



Clinical Nurse Manger 2
Nursing Administration Out of Hours Service
Tipperary University Hospital
Job Specification, Terms & Conditions

Job Title and Grade	Clinical Nurse Manager 2 (Nursing Administration Out of Hours Service) 2372
Campaign Reference	SWPHSESE102023
Remuneration	The Salary scale for the post is: (01/10/2024) €59,661, €60,649, €61,485, €62,849, €64,357, €65,837, €67,318, €68,984, €70,532, €73,194, €75,389 LSIs Salary Scales are updated periodically and the most up to date versions can be found here: https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html
Closing Date	Monday 18 th November at 5:00pm
Proposed Interview Date (s)	Interviews will be held as soon as possible after closing date. Candidates will normally be given at least one 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	Tipperary University Hospital. There is currently three Whole -Time permanent posts available in Tipperary University Hospital. A panel may be formed as a result of this campaign for Clinical Nurse Manager II (Nursing Administration out of hour's service) in Tipperary University Hospital from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
Informal Enquiries	Name: Ms Tracey Brophy / Ms Annmarie Cunningham, Assistant Director of Nursing, Night Superintendent Contact Number: 052 61 77158 Email: Tracey.Brophy@hse.ie / AnneMarie.Cunningham@hse.ie
HR Point of Contact	Shannon Tevlin Recruitment Officer HSE Dublin and South East Email: shannon.tevlin@hse.ie Mobile: 0877808550
Details of Service	HSE Dublin and South East has been formed as part of the Slaintecare programme. The health region is responsible for the delivery of acute and community healthcare across South Dublin, Wicklow, Wexford, Waterford, Carlow, Kilkenny and South Tipperary. Community Healthcare Services are the broad range of services in a non-acute hospital setting, delivered as close as possible to people's homes at the right time, in the right place, by the right team. There are 70 Primary Care Centres in the Region and specialist teams working in Mental Health, Health and Wellbeing, Social Care and Disability Services. Services are provided in various settings including the service user's own home, day hospitals, community nursing units, hostels, specialist day care centres, training centres, respite care, and residential services. The region is served by 11 hospitals and the services delivered include inpatient scheduled care, unscheduled/emergency care, maternity services, outpatient and diagnostic services. Tipperary University Hospital (TippUH), Clonmel, Co. Tipperary, is a

	<p>Level 111 Acute Hospital. The hospital is part of the Dublin South East Region and is governed by the Executive Management Team TippUH, which is representative of the hospitals clinical and corporate functions to support the delivery of safe, efficient, effective, high-quality patient care. An important component of safe, efficient, effective, high-quality patient care is the prevention and control of healthcare associated infections.</p> <p>The hospital has 256 inpatient beds and 22-day beds. TippUH provides acute hospital services to the geographically wide catchment area of Tipperary, West Waterford, and North Cork. The catchment population for the hospital is 160,000 approximately. The service also incorporates an Emergency Department, Minor Injuries Unit and Acute Medical Admissions Unit.</p> <p>Tipp UH is also a teaching hospital with academic partnership with University College Cork (UCC), University of Limerick (UL), University College Dublin, (UCD), and South East Technological University (SETU). Tipperary University Hospital aims to deliver high quality and equitable care for all its patients, in a safe and secure environment, and to achieve excellence in clinical practice, teaching, training and research.</p> <p>Tipperary University Hospital has bi-directional patient flow with the Model 4 hospitals in the region, University Hospital Waterford and Cork University Hospital and with other specialist centres in Dublin.</p> <p>It provides Shared Care programmes for those attending Paediatrics and Maternity Services outside the region. Mental Health Services are linked with St. Luke's Hospital Kilkenny (IEGH) and University Hospital Limerick (Ennis, Co. Clare).</p> <p>There is a strong multi-disciplinary team approach towards the patient's care. The person appointed to this post will work within the Acute Healthcare setting working as part of multi-disciplinary teams delivering a coordinated approach to patient care.</p>
Reporting Relationship	The successful candidate will report to the Assistant Director of Nursing on Duty and to the Director of Nursing
Purpose of the Post	Responsible for the delivery of care and the management of the entire hospital with the out of hour's senior manager team on days and nights. The post holder will be responsible for collaborating with nursing staff and the multidisciplinary team within these services and external out of hours.
Principal Duties and Responsibilities	<p>Management</p> <p>The CNM 2 Nursing Administration Out of Hours will participate in the appropriate and effective management of the Service</p> <ul style="list-style-type: none"> • Participate in the development of the divisional and overall service plan and in the monitoring and review of activity against the plans • Ensures that critical human and material resources are allocated in an effective way, monitors activity levels and intervenes to align resources and maximize efficiencies. • Assist with the direction and supervision of the nursing service to provide a high level of patient care and clinic/functional area/sector management • 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 nursing and policies <p>Maintain good employee relations and promote good communication with all relevant staff.</p> <p>Give support and counsel to nursing and allied staff as necessary and take action in accordance with agreed service policy, if necessary</p> <ul style="list-style-type: none"> • Plan and guide activities to provide optimum patient care in accordance with service policies and procedure • Ensure adherence to all standards and guidelines relating to professional nursing practice and behaviour • Undertake other relevant duties as may be determined from time to time by the Assistance Director of Nursing and Director of Nursing or other designated officer

