**Supplementary**

**Clinical Nurse Manager 2, Occupational Health**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Clinical Nurse Manager 2, Occupational Health(Grade Code: 2119) |
| **Campaign Reference** | NRS14722 |
| **Closing Date** | Wednesday 12th of March 2025 at 12 noon  |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There are currently 2 permanent and whole-time vacancies available as follows:* Occupational Health Department, Dublin North, Blanchardstown Corporate Park, Ballycoolen, Dublin 15, D15 WDH4 (Covering Area A: HSE Dublin & North East)
* Occupational Health Department, Arden Road, Tullamore, Co-Offaly, R35 CD40 (Covering Area B: HSE Dublin & Midlands)

A supplementary panel may be formed as a result of this campaign for **Clinical Nurse Manager 2, Occupational Health, Occupational Health Services, Workplace Health & Wellbeing Unit**, **National HR,** **Area A (HSE Dublin & North East) and Area B (HSE Dublin & Midlands)**from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries** | Orla Kelleher, Director of Nursing Occupational Health, Workplace Health & Wellbeing UnitEmail: occhealthnursing.whwu@hse.ie |
| **Details of Service** | The Workplace Health and Wellbeing Unit was set up in 2016 within the Human Resources Division to achieve the following:* + - * To provide services to prevent staff becoming ill or injured at work - this is led through the Occupational Health Services and the National Health and Safety Function.
			* To actively promote health and well-being in the workplace through the Occupational Health Services and Human Resources portfolios.
			* To maximise staff access to timely rehabilitation services through Occupational Health Services and Human Resources portfolios and internal and external rehabilitation services
			* To proactively and reactively manage work-related stress and other complex organisational, psychological factors that can arise in the workplace through the Organisational Health Department.

Occupational Health Services are provided nationally via a hub and spoke model. Each hub team is led by an Occupational Health Physician and supported by Occupational Health Nurses and administrative staff.**Model of Care** The Model of Care used by the Workplace Health & Wellbeing Unit is to deliver services at local level and supported them with a central governance unit. The local services are delivered via a hub and spoke model, with locations defined by geographical area or service delivery unit. Each hub includes Occupational Health Physician services, Occupational Health nursing services, Staff Health & Safety, Employee Assistance Programmes, Critical Incident Stress Management, Rehabilitation Services, Health Promotion and other appropriate supports. The Model of Care is based on the following principles: 1. Prevention – to prevent ill health caused or exacerbated by work2. Timely intervention – to enable accessible and early treatment for the main causes absence due to ill health3. Rehabilitation – to help staff stay at work or accommodate their return to work after illness4. Health Assessment - to help manage attendance, reasonable accommodation, ill health retirement and related matters 5. Promotion of health and well-being – using the workplace as a means to improve the health and general well-being of staff 6. Teaching and training – encouraging staff and managers to support the health and well-being of staffThe Workplace Health & Wellbeing Unit has Occupational Health Departments at the following locations – Ardee, Blanchardstown, Cork, Dr. Steevens’ Hospital (Dublin 8), Galway, Kerry, Kilkenny, Letterkenny, Limerick, Sligo, South Tipperary, Tullamore, Waterford and Wexford.In line with the **Sláintecare Implementation Strategy and Action Plan 2021–2023** six Health Regions have been established within the HSE. 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. The intent of the Sláintecare reform is to achieve a universal single-tier health and social care system, which provides equitable access to services based on need, and not ability to pay.Health Regions will enable and empower staff to provide services that are:* Integrated, locally planned and delivered
* Easier to access and navigate
* Available closer to home

The six health regions cover the following areas:* Area A: HSE Dublin & North East
* Area B: HSE Dublin & Midlands
* Area C: HSE Dublin & South East
* Area D: HSE South West
* Area E: HSE Mid-West
* Area F: HSE West & North West

The current vacancies fall under the remit of the Workplace Health and Wellbeing Unit however this may change due to the restructure of the HSE under the Sláintecare Implementation Strategy and Action Plan 2021–2023. |
| **Reporting Relationship** | The post holder will report to the CNM3 Occupational Health or other delegated Senior Nursing staff member on duty.  |
| **Purpose of the Post**  | The post of Clinical Nurse Manager 2, Occupational Health, has a pivotal role in service planning, co-ordinating, and managing activity and resources within the clinical area.The main responsibilities are delivery of Occupational Health Services based on the HSE Occupational Health Service Standards  |
| **Principal Duties and Responsibilities** | *The Clinical Nurse Manager 2 Occupational Health will:***Professional / Clinical** * Be healthcare worker focussed and approach work with the flexibility and enthusiasm necessary to make this principle a reality for every healthcare worker to the greatest possible degree.
* Manage healthcare workers 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.
* 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
	+ Current legislation
* Manage a caseload in accordance with service demands.
* Provide pre-employment screening, immunisation under medication protocol and health surveillance clinics.
* Provide Blood Borne virus exposure management based on current evidence based practice.
* Carry out assessment of occupational blood & body fluids exposure incidents (OBEs). Provide follow-up care after accidents where appropriate, e.g. OBEs.
* Make appropriate assessment and use of Universal Standard Precautions and in line with HSE policy.
* With OHS Multidisciplinary involvement conduct health assessments of healthcare workers to ascertain fitness for work
* Provide evidence based advice on any adaptations that may be required for healthcare workers.
* Work collaboratively with Infection Prevention and Control Teams
* Ensure accurate use of specialist equipment provided within the Occupational Health Department.
* Undertake health surveillance, health promotion and immunisation programmes according to identified needs
* 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, management, family, carers and other staff in treatment / care planning and in the provision of support and advice
* Communicate with the OHS multidisciplinary team and relevant others in accordance with service policy.
* 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 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 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.

**Health and Safety** * 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
* 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
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* 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 incident / near miss forms / clinical risk reporting
* 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 team, Microbiology team, Public Health and any other appropriate specialists, authorities where relevant.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service

**Education and Training*** 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 nurses training and foster a clinical learning environment
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Management** * Exercise authority in the running of the assigned area(s) as deputised by the CNM3
* 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 unit 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.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **Candidates must have at the latest date of application: -** **1. Statutory Registration, Professional Qualifications, Experience, etc.****(**a) Eligible applicants will be those who on the closing date for the competition:1. Are registered in the General 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.

**AND**1. 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 of Occupational Health.

**AND**1. Have the clinical, managerial and administrative capacity to properly discharge the functions of the role

**AND**1. Candidates must demonstrate evidence of continuous professional development

**AND****(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.**2. Annual registration**(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).**AND**(ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).**3. Health**A 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.**4. Character**Each candidate for and any person holding the office must be of good character. ***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)*** |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience in Occupational Health nursing as relevant to the role. |
| **Other requirements specific to the post** | Flexible approach to working hours to ensure service needs are met. Access to appropriate transport to fulfil the requirements of the role, as the post may involve travel. |
| **Skills, competencies and/or knowledge** | ***Candidates must:*****Professional Knowledge and Experience** * 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.

**Organisation and Management Skills*** 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

**Building and Maintaining Relationships *(including Team Skills and Leadership Potential)**** 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.

**Commitment to providing a Quality Service*** 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.

**Analysis, Problem Solving and Decision-Making Skills*** 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.

**Communication Skills*** 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.
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process. 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.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html)   |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).The 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.Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf).  |
| 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, Occupational Health**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancies available are **permanent** and **whole time.** The posts are pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The Salary scale for the post is: (as at 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 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. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. 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.Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)