**Clinical Nurse Manager 2 Addiction Services**
**Bainisteoir Altra Cliniciúil 2 Seirbhísí Andúile**
**Integrated Health Areas of Dublin North County and Dublin North City & West**
**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Clinical Nurse Manager 2 Dual Diagnosis, Addiction Services**<br>**Bainisteoir Altra Cliniciúil 2 Seirbhísí Andú**<br>(Grade Code: 2658) |
| **Remuneration** | The salary scale for the post is (01/06/2026):<br>€62,699 - €63,737 - €64,615 - €66,048 - €67,633 - €69,189 - €70,745 - €72,497 - €74,123 €76,921 - **€79,227 LSI**<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. |
| **Campaign Reference** | DNE26224 |
| **Closing Date** | Monday 7th of December 2026 at 12pm |
| **Proposed Interview Date (s)** | To be confirmed. Please note that you may called at short notice for interview. |
| **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 Shláinte Chomhtháite Chontae Bhaile Átha Cliath Thuaidh agus Chathair Bhaile Átha Cliath Thuaidh & Thiar)<br><br>The CNM2 Dual Diagnosis will be based in Keltoi, Dual Diagnosis Day Service, St Marys Hospital, Phoenix Park, Dublin 20 D20DY95<br><br>A panel may be formed as a result of this campaign Clinical Nurse Manager 2 Dual Diagnosis, 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 contact:<br><br>Contact: Aine Hall<br>Job Title: Assistant Director of Nursing<br>Email: aine.hall@hse.ie<br>Phone Number: 0876427548<br><br>Contact Rebecca Phillips E: Rebecca.phillips1@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.<br>HSE Dublin Northeast provides health and social care to North Dublin, Louth, Meath, Monaghan and most areas of Cavan.<br><br>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 |

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| | 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.<br><br>HSE Dublin Northeast Region includes the following hospitals;<br>• Beaumont Hospital<br>• Cavan General Hospital<br>• Connolly Hospital<br>• Louth County Hospital<br>• National Orthopaedic Hospital Cappagh<br>• Monaghan General Hospital<br>• Mater Misericordiae University Hospital<br>• Our Ladys Hospital Navan<br>• Our Lady of Lourdes Hospital<br>• Rotunda Hospital<br><br>The Keltoi Dual Diagnosis Day Service is a new HSE service based at St Mary's Hospital, Phoenix Park, Chapelizod, Dublin 20<br><br>Keltoi is a specialist dual diagnosis day programme for adults who experience both substance-use difficulties and mental health conditions. The service is part of the HSE's developing approach to integrated dual diagnosis care.<br><br>The day programme is currently being set up and will provide structured rehabilitation option without requiring a person to enter residential treatment.<br><br>The HSE is currently recruiting 4 Dual Diagnosis Staff Nurses, 1 CNM2, 1 Consultant Psychiatrist, I Registrar and 1 Psychologist.<br><br>There are currently 2 Addiction Counsellors employed in Keltoi. |
| **Reporting Relationship** | Professionally and operationally accountable to the Assistant Director of Nursing or designate. |
| **Key Working Relationships** | The Clinical Nurse Manager 2 will work collaboratively with a range of internal and external stakeholders including:<br><br>• Assistant Director of Nursing/Midwifery/Line Manager<br>• Consultant Psychiatrist<br>• Registrar<br>• CNS/CMS's, RANP/RAMP's and other nursing grades<br>• Multidisciplinary Team colleagues and other key stakeholders within services, including National Clinical and Integrated Care Programmes<br>• Service users/families and/or carers<br>• Nursing and Midwifery Board of Ireland<br>• Educational Bodies<br>• Nursing and Midwifery Planning and Development Units<br>• Centres of Nursing and Midwifery Education<br>• Other relevant statutory and non-statutory organisations. |
| **Purpose of the Post** | The Clinical Nurse Manager 2 has a pivotal role in the delivery of effective, recovery orientated, high quality, team based, integrated care for adults with addiction issues and co-occurring mental health disorder – termed dual diagnosis. The purpose of the role is also to provide assessment and support to the individual through the delivery of |