Professional /Clinical Responsibilities

The CNM 2 Nursing Administration Out of Hours will provide a high level of professional and clinical leadership

- Provide safe, comprehensive nursing care to service users within the guidelines laid out by NMBI.
- Practice nursing according to Professional Clinical Guidelines, National and Area Health Service Executive guidelines, local policies, protocols and current legislation.
- Place kindness and compassion at the core of daily work.
- 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 service policies and procedures and the implementation of same and to update them as required
- Participate in development of quality initiatives including clinical audit, standard setting, investigation of complaints and untoward incidents

Education and Training

The CNM 2 Nursing Administration Out of Hours will:

- 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 and staff objectives and providing and receiving feedback

Health & Safety/ Risk Management :

The CNM 2 Nursing Administration Out of Hours will:

- 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
- 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

	<ul style="list-style-type: none"> • The post holder has a duty to familiarise themselves with the relevant organisational Policies, Continuous Quality Improvement Initiatives, Document Control Information Management Systems, Risk Management Strategy and Policies, Hygiene Related Policies, Procedures and Standards Decontamination Code of Practise, Infection Control Policies Safety Statement, Health & Safety Policies and Fire Procedure Data Protection and confidentiality Policies, • 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. • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <p>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>1. <u>Statutory Registration, Professional Qualifications, Experience etc</u></p> <p>(a) Candidates must on the latest date of receiving completed application forms for the office:</p> <p>(i) Are registered in the relevant division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland (NMBI) (Bord Altranais agus Cnaimhseachais na hÉireann) or entitled to be so registered.</p> <p style="text-align: center;">And</p> <p>(ii) Have had 5 years post registration experience (or an aggregate of 5 years fulltime post registration experience) of which 2 years must be in the speciality or related area</p> <p style="text-align: center;">And</p> <p>(iii) Have the clinical, managerial and administrative capacity to properly discharge the functions of the role</p> <p style="text-align: center;">And</p> <p>(iv) Candidates must demonstrate evidence of continuous professional development</p> <p style="text-align: center;">And</p> <p>(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.</p> <p>2. Annual registration</p> <p>(i) On appointment, practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnaimhseachais na hÉireann).</p> <p style="text-align: center;">And</p>

