



**New Graduate Staff Nurse (Mental Health)  
Altra Meabhairshláinte Foirne Iarchéime Nua  
Job Specification & Terms and Conditions**

<b>Job Title and Grade</b>	<b>New Graduate Staff Nurse (Mental Health)</b>  Permanent Employment for Nursing & Midwifery for 2024 Graduates  <i>Grade Code: 2637(Staff Nurse, Psychiatric Awaiting Registration) Altra Foirne, Síciatraí (ag fanacht lena clárú)</i>  <i>Grade Code: 2674 (Staff Nurse, Mental Health) Altra Foirne, Meabhairshláinte</i>
<b>Remuneration</b>	The salary scale for the post (as at 01/01/2024) is:  Staff Nurse, Psychiatric Awaiting Registration – (Grade Code - 2637): €31.029  Staff Nurse (Mental Health) (Grade Code - 2674): €35,789, €37,466, €38,778, €40,114, €41,514, €42,832, €44,208, €45,278, €46,448, €47,964, €49,454, €51,588, €53,121, LSI
<b>Campaign Reference</b>	DNCC2024033
<b>Closing Date</b>	On Thursday 4 <sup>th</sup> July 2024 @ 3 pm.
<b>Proposed Interview Date(s)</b>	To be confirmed. Please note that you may be called at short notice to interview
<b>Taking up Appointment</b>	A start date will be indicated at job offer stage.
<b>Location of Post</b>	<b>Community Healthcare Organisation Dublin North City &amp; County</b>  A panel may be formed as a result of this campaign for a New Graduate Staff Nurse (Mental Health) CHO DNCC from which current and future, permanent and specified purpose vacancies of full-time or part-time duration may be filled.  Please note this is a supplementary panel to campaign DNCC2024027 New Graduate Staff Nurse Mental Health. If you are on this panel, you do not need to apply for this campaign.
<b>Informal Enquiries</b>	Name: Heather Nestor Title: Assistant Director of Nursing Location: DNC Mental Health Services Tel: 01-7958925 Mob: 0872198096 Email: <a href="mailto:heather.nestor@hse.ie">heather.nestor@hse.ie</a>  Name: David Roban Title: Assistant Director of Nursing Location: DNC Mental Health Services Mob: (087)9159978 Email: <a href="mailto:david.rob@hse.ie">david.rob@hse.ie</a>  Name: Andrew Sheridan Title: ADON CAMHS Mob: 0860408121 Email: <a href="mailto:andrew.sheridan@hse.ie">andrew.sheridan@hse.ie</a>



<b>Details of Service</b>	<p>Dublin North City Mental Health Services (DNCMHS) provides a predominately community based specialist mental health service with a catchment population of approximately 362,460. The quantum of comprehensive services provided include: Acute Mental Health Inpatient Services, regional Psychiatric Intensive Care services, Psychiatric Rehabilitation Services, Community Residential Services, Homeless Mental Health Services, Day Hospital Intervention and Day Centre Services. General adult, Psychiatry of Later Life and Child and Adolescent Mental Health Services are all provided within Dublin North City Mental Health Services.</p> <p>Dublin North City Mental Health Inpatient services are provided in the Department of Psychiatry - Connolly Hospital Blanchardstown, Department of Psychiatry - Mater Misericordiae Hospital, Phoenix care Centre North Circular Rd. Further services are provided in our network of High, Medium and Low support Hostels and community residences. Our Community services covers the areas of Blanchardstown, Cabra, Finglas, Clontarf, Marino, Fairview, Ballymun and the North Inner City.</p>
<b>Reporting Relationship</b>	<p>The post holder:</p> <ul style="list-style-type: none"><li>• Is professionally accountable to the Director of Nursing or designated officer.</li><li>• Will report to the Clinical Nurse Manager or designated officer.</li></ul>
<b>Purpose of the Post</b>	<p>The New Graduate Staff Nurse –will assess, plan, implement and evaluate care to the highest professional and ethical standards within the model of nursing care practiced in the relevant care setting. The staff nurse will provide holistic, person centred care, promoting optimum independence and enhancing the quality of life for service users.</p>
<b>Principal Duties and Responsibilities</b>	<p><b><u>Professional Responsibilities</u></b> <i>The Staff Nurse will:</i></p> <ul style="list-style-type: none"><li>• Practice Nursing according to the Code of Professional Conduct as laid down by the Nursing and Midwifery Board of Ireland (Cnáimhseachais na hÉireann) and Professional Clinical Guidelines.</li><li>• Adhere to national, regional and local Health Service Executive (HSE) guidelines, policies, protocols and legislation.</li><li>• Work within their scope of practice and take measures to develop and maintain the competence necessary for professional practice.</li><li>• Maintain a high standard of professional behaviour and be accountable for their practice.</li><li>• Be aware of ethical policies and procedures which pertain to their area of practice.</li><li>• Respect and maintain the privacy, dignity and confidentiality of the patient.</li><li>• Follow appropriate lines of authority within the Nurse Management structure.</li></ul> <p><b><u>Clinical Practice</u></b> <i>The Staff Nurse will:</i></p> <ul style="list-style-type: none"><li>• Deliver the nursing care of an assigned group of patients within a best practice / evidence based framework.</li><li>• Manage a designated caseload.</li></ul>