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| | appropriate treatment and recovery orientated interventions to support care in the community.<br>Case load:<br>The CNM2 will focus on adults over 18 years of age who are<br>1) Referred to the service for assessment and<br>2) Known to the service and are experiencing substance misuse issues / mental illness.<br>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) |
| **Principal Duties and Responsibilities** | *The Clinical Nurse Manager 2 will:*<br><br>**<u>Professional / Clinical</u>**<br>• Manage patient care to ensure the highest professional standards using an evidence based, care planning approach<br>• Provide a high level of professional and clinical leadership<br>• Be responsible for the co-ordination, assessment, planning, delivery and review of service user care by all staff in designated area(s)<br>• 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 Midwifery Board Ireland) and Professional Clinical Guidelines<br>• Practice nursing according to:<br>  ○ Professional Clinical Guidelines<br>  ○ National and Area Health Service Executive (HSE) guidelines.<br>  ○ Local policies, protocols and guidelines<br>  ○ Current legislation<br>• Manage own caseload in accordance with the needs of the post<br>• Participate in teams / meetings / committees as appropriate, communicating and working in co-operation with other team members<br>• Facilitate co-ordination, co-operation and liaison across healthcare teams and programmes<br>• Collaborate with service users, family, carers and other staff in treatment / care planning and in the provision of support and advice<br>• Communicate verbally and / or in writing results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy<br>• Plan discharge or transition of the service user between services as appropriate<br>• Ensure that service users and others are treated with dignity and respect<br>• Maintain nursing records in accordance with local service and professional standards<br>• Adhere to and contribute to the development and maintenance of nursing standards, protocols, and guidelines consistent with the highest standards of patient care<br>• 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<br>• Maintain professional standards in relation to confidentiality, ethics and legislation<br>• In consultation with ADON and other disciplines, implement and assess quality management programmes<br>• Participate in clinical audit as required<br>• Initiate and participate in research studies as appropriate<br>• Devise and implement Health Promotion Programmes for service users as relevant to the post<br>• Operate within the scope of practice - seek advice and assistance from their manager with any cases or issues that prove to be beyond the scope of their professional competence in line with principles of best practice and clinical governance.<br><br>**<u>Health and Safety</u>**<br>• 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 |

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| | • 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<br>• Adequately identifies, assesses, manages and monitors risk within their area of responsibility.<br>• Assist in observing and ensuring implementation and adherence to established policies and procedures e.g. health and safety, infection control, storage and use of controlled drugs etc.<br>• Ensure completion of incident / near miss forms / clinical risk reporting<br>• Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.<br>• Liaise with other relevant staff e.g. CNS Infection Control.<br>• 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<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><br>**<u>Education and Training</u>**<br>• 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<br>• 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<br>• Participate in the identification, development and delivery of induction, education, training and development programmes for nursing and non-nursing staff<br>• Provide support and supportive supervision to Staff Nurses and front-line staff where appropriate<br>• Supervise and assess student nurses and foster a clinical learning environment<br>• Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.<br><br>**<u>Management</u>**<br>• Exercise authority in the running of the assigned area(s) as deputised by the ADON<br>• 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)<br>• Manage communication at ward and departmental level and facilitate team building<br>• Provide staff leadership and motivation which is conducive to good working relations and work performance<br>• Promote a culture that values diversity and respect in the workplace<br>• Formulate, implement and evaluate service plans and budgets in co-operation with the wider healthcare team<br>• Manage all resources efficiently and effectively within agreed budget<br>• Lead on practice development within the clinical area<br>• Lead and implement change<br>• Promote, facilitate and participate in the development of nursing policies and procedures. Monitor as appropriate and lead on proactive improvement<br>• Contribute to the formulation, development and implementation of policies and procedures at area and hospital level<br>• Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters<br>• Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service and the community<br>• Actively participate in the Nursing Management structure by 'acting up' when required<br>• Maintain all necessary clinical and administrative records and reporting arrangements<br>• Engage in IT developments as they apply to service user and service administration. |

