The post holder: • Is professionally and operationally accountable to the Assistant Director of Nursing or designated officer • Will report to the Clinical Nurse Manager 2 or designated officer on a daily basis
Key Working Relationships	The Staff Nurse will work collaboratively with a range of internal and external stakeholders including: Assistant Director of Nursing/Midwifery/Line Manager CNS/CMS's, RANP/RAMP's and other nursing grades Multidisciplinary Team colleagues and other key stakeholders within services, including National Clinical and Integrated Care Programmes Nursing and Midwifery Board of Ireland Educational Bodies Nursing and Midwifery Planning and Development Units Centres of Nursing and Midwifery Education Other relevant statutory and non-statutory organisations
Purpose of the Post	The Staff Nurse has a pivotal role in the delivery of effective, recovery orientated, high quality, team based, integrated care for adults over 18 years of age with Substance Misuse issues. The purpose of the role is also to provide assessment and support to the individual through the delivery of appropriate treatment and recovery orientated interventions to support care in the community.
Principal Duties and Responsibilities	*The Staff Nurse will:* **<u>Professional Responsibilities</u>**

	• Practice Nursing according to the Code of Professional Conduct as laid down by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) and Professional Clinical Guidelines. • Adhere to national, regional and local Health Service Executive (HSE) guidelines, policies, protocols and legislation. • Work within their scope of practice and take measures to develop and maintain the competence necessary for professional practice. • Maintain a high standard of professional behaviour and be accountable for their practice. • Be aware of ethical policies and procedures which pertain to their area of practice. • Respect and maintain the privacy, dignity and confidentiality of the patient. • Follow appropriate lines of authority within the nurse management structure. **<u>Clinical Practice</u>** • Deliver the nursing care of an assigned group of patients within a best practice / evidence-based framework. • Manage a designated caseload. • Promote the health, welfare and social wellbeing of patients within our services. • Actively participate as a multi-disciplinary / inter-disciplinary team member in all aspects of service delivery including case conferences, clinical meetings, and team meetings. • Assess, plan, implement and evaluate individual person centred care programmes within an agreed framework and in accordance with best practice. • Develop and promote good interpersonal relationships with patients, their families / social network supports and the interdisciplinary care team, in the promotion of person centred care. • Ensure that care is carried out in an empathetic and ethical manner and that the dignity and spiritual needs of the patient are respected. • Promote and recognise the patients' social and cultural dimensions of care and the need for links with their local community. • Collaborate and work closely with the patient, their family, the multi-disciplinary / inter-disciplinary team, external agencies and services to facilitate discharge planning, continuity of care and specific care requirements. • Provide appropriate and timely education and information to the patient, their family and be an advocate for the individual patient and for their family. • Report and consult with senior nursing management on clinical issues, as appropriate. • Maintain appropriate and accurate written and electronic nursing records and reports regarding patient care in accordance with local / national / professional guidelines. • Participate in innovation and change in the approach to patient care delivery particularly in relation to new research findings, evidence based practice and advances in treatment. • Participate in clinical audit and review. • Participate in community needs assessment and ongoing community delivery of care as appropriate. • Undertake Key Worker role as appropriate. • Promote a positive health concept with patients and colleagues and contribute to health promotion and disease prevention initiatives of the Health Service Executive. • Delegate to and supervise the work of other grades of staff within the remit of their role, as appropriate. • Demonstrate flexibility by rotating / assisting in other units / care settings as required in order to meet nursing resource needs and the requirements of the integrated services programme (ISP). • Refer clients to other services, as required. **<u>Clinical Governance</u>** • Participate in clinical governance structures within the local / regional / national clinical governance framework.

	• Contribute to ongoing monitoring, audit and evaluation of the service, as appropriate. • Accurately record and report all complaints to appropriate personnel according to local service policy. • Participate in the development of policies / procedures and guidelines to support compliance with current legal requirements, where existing, for the safe storage and administration of medicines and other clinical products. • Participate in the development of policies / procedures and guidelines with health, safety, fire, risk and management personnel and participate in their development in conjunction with relevant staff and in compliance with statutory obligations. • Observe, report and take appropriate action on any matter which may be detrimental to patient care or wellbeing. • Be aware of, and comply with, the principles of clinical governance including quality, risk and health and safety and be individually responsible for clinical governance, risk management / health and safety issues in their area of work. • Adequately identify, assess, manage and monitor risk within their area of responsibility. • Participate in the development, promotion and implementation of infection prevention and control guidelines. • Adhere to organisational dress code. • Assume responsibility for and coordinate the management of the unit / care setting in the absence of the Clinical Nurse Manager. **<u>Education, Training & Development</u>** • Take responsibility for own competency and learning and development needs and actively contribute to the learning and development of the interdisciplinary team. • Complete all mandatory training as deemed necessary by the ADON and Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland). • Engage in the HSE performance achievement process/Professional Development Portfolio in conjunction with your Line Manager and staff as appropriate. Identifying areas for improvement and appropriate plans / measures to achieve them. • Provide feedback to the CNM2 or ADON or the designated officer with regard to compilation of proficiency assessments for students in the clinical setting. • Develop and use reflective practice techniques to inform and guide practice as part of their daily work. • Identify and contribute to the continual enhancement of learning opportunities within a population health framework. • Participate in the clinical / workplace induction of all new nursing and support staff. • Contribute to the identification of training needs pertinent to the clinical area. • Develop teaching skills and participate in the planning and implementation of orientation, training and teaching programmes for nursing students and other health-care staff, as appropriate. • Having undergone appropriate training, act as a mentor / preceptor or clinical assessor for students. • Participate in the development of performance indicators in conjunction with the CNM2 or ADON. • Participate in innovation and change in the approach to service user care delivery, and contribute to the service planning process based on best practice and under the direction of Nurse Management / Nurse Practice Development, particularly in relation to new research findings and advances in treatment. **<u>Health & Safety</u>** • 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.

