



**Clinical Nurse Manager 2 (Day Care Unit – Ely Hospital)
Wexford General Hospital Acute Services
Job Specification & Terms and Conditions**

Job Title, Grade Code	Clinical Nurse Manager 2, Day Care Unit - Ely Hospital. <i>Bainisteoir Altra Cliniciúil 2, Aonad Cúraim Lae - Ospidéal Ely</i> Grade Code: 2119
Remuneration	The salary scale as of 01/03/2025 for the post is: €60,854 €61,862 €62,715 €64,106 €65,644 €67,154 €68,664 €70,364 €71,943 €74,658 €76,897 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	WGH202548
Closing Date	Wednesday 9th July 2025 at 5pm
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	There is currently one permanent whole-time position available in Wexford General Hospital. A panel may be formed as a result of this campaign for Clinical Nurse Manager 2 from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
Informal Enquiries	Name: Jennifer Power, Assistant Director of Nursing Perioperative Services Email: Jennifer.power@hse.ie Mobile: (053) 9153147 / (087) 3392468 Name: Grace Nolan, CNMIII Perioperative Services Email: grace.nolan@hse.ie Mobile: (053) 9153333
HR Point of Contact	Name: Marcia Billane, Recruitment Advisor Email: Marcia.billane@hse.ie Mobile: (053) 9153279 / (087) 3665540
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 in the service user's own home, day hospitals, community nursing units, hostels, specialist day care centres, training centres, respite care, and residential services, and acute hospitals.
Reporting Relationship	The post holder will have a direct reporting relationship to the Regional Director for Planning and Performance
Purpose of the Post	<ul style="list-style-type: none"> • CNM2 collaborates to manage the service in line with the Scheduled Care Waiting List Plan 2025 • CNM2 is responsible for the efficient nursing management and quality of care delivered in the Day care unit that services the endoscopy and minor operations service in Ely hospital • CNM2 collaborates with the perioperative services at Wexford General Hospital to ensure best use of available resources between WGH and Ely hospital services
Principal Duties and Responsibilities	Professional / Clinical The Clinical Nurse Manager 2 (Day Services Unit) will: <ul style="list-style-type: none"> • Manage patient care to ensure the highest professional standards using an evidence based, care planning approach. • Provide a high level of professional and clinical leadership.

- Be responsible for the co-ordination, assessment, planning, delivery and review of service user care by all staff in designated area(s).
- 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
- Practice nursing according to: Professional Clinical Guidelines, National and Area Health Service Executive (HSE) guidelines. Local policies, protocols and guidelines.
- Manage own caseload in accordance with the needs of the post.
- Participate in teams / meetings / committees as appropriate, communicating and working in co-operation with other team members.
- Facilitate co-ordination, co-operation and liaison across healthcare teams and programmes.
- Collaborate with service users, family, carers and other staff in treatment / care planning and in the provision of support and advice.
- Communicate verbally and / or in writing results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with Day Services Unit service policy.
- Plan discharge or transition of the service user between services as appropriate.
- Ensure that service users and others are treated with dignity and respect.
- Maintain nursing records in accordance with local service and professional standards.
- Adhere to and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care.
- 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.
- Maintain professional standards in relation to confidentiality, ethics and legislation.
- In consultation with Clinical Nurse Manager 3 (CNM3) and other disciplines, implement and assess quality management programmes.
- Participate in clinical audit as required.
- Initiate and participate in research studies as appropriate.
- Devise and implement Health Promotion Programmes for service users as relevant to the post.
- Operate within the scope of practice - seek advice and assistance from his / her manager with any cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance.

Health & Safety

The Clinical Nurse Manager 2 (Day Services Unit) will:

- 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.
- 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.
- 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.
- Ensure completion of Clinical Incidents and work in collaboration with the quality and risk department to implement improvements.
- Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
- Liaise with other relevant staff e.g. Infection Control, Occupational Health, Physio, and Occupational Therapist where necessary.
- 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.



	<ul style="list-style-type: none"> Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <p>Management The Clinical Nurse Manager 2 (Day Services Unit) will:</p> <ul style="list-style-type: none"> 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). Manage communication at ward and departmental level and facilitate team building. Provide staff leadership and motivation which is conducive to good working relations and work performance. Promote a culture that values diversity and respect in the workplace. Formulate, implement and evaluate service plans and budgets in co-operation with the wider healthcare team. Manage all resources efficiently and effectively within agreed budget. Lead on practice development within the clinical area. Lead and implement change. Promote, facilitate and participate in the development of nursing policies and procedures. Monitor as appropriate and lead on proactive improvement. Contribute to the formulation, development and implementation of policies and procedures at area and hospital level. Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters. Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service and the community. Actively participate in the Nursing Management structure by 'acting up' when required. Maintain all necessary clinical and administrative records and reporting arrangements. Engage in IT developments as they apply to service user and service administration. <p>Education and Training The Clinical Nurse Manager 2 (Day Services Unit) will:</p> <ul style="list-style-type: none"> 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. 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. Participate in the identification, development and delivery of induction, education, training and development programmes for nursing and non-nursing staff. Provide support and supportive supervision to Clinical Nurse Manager 1 and front-line staff where appropriate. Supervise and assess student nurses and foster a clinical learning environment. Engage in performance review processes including personal development planning as appropriate. <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><u>1. Statutory Registration, Professional Qualifications, Experience, etc.</u></p> <p>(a) Eligible applicants will be those who on the closing date for the competition:</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 Cnáimhseachais na hÉireann) or entitled to be so registered.</p> <p style="text-align: center;">AND</p>