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| | **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**<br><br>**Qualifications and/ or experience** | **Eligible applicants will be those who on the closing date for the competition:**<br><br>**1. Statutory Registration, Professional Qualifications, Experience, etc.**<br>a) Eligible applicants will be those who on the closing date for the competition:<br>(i) Are registered in the Psychiatric division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.<br>.<br>**AND**<br>(ii) Have at least 5 years post registration experience (or an aggregrate of 5 years fulltime post registration experience) of which 2 years must be in the speciality or related area.<br>**AND**<br>(iii) Have the clinical, managerial and administrative capacity to properly discharge the functions of the role.<br><br>**AND**<br>(iv) Candidates must demonstrate evidence of continuous professional development.<br><br>**AND**<br>(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.<br><br>**2. Annual Registration**<br>(i) On appointment, practitioners must maintain live annual registration on the Psychiatric division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann)<br>**AND**<br>(ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).<br><br>**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. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience in the specialist area of Dual Diagnosis |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirement of the role. |
| **Additional eligibility requirements:** | **Citizenship Requirements**<br>Eligible candidates must be:<br>(i) EEA, Swiss, or British citizens<br>**OR** |

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| | (ii) Non-European Economic Area citizens with permission to reside and work in the State<br><br>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.<br><br>To qualify candidates must be eligible by the closing date of the campaign. |
| **Skills, competencies and/or knowledge** | *The candidate must demonstrate:*<br><br>**Professional Knowledge and Experience**<br>*For example:*<br>• Demonstrate practitioner competence and professionalism.<br>• Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the clinical / designated area.<br>• Demonstrate the ability to relate nursing research to nursing practice.<br>• Demonstrate an awareness of HR policies and procedures including disciplinary procedures.<br>• Demonstrate an awareness of relevant legislation and policy e.g., health and safety, infection control etc.<br>• Demonstrate a commitment to continuing professional development.<br>• Demonstrate a willingness to develop IT skills relevant to the role.<br><br>**Organisation and Management Skills**<br>• Demonstrate the ability to plan and organise effectively.<br>• Demonstrate the ability to manage deadlines and effectively handle multiple tasks.<br>• Demonstrate an awareness of resource management and the importance of value for money.<br>• Demonstrates flexibility and adaptability in their approach to work<br><br>**Building and Maintaining Relationships *(including Team Skills and Leadership Potential)***<br>• Demonstrate the ability to work on own initiative as well as part of a team<br>• Adopts a collaborative approach to patient care by co-ordination of care / interventions and interdisciplinary team working.<br>• Demonstrate strong interpersonal skills including the ability to build and maintain relationships. Fosters good professional work relationships between colleagues<br>• Demonstrates the ability to lead on clinical practice.<br><br>**Commitment to providing a Quality Service**<br>• Demonstrates a strong commitment to the delivery of quality service.<br>• Display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect.<br>• Demonstrates integrity and ethical stance.<br>• Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change.<br><br>**Analysis, Problem Solving and Decision-Making Skills**<br>• Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability.<br>• Shows sound professional judgement in decision-making.<br>• Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions.<br>• Uses a range of information sources and knows how to access relevant information to address issues.<br>• Demonstrate resilience and composure in dealing with situations. |

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| | **Communication Skills**<br>• Demonstrate strong communication skills - presents written information in a concise, accurate and structured manner.<br>• Demonstrates the ability to influence others effectively.<br>Anticipates and recognises the emotional reactions of others when delivering sensitive messages. |
| **Campaign Specific Selection Process**<br><br>**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.<br><br>Failure to include information regarding these requirements may result in you not progressing 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. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.<br><br>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.<br><br>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.<br><br>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.<br><br>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).<br><br>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.<br><br>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.

**Clinical Nurse Manager 2 Dual Diagnosis, Addiction Services**
**Bainisteoir Altra Cliniciúil 2 Seirbhísí Andúile**
**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is a permanent whole time<br><br>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.<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 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. |
| **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.<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** | 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.<br><br>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. |

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| | 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.<br><br>You should check if you are a Mandated Person and be familiar with the related roles and legal responsibilities.<br><br>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).<br><br>Key responsibilities include:<br><br>• 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.<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[2].<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. |

[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.