	<p>(ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC)</p> <p>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.</p> <p>Character Each candidate for and any person holding the office must be of good character</p>
Post Specific Requirements	<p>Demonstrate significant Nursing experience as relevant to the post including:</p> <ul style="list-style-type: none"> • Evidence of Management in an acute setting, • Experience of HR Management, • Experience of operational Management (includes staffing, ward or unit management, Maintenance).
Other requirements specific to the post	N/A
Skills, competencies and/or knowledge	<p>The post holder must :</p> <p><u>Professional/Clinical knowledge</u></p> <ul style="list-style-type: none"> • Demonstrate a high degree of commitment, professionalism and dedication to the philosophy of quality health care provision. • Demonstrate relevant knowledge, expertise and experience from an Acute Hospital perspective in order to discharge the duties of this Senior Nursing Post. • Demonstrate evidence of policy development and the ability to translate policy into action • Demonstrate knowledge and experience of quality audit/assurance systems <p><u>Planning and Organising Resources</u></p> <ul style="list-style-type: none"> • Demonstrate ability to plan, organise and deliver services in an efficient, effective and resourceful manner, within a model of patient centred care and value for money • Demonstrate ability to manage deadlines and effectively handle multiple tasks <p><u>Building and Maintaining Relationships: Leadership, Managing People & Team Skills</u></p> <ul style="list-style-type: none"> • Demonstrate leadership skills and ability to influence others • Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment • Demonstrate ability to manage, motivate and develop staff to maximize performance at work • Demonstrate the ability to foster a learning culture amongst staff and colleagues to drive continuous improvement in services to patients. • Demonstrate ability to work effectively with multi-disciplinary teams <p><u>Evaluating Information and Judging Situations</u></p> <ul style="list-style-type: none"> • Demonstrate the ability to evaluate information and solve problems <p><u>Commitment to Quality Service</u></p> <ul style="list-style-type: none"> • Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality patient centred care • Demonstrate an ability to monitor and evaluate service performance and levels of care <p><u>Communication and Interpersonal Skills</u></p> <ul style="list-style-type: none"> • Demonstrate effective communications and interpersonal skills including: the ability to present information in a clear and concise manner: the ability to engage collaboratively

	<p>with all stakeholders; the ability to give constructive feedback.</p> <ul style="list-style-type: none"> • Demonstrate competency in general use of information technology-computers, office functions, internet for research purposes, email, preparation of presentation materials etc.
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<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>
<p>Code of Practice</p>	<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 www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on www.cpsa.ie.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.</p> <p>This job description 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.</p>	



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Tenure	<p>The current vacancy available is permanent, pensionable and full time.</p> <p>A panel may be created from which current and future 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>
Remuneration	<p>The Salary scale for the post is: (01/10/2024)</p> <p>€59,661, €60,649, €61,485, €62,849, €64,357, €65,837, €67,318, €68,984, €70,532, €73,194, €75,389 LSIs</p> <p>Salary Scales are updated periodically and the most up to date versions can be found here: https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html</p>
Working Week	<p>The standard working week applying to the post is 37.5 hours per week.</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 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).</p>
Annual Leave	<p>The Annual Leave applying to the post is to be confirmed at Job Offer stage and as determined by the Organisation of Working Time Act 1997.</p>
Superannuation	<p>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</p>
Probation	<p>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.</p>
Protection of Persons Reporting Child Abuse Act 1998	<p>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.</p>

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.
Pre-Employment Assessment Health	<p>What to expect following the interview stage:</p> <p>Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital's Occupational Health Service and if required undergo a medical assessment with this department. Any person employed 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>
Validation of Qualifications & Experience	Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.
References	Three written references, one of which must be your current line manager, will be sought. The employer also reserves the right to determine the merit, appropriateness and relevance of such references and referees. You will be contacted to give names and contact details of referees.
Garda Vetting	Garda vetting is role dependent and may be carried out if the nature of the role constitutes "relevant work or activities relating to children" and "relevant work or activities relating to vulnerable persons" within the meaning of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012. An employee will not take up employment until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees. You will be contacted post interview to complete a form, provide ID and engagement in the online Garda Vetting process.
Health & Safety	<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"> • Developing a SSSS for the department/service¹, 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.

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

	<ul style="list-style-type: none">• Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures².• 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. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>
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² A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages
² See link on health and safety web-pages to latest Incident Management Policy