	Administration • Ensure that records are safeguarded and managed as per HSE / local policy and in accordance with relevant legislation. • Work closely with colleagues across the integrated services programme in order to provide a seamless service delivery to the client within the integrated services programme. • Maintain records and submit activity data / furnish appropriate reports to the Director of Nursing, as required. • Contribute to policy development and formulation, performance monitoring, business planning and budgetary control. • Maintain professional standards including patient and data confidentiality. • Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements. • Contribute to ongoing monitoring, audit and evaluation of the service, as appropriate • Ensure that the care setting is maintained in good order using appropriate models, that supplies are adequate and that all equipment is in good working order and ready for immediate use. • Ensure that equipment is safe to use and report any malfunctions in a timely manner. • Assist with ordering of supplies as required and ensure the appropriate and efficient use of supplies is made and exercise economy in the use of consumables. **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 for receipt of application:** **1. Professional Qualifications, Experience, etc.** i. Be registered, or be eligible for registration in the General or Psychiatric Nurse Division of the Register of Nurses kept by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann). **And** ii. Candidates must possess the requisite knowledge and ability, (including a high standard of clinical and administrative capacity), for the proper discharge of the duties of the office. **2. Annual Registration** i. On appointment, practitioners must maintain live annual registration on the General or Psychiatric Health Nurse Division of the Register of Nurses & Midwives maintained by Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann). **And** iii. Practitioners must confirm annual registration with the NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). **3. 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. **4. Character** Each candidate for and any person holding the office must be of good character.

Post Specific Requirements	• Demonstrate depth and breadth of experience in the area of Addiction as relevant to the role.
Other requirements specific to the post	• Some commitment to weekend work as applicable. • Access to appropriate transport to fulfil the requirements of the role.
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: **Professional Knowledge & Experience** *For example:* • Demonstrates practitioner competence and professionalism in order to carry out the duties and responsibilities of the role. • Practices nursing care safely and effectively, fulfilling their professional responsibility within their scope of practice. • Practices in accordance with legislation affecting nursing practice. • Displays evidence-based clinical knowledge in making decisions regarding client care. • Demonstrates a commitment to continuing professional development. • Demonstrates a willingness to develop IT skills relevant to the role. **Planning and Organising Skills** *For example:* • Demonstrates evidence of effective planning and organising skills. • Demonstrates the ability to manage deadlines and effectively handle multiple tasks. • Demonstrates an awareness of resource management and the importance of value for money. • Demonstrates flexibility and adaptability in their approach to work, is open to change and new ways of working. **Building and Maintaining Relationships** *For example:* • Demonstrates the ability to work on own initiative as well as part of a team. • Demonstrates the ability to build and maintain relationships including the ability to work effectively as part of a multi-disciplinary team. • Demonstrates an awareness and appreciation of the patient / client and their families • Uses diplomacy and tact in fraught situations and can diffuse tense situations comfortably. • Ensures that care is carried out in an empathetic and ethical manner. **Analysis, Problem Solving and Decision-Making Skills** *For example:* • Demonstrates evidence-based decision-making and shows effective analytical and problem solving skills. • Uses a range of information sources and knows how to access relevant information to address issues.

	• Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions. • Demonstrate resilience and composure. **Commitment to Providing a Quality Service** *For example:* • Demonstrates a commitment to providing a quality service. • Demonstrates evidence of the ability to care for clients in a non-judgemental manner. • Takes action and informs relevant people when problems arise. • Pays attention to detail, ensures that all records and data are up to date and available when required. **Communication Skills** *For example:* • Demonstrates excellent communication skills (written and verbal) so as to effectively carry out the duties and responsibilities of the role. • Communicates in a clear, effective and sensitive manner, listening and ensuring that messages are clearly understood / tailors the method as appropriate. • Anticipates and recognises the emotional reactions of others when delivering sensitive messages. • Demonstrates the ability to influence others effectively. • Is assertive as appropriate.
Campaign Specific Selection Process **Ranking/Shortlisting / Interview**	A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.
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 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, facilities for feedback to 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 "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 "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 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.	

Staff Nurse (Addiction Services)

Terms and Conditions of Employment

Tenure	The current vacancy available is 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 18.75 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. 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.
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.