

**Nurse Lead – Gender Healthcare Programme**

**Clinical Design & Innovation**

**Office of the Chief Clinical Officer**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Nurse Lead**  **Gender Healthcare Programme**  **2.5 days per week / 0.5 WTE for a two-year period**  **Please note that candidates must be currently working as an ADON / ANP and on one of the grade codes listed in order to be eligible to apply for this post.**  **Director of Nursing Assistant Band 1**  *(Grade Code: 2910)*  **Advanced Nurse Practitioner** *(Grade Codes 2267 / 2268 / 2269 / 2270 / 2271)*  This appointment will be on the basis of grade-to-grade reassignment/secondmentand **current remuneration will apply.** |
| **Closing Date** | **Thursday, 01 May 2025 at 12 noon** |
| **Terms & Conditions** | The successful candidate will retain all current terms and conditions (including remuneration and annual leave) on reassignment/secondment into the role.  The standard working week associated with this post is 0.5 WTE per week, Monday to Friday. (Specific working days to be agreed on appointment).  The start of this reassignment is contingent on agreeing the backfill provisions needed to cover the reassignment to CDI in compliance with recruitment controls as set in Pay & Numbers Strategy 24. |
| **Proposed Interview Date (s)** | Skills Match Interview will be held after the shortlisting process is completed. Please note: this may be at short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage but immediate start is required |
| **Organisational Area** | Clinical Design and Innovation, Office of the Chief Clinical Officer |
| **Location of Post** | Clinical Design and Innovation, Office of the Chief Clinical Officer (OoCCO) is located in Dr. