

**Health Service Executive – Dublin and North East Region**

**Clinical Nurse Manager III – Endoscopy**

**Job Specification, Terms and Conditions**

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| **Job Title, Grade, Grade Code** | **Clinical Nurse Manager 3 - Endoscopy (0.5WTE)** |
| **Campaign Reference** | **CH 75/25** |
| **Closing Date** | **Friday, 23rd of May 2025 @12 noon** |
| **Proposed Interview Date (s)** | 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** | HSE Dublin North and East Region – Connolly Hospital |
| **Informal Enquiries** | Ms. Deborah Reynolds, CNM 3 Endoscopy  Tel: 087 407 3680 Email: [deborah.reynolds@hse.ie](mailto:deborah.reynolds@hse.ie)  Ms Eileen Daly, ADON Ambulatory Medicine  Tel: 0871180175 Email: eileen.daly1@hse.ie |
| **Details of Service** | The HSE has created six new health regions. Each region is responsible for providing both hospital and community care for the people in that area. Bringing community health services and hospitals together means we can take a more patient-centred approach to healthcare.  HSE Dublin and North East provides health and social care to North Dublin, Louth, Meath,  Monaghan and most areas of Cavan.  HSE Dublin and North East Region includes the following hospitals;  • Beaumont Hospital  • Cavan General Hospital  • Connolly Hospital  • Louth County Hospital  • National Orthopaedic Hospital Cappagh  • Monaghan General Hospital  • Mater Misericordiae University Hospital  • Our Ladys Hospital Navan  • Our Lady of Lourdes Hospital  • Rotunda Hospital  Connolly Hospital Blanchardstown is a major teaching hospital providing a range of acute medical and surgical services, day care, outpatient, diagnostic and support services. Emergency services are provided on a 365-day, 24 hour basis. Multi-disciplinary teams representative of medical, nursing, allied health professionals, management and general support staff play a pivotal role in the development, delivery, monitoring and evaluation of these services. The hospital has a current bed complement of 407 beds.  The hospital is affiliated to the Royal College of Surgeons in Ireland (RCSI) for medical education, to Dublin City University (DCU) for nursing education and to University College Dublin (UCD), Trinity College Dublin (TCD) and the Institute of Technology for allied health professional education. |
| **Reporting Arrangements** | Line Manager:  Ms Eileen Daly, ADON Ambulatory Medicine  Tel: 0871180175 Email: [eileen.daly1@hse.ie](mailto:eileen.daly1@hse.ie)   * The CNM 3 in The Endoscopy Department, is accountable and professionally responsible to the Director of Nursing and Assistant Director of Nursing. * The CNM 3 in The Endoscopy Department will work in close collaboration with the directorate core management team and wider management team to ensure the smooth running of the service. |
| **Purpose of the Post** | The CNM 3 in The Endoscopy Department is a key member of the Directorate Management Team supporting the Directorate ADON. This role is within the Ambulatory & Medical directorate.  The Clinical Nurse Manager 3 position is responsible for the delivery of strategic development, operational, and management of the Endoscopy nursing services. The post holder will be expected to demonstrate transformational leadership and innovation and ensure patient dignity and respect is at the core of all the services provided. Working in partnership with the Business managers, the clinical lead and other key stakeholders, the CNM3 will lead on the delivery of access, patient flow and ensure that standards of patient care are delivered in line with best practice. The post holder will be a credible leader with the ability to empower people and develop staff members working within the clinical environment and to ensure that they are fully engaged in the process of change management and service improvement projects. The post holder will in conjunction with the Assistant Director of Nursing be responsible for the management and co-ordination of the nursing service to patients within the Unit. This will include operational and strategic management to ensure the smooth running and efficient use of the available resources. The post holder requires an in-depth knowledge of Risk Management and Clinical Audit as well as educational, research and management skills. The post holder will be expected to co-ordinate and deliver healthcare to patients and to liaise with multidisciplinary team members in Connolly Hospital, other partner organisations and health regions and primary care teams in the community where necessary. The post holder may be asked to deputise for the Assistant Director of Nursing in his/her absence. The post holder will continue to establish and build patient pathways with other Endoscopy Services within health region group with the aim is to achieve the best possible clinical outcomes and experience for patients in line with National Clinical Programme: HSE Acute Operations Endoscopy Programme. |
| **Principal Duties and Responsibilities** | **Management and Leadership**  *The Clinical Nurse Manager 3 in the Endoscopy Department will:*   * Provide professional nursing leadership, ensuring that an appropriate structure is in place to support nursing and HCAs at all levels. * Provide a leading role in areas of professional practice, standards and quality of care, staffing, manpower and personnel management. * Support the Directorate ADON establish and maintain a working partnership with Consultants, NCHD’s, Health & Social Care Professionals and all other members of the multi disciplinary team to provide an efficient quality service. * Work with the Directorate ADON and Endoscopy Clinical Nurse Managers (CNM’s) on priority initiatives within the directorate. * Support the Directorate ADON with the implementation of plans for nursing, to include, but not limited to, education, research, practice development and clinical audits, in order to meet service and specialty needs. * Establish effective working relationships and communication with all of the directorates, across the hospital. * Support the Endoscopy MDT & Directorate ADON with the development, maintenance and continuous review of standards of patient care and devise and apply programmes for evaluating compliance and implementing professional nursing policies and standards. * The CNM 3 in The Endoscopy Department will deputise and carry out delegated duties for the Directorate ADON as required. * Coordinate Monthly meetings with the Nursing management team in Endoscopy. * The CNM 3 in The Endoscopy Department will provide a point of contact for the CNM3 in Ambulatory & medicine.   **Professional/Clinical Responsibilities**  *The Clinical Nurse Manager 3, Endoscopy 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. * Promote the development and maintenance of high standards of care and that the care offered is patient centred, sensitive and responsive to service users. * Practice and promote nursing according to Professional Clinical Guidelines, National and Area Health Service Executive guidelines, local policies, protocols and guidelines, current legislation. * Support the Directorate ADON with the development of a shared sense of commitment and participation among staff in the management of the Endoscopy Department and the organisational change priorities. * Support the Endoscopy MDT & Directorate ADON in providing quality of service delivery, ensuring effective, efficient and holistic patient care, education, training and practice development. * Actively participate in service development initiatives within the Endoscopy and work with the Directorate ADON to plan at a strategic and local level. * Create and maintain clear and effective dissemination of information among all levels of the nursing and the wider multi disciplinary team, as appropriate. * Support the Endoscopy MDT & Directorate ADON in leading and participating in formalised working groups and committees relating to the ongoing development of the Endoscopy Department. * Collaborate with relevant stakeholders in relation to the planning and implementation of patient flow initiatives. * Support the Endoscopy MDT & Directorate ADON in the analysis, evaluation and the forecast of trends related to service requirements and highlight the wider implications for acute and non-acute services. * Continuously monitor, suggest and improve upon the services already delivered.   **Clinical Governance, Quality Assurance, Risk, Health & Safety**  *The Clinical Nurse Manager 3, Endoscopy will:*     * Place the values of caring, compassion trust and learning at the core of daily work. * Support the Directorate ADON in ensuring effective leadership and systems are in place for the routine audit and collection and evaluation of data relevant to improving patient outcomes. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards and the HSE Health & Safety Standards as they apply to the role e.g. Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards, Decontamination Standards etc. * Have a working knowledge of the National KPI’s relating to Outpatient Waiting Times. * Support the Directorate ADON in annual service planning following monitoring and analysis of needs and trends in the previous year. * Support the Directorate ADON in leading and participating in clinical audit, for example infection prevention & control, hygiene, decontamination standards, nursing metrics. * Ensure effective leadership and management in terms of infection prevention control standards, decontamination services, and hygiene services. * Support the Directorate ADON in ensuring the Endoscopy Department has an effective process in place for ensuring risks are assessed, managed and followed up in accordance with hospital procedure. * Be a visual advocate for safety through preventative action and ensure safety procedures are adhered to and fully implemented. Support the Directorate ADON in the promotion of the reporting of and ensuring adverse incidents are investigated promptly, effectively and with respect for confidentiality. * Support the Directorate ADON in system analysis reviews and investigations relating to the Endoscopy Department. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Human Resource Management**  *The Clinical Nurse Manager 3, Endoscopy will:*   * Support the Endoscopy Directorate ADON, ANP’s, CNM’s & CNS/ CNM2 in managing all nursing and healthcare staff within the Endoscopy department, complying with hospital HR policies and procedures. * Support the Endoscopy Directorate ADON, ANP’s, CNM’s & CNS/ CNM2 to ensure that nursing staff and HCA’s have an established plan in place to complete their mandatory training. Facilitate nursing staff and HCA’s to continue their education and personal development to support improved organisational performance. * Provide support to develop a training module schedule to assist to train rotational staff new to the department & within the department * Support the Endoscopy Directorate ADON, ANP’s, CNM’s & CNS/ CNM2 to regularly review staff complements and skill-mix in the Endoscopy Department ensuring that staffing is appropriate for current and projected clinical and operational demands. * Provide support to CNM’s to ensure maintenance of a high level of staff morale, promoting good communications, team spirit and job satisfaction among nursing, multidisciplinary and support staff within the Endoscopy Department. * Support the Endoscopy Directorate ADON, ANP’s, CNM’s & CNS/ CNM2 in managing sickness and absence in accordance with hospital policy. * Support the Directorate ADON with the monitoring of spending in relation to the nursing budget and reporting of trends as appropriate to the Endoscopy Department. * Assist in the interviewing process for the recruitment of nursing and healthcare staff for the Directorate as appropriate and ensure effective local induction takes place.   **Financial Performance**  *The Clinical Nurse Manager 3, Endoscopy will:*   * Actively pursues resource efficiency measures and Value for Money initiatives which contribute to the Endoscopy Department and overall hospital budgetary, financial and headcount challenges. * Support the Directorate ADON by actively participating in the management of the nursing pay and non-pay budget, to highlight variances and take appropriate action, including the management of the pay budget for bank and agency nursing staff within the Endoscopy Department. * Support the Directorate ADON to closely monitor nursing expenditure ensuring effective use of resources. Providing reports on activity, income and expenditure as appropriate.   **Education and Training**  *The Clinical Nurse Manager 3, Endoscopy will:*   * Promote and maintain a culture of evidence-based practice for nursing. * Encourage the creation of effective local networks to share good practice and information dissemination, as appropriate. * Assist the Directorate ADON in ensuring all statutory requirements relating to nursing practice are met within the Endoscopy Department. * Assist the Endoscopy Directorate ADON, ANP’s, CNM’s & CNS/ CNM2 in promoting an environment where individual learning and performance combine with organisational learning and quality improvement. * Will complete a training needs analysis and devise an induction programme for new staff to the department. * Ensure that patient care is based on the latest research findings and constitutes best practice and act as an expert clinical resource for nursing, medical and AHP staff particularly in the specialist area of nursing. * Ensure all staff have met and signed off on their annual continuous professional development plans. Develop learning contracts, which link to organizational and speciality specific objectives. * Be responsible for people management and lead the introduction and promotion of management tools and initiatives such as Team Based Performance Management, Key Performance Indicators. Continuous Professional Development, Legal Framework and Learning Needs analysis. * Attend regular study days and conferences to maintain current knowledge of critical care patients. * Liaise with the relevant manager / clinical facilitator to identify staff training needs and assist in the development of clear career pathways for all staff in the department. * Facilitate clinical placements for students undertaking Post Graduate courses and advanced training programmes. * Facilitate training and development of staff at all levels in the division. * Participate in in-service education and represent CHB at national and international meetings and conferences as required. * Keep up-to-date with changes in practice/relevant courses specific to the area. * Comply with professional developments from the Nursing & Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) and other professional bodies relevant to the profession of nursing. * Actively engage in ongoing personal and professional development   ***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.*** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must on the latest date for receiving completed application forms for the office possess:**   1. **Statutory Registration, Professional Qualifications, Experience, etc**   Eligible applicants will be those who on the closing date for the competition:  (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.  And  (ii) Have at least 5 years post registration full time (or an aggregate of 5 years post registration full time) experience of which 2 years (or an aggregate of 2 years post registration full time experience) must be in the speciality or related area.  And  (iii) Have the clinical, managerial and administrative capacity to properly discharge the functions of the role.  And  (iv) 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.   1. **Annual Registration**   Practitioners must maintain live annual registration on the General Nursing Division of the Nurses & Midwifery Register maintained by the Nursing & Midwifery Registration Board (Bord Altranais agus Cnáimhseachais na hÉireann)   1. **Age**   Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.   1. **Health**   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.   1. **Character**   Candidates 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 of Ireland)* |