- 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, 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 family / 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 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 to meet nursing resource needs and the requirements of the integrated services programme (ISP).
- Refer clients to other services as required.

#### **Clinical Governance**

*The Staff Nurse will:*



- Participate in clinical governance structures within the local / regional / national clinical governance framework.
- Have a working knowledge of HIQA Standards as they apply to the role / care setting, for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.
- 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 well-being.
- 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.
- 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 Department in the absence of the Clinical Nurse Manager.

#### **Education, Training & Development**

*The Staff Nurse will:*

- 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 Director of Nursing.
- Participate in performance evaluation / review with their line manager, identifying areas for improvement and appropriate plans / measures to achieve them.
- Provide feedback to the Clinical Nurse Manager 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 Clinical Nurse Manager.
- 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.

#### **Administration**

*The Staff Nurse will:*

- 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.
- Undertake other duties as required by the Director of Nursing or his / her designate.

**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**



	<b>from time to time and to contribute to the development of the post while in office.</b>
<b>Eligibility Criteria, Qualifications and / or Experience</b>	<p>Eligible applicants will be those who on the closing date for the competition:</p> <p><b><u>1. Academic / Professional Qualifications and / or Relevant Experience</u></b></p> <p>(i) Must be a current 4<sup>th</sup> year nursing degree student undergoing the 36 week clinical placement.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>(ii) Have successfully completed the clinical and academic requirements of their BSc (Honours) Degree in Mental Health Nursing in September 2024 and who will be eligible for registration thereafter with the Nursing and Midwifery Board of Ireland (NMBI).</p> <p><b><u>2. Annual Registration</u></b></p> <p>(i) On appointment, practitioners must maintain live annual registration on the Psychiatric Nurse Division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).</p> <p style="text-align: center;"><b><u>AND</u></b></p> <p>(ii) Practitioners must confirm annual registration with the NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p><b><u>3. Health</u></b> 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.</p> <p><b><u>4. Character</u></b> Candidates for, and any person holding the office, must be of good character.</p>
<b>Post Specific Requirements</b>	Not applicable for this post.
<b>Other Requirements Specific to the Post</b>	Not applicable for this post.
<b>Skills, Competencies and / or Knowledge</b>	<p><b><u>Professional Knowledge &amp; Experience</u></b> <i>For example:</i></p> <ul style="list-style-type: none"> <li>• Demonstrate practitioner competence and professionalism in order to carry out the duties and responsibilities of the role.</li> <li>• Practices nursing care safely and effectively, fulfilling her / his professional responsibility within her / his scope of practice.</li> <li>• Display evidence-based clinical knowledge in making decisions regarding client care.</li> <li>• Demonstrate a commitment to continuing professional development.</li> <li>• Practices in accordance with legislation affecting nursing practice.</li> </ul>