	<p>(ii) Have at least 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><u>2. Annual registration</u></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 Cnáimhseachais 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><u>3. Health</u></p> <p>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><u>4. Character</u></p> <p>Candidates for and any person holding the office must be of good character.</p> <p><i>Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland).</i></p>
Post Specific Requirements	<ul style="list-style-type: none"> • Demonstrate depth and breadth of experience in Acute Surgical Nursing as relevant to the role. • Demonstrate depth and breadth of experience in Nursing Management as relevant to the role. • Demonstrate leadership ability and the skills to initiate and implement quality improvement projects that enhance patient experience at WGH.
Other requirements specific to the post	<ul style="list-style-type: none"> • All posts in Wexford General Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required. • Computer skills are essential including experience in Excel, Microsoft Word and Outlook. • Access to appropriate transport in order to fulfil the requirements of the role • Candidates will be required to take up duty within 3 months of receipt of the formal offer of employment.



<p>Skills, competencies and/or knowledge</p>	<p>Professional Knowledge & Experience</p> <ul style="list-style-type: none"> • Demonstrate practitioner competence and professionalism. • Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the clinical / designated area. • Demonstrate the ability to relate nursing research to nursing practice. • Demonstrate an awareness of HR policies and procedures including disciplinary procedures. • Demonstrate an awareness of relevant legislation and policy e.g., health and safety, infection control etc. • Demonstrate a commitment to continuing professional development. • Demonstrate a willingness to develop IT skills relevant to the role. <p>Organisation and Management Skills:</p> <ul style="list-style-type: none"> • Demonstrate the ability to plan and organise effectively. • Demonstrate the ability to manage deadlines and effectively handle multiple tasks. • Demonstrate an awareness of resource management and the importance of value for money. • Demonstrates flexibility and adaptability in their approach to work <p>Building and Maintaining Relationships (<i>including Team Skills and Leadership Potential</i>)</p> <ul style="list-style-type: none"> • Demonstrate the ability to work on own initiative as well as part of a team • Adopts a collaborative approach to patient care by co-ordination of care / interventions and interdisciplinary team working. • Demonstrate strong interpersonal skills including the ability to build and maintain relationships. Fosters good professional work relationships between colleagues • Demonstrates the ability to lead on clinical practice <p>Commitment to providing a Quality Service</p> <ul style="list-style-type: none"> • Demonstrates a strong commitment to the delivery of quality service. • Display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect. • Demonstrates integrity and ethical stance. • Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change. <p>Analysis, Problem Solving and Decision-Making Skills</p> <ul style="list-style-type: none"> • Demonstrates evidence-based decision-making, using sound analytical and problem solving ability. • Shows sound professional judgement in decision-making. • Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions. • Uses a range of information sources and knows how to access relevant information to address issues. • Demonstrate resilience and composure in dealing with situations. <p>Communication Skills</p> <ul style="list-style-type: none"> • Demonstrate strong communication skills - presents written information in a concise, accurate and structured manner. • Demonstrates the ability to influence others effectively. • Anticipates and recognises the emotional reactions of others when delivering sensitive messages.
<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>Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.</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>
Diversity, Equality and Inclusion	<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>Read more about the HSE's commitment to Diversity, Equality and Inclusion</p>
Code of Practice	<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).</p> <p>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.</p> <p>Read the CPSA Code of Practice.</p>
<p>The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.</p> <p>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.</p>	



**Clinical Nurse Manager
HSE Dublin and South East
Terms and Conditions of Employment**

Tenure	<p>The current vacancy available is permanent and whole time.</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>
Working Week	<p>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.</p>
Annual Leave	<p>The annual leave associated with the post will be confirmed at Contracting stage.</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>
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><u>* Public Servants not affected by this legislation:</u></p> <p>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>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.</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 Children Guidance and Legislation	<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>Visit HSE Children First for further information, guidance and resources.</p>
Infection Control	<p>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.</p>



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.• 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>
Ethics in Public Office 1995 and 2001	<p>Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:</p> <p>A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.</p> <p>B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.</p> <p>C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website.</p>

¹A template SSSS and guidelines are available on [writing your site or service safety statement](#).

²Structures and processes for effective [incident management](#) and review of incidents.