| **Post Specific Requirements** | Demonstrate depth and breadth of nursing management experience to include evidence of budgetary and staff management as relevant to the role bearing in mind the Key Performance Indicators set out by the HSE Acute Operations Endoscopy Programme which has to be achieved.  CNM2 experience must have evidence of the following skills: Project Management, QI plans, Staff management, Strategic Management, & Scheduled Care  Be able to coordinate & lead out on JAG accreditation in conjunction with the Business managers and clinical lead.  Be familiar with the HSE Acute Operations Endoscopy Programme- (National Clinical Programme)  Endoscopy experience and knowledge of decontamination processes would be beneficial for the post. |
| **Skills/Competencies** | **Technical & Professional Expertise**  Has a command over the technical/ professional skills and knowledge required within the job holder’s role and continues to upskill to maintain high professional standards and continuous professional development requirements.    **Patient Centred**  Demonstrates eagerness to understand patient needs. Views the patient as central to the delivery of every day service through consistent understanding, tolerance, care, support and empathy while promoting empowerment, independence and choice.    **Leadership and Management**  Manages performance to deliver team goals; demonstrates accountability for leading, directing, monitoring and evaluating RCSI Hospital Group services. Creates a climate in which people want to do their best. Promotes confidence and positive attitude; influences others to follow a common goal.    **Building & Maintaining Relationships**  Builds and maintains relationships with a network of people. Recognises the two way nature of relationships and works to develop mutually beneficial partnerships. Interacts with others in a manner that builds respect and fosters trust.    **Commitment to Quality & Risk Management**  The ability to focus on understanding stakeholder’s needs and expectations and to respond effectively and efficiently to them. Has a good knowledge of and is committed to offer a quality service through the achievement of goals, accreditation standards, other organisation/department standards and risk management frameworks and guidelines.    **Problem Solving & Decision Making**  Identifies and solves problems by understanding the situation, seeking additional information, developing and weighing alternatives, and choosing the most appropriate course of action given the circumstances.  **Communication & Interpersonal Skills**  Speaks and writes clearly, fluently and effectively to both individuals and groups; communicates in a manner that will persuade, convince and influence others, in order to motivate, inspire or encourage them to follow a particular course of action. |
| **Competition Specific Selection Process**  **Shortlisting / Interview** | Short listing may be carried out on the basis of information supplied in your application form. The criteria for short listing 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 being called forward to the next stage of the selection process.  Those successful at the shortlisting stage of this process (where applied) will be called forward to interview. |
| **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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Codes also specifies the responsibilities placed on candidates, feedback facilities for candidates 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”.  Codes of Practice are published by the CPSA and are available on [www.hse.ie](http://www.hse.ie) in the document posted with each vacancy entitled “Code of Practice, Information For Candidates” or on [www.cpsa-online.ie](http://www.cpsa-online.ie). |
|  | The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  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. |

**Health Service Executive – Dublin and North East Region**

**Clinical Nurse Manager III – Endoscopy**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies are permanent and part time.  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.  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: 01/03/2025  €70,025 €71,410 €74,913 €76,291 €77,677 €79,081  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: 18.75hrs  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). |
| **Annual Leave** | The annual leave associated with the post will be in line with HSE annual leave entitlements and will be outlined at job offer 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. |
| **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 the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/> [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)