	<ul style="list-style-type: none"><li>• Demonstrate an awareness of developments within the HSE.</li><li>• Demonstrate knowledge of the HSE Transformation Programme.</li></ul> <p><b><u>Planning &amp; Organising Skills</u></b> <i>For example:</i></p> <ul style="list-style-type: none"><li>• Demonstrate evidence of effective planning and organising skills.</li></ul> <p><b><u>Building &amp; Maintaining Relationships</u></b> <i>For example:</i></p> <ul style="list-style-type: none"><li>• Demonstrate the ability to build and maintain relationships including the ability to work effectively as part of a multi-disciplinary team.</li></ul> <p><b><u>Commitment to Providing a Quality Service</u></b> <i>For example:</i></p> <ul style="list-style-type: none"><li>• Demonstrates a commitment to providing a quality service.</li><li>• Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.</li><li>• Demonstrate a willingness to engage and develop IT skills relevant to the role.</li></ul> <p><b><u>Analysis, Problem Solving &amp; Decision Making Skills</u></b> <i>For example:</i></p> <ul style="list-style-type: none"><li>• Demonstrate effective analytical, problem solving and decision making skills.</li></ul> <p><b><u>Communication Skills</u></b> <i>For example:</i></p> <ul style="list-style-type: none"><li>• Demonstrates excellent communication skills, including sufficient command of the English language so as to effectively carry out the duties and responsibilities of the role.</li></ul>
<b>Campaign Specific Selection Process</b>  <b>Ranking / Shortlisting / Interview</b>	<p>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.</p> <p><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></p> <p>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.</p>
<b>Diversity, Equality and Inclusion</b>	<p>The HSE is an equal opportunities employer.</p> <p>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.</p>





	<p>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.</p> <p>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.</p> <p>For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <a href="https://www.hse.ie/eng/staff/resources/diversity/">https://www.hse.ie/eng/staff/resources/diversity/</a></p>
<b>Code of Practice</b>	<p>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 posted with each vacancy entitled "Code of Practice, Information for Candidates".</p> <p>Codes of practice are published by the CPSA and are available on <a href="http://www.hse.ie/eng/staff/jobs">www.hse.ie/eng/staff/jobs</a> in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on <a href="http://www.cpsa.ie">www.cpsa.ie</a>.</p>
<p><b>The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.</b></p> <p><b>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.</b></p>	





### New Graduate Staff Nurse (Mental Health) Terms and Conditions of Employment

<b>Tenure</b>	<p>A panel may be formed as a result of this campaign for a New Graduate Staff Nurse from which current and future, permanent and specified purpose vacancies of full-time or part-time duration may be filled.</p> <p>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.</p> <p>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.</p>
<b>Remuneration</b>	<p>The salary scale for the post (as at 01/01/2024) is:</p> <p>Staff Nurse, Psychiatric Awaiting Registration – (Grade Code - 2637): €31.029</p> <p>Staff Nurse (Mental Health) (Grade Code - 2674): €35,789, €37,466, €38,778, €40,114, €41,514, €42,832, €44,208, €45,278, €46,448, €47,964, €49,454, €51,588, €53,121, LSI</p> <p>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.</p>
<b>Working Week</b>	<p>The standard working week applying to the post is to be confirmed at Job Offer stage.</p> <p>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 16<sup>th</sup> 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).</p>
<b>Annual Leave</b>	<p>The annual leave associated with the post will be confirmed at contracting stage.</p> <p>The annual leave associated with the post is:</p> <ul style="list-style-type: none"><li>• 0-5 years post qualification nursing experience – 24 days per year (pro-rata).</li><li>• 5-10 years post qualification nursing experience – 25 days per year (pro-rata).</li><li>• More than 10 years post qualification nursing experience – 27 days per year (pro-rata).</li></ul>



<b>Superannuation</b>	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 01 <sup>st</sup> 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 31 <sup>st</sup> December 2004.
<b>Probation</b>	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.
<b>Age</b>	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><b><i>Public Servants not affected by this legislation:</i></b> 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.</p> <p><b>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.</b></p>
<b>Infection Control</b>	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.
<b>Protection of Children Guidance and Legislation</b>	<p>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.</p> <p>Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.</p> <p>For further information, guidance and resources please visit: <a href="#">HSE Children First webpage</a></p>
<b>Protection of Persons Reporting Child Abuse Act 1998</b>	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.
<b>Mandated Person Children First Act 2015</b>	<p>As a mandated person under the Children First Act 2015 you will have a legal obligation:</p> <ul style="list-style-type: none"> <li>• To report child protection concerns at or above a defined threshold to TUSLA.</li> <li>• To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.</li> </ul>



	<p>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.</p>
<b>Health &amp; Safety</b>	<p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"><li>• Developing a SSSS for the department / service<sup>1</sup>, 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.</li><li>• 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.</li><li>• Consulting and communicating with staff and safety representatives on OSH matters.</li><li>• 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.</li><li>• Ensuring that all incidents occurring within the relevant department / service are appropriately managed and investigated in accordance with HSE procedures<sup>2</sup>.</li><li>• Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.</li><li>• Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.</li></ul> <p><b>Note:</b> Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

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

<sup>2</sup> See link on health and safety web-pages to latest Incident Management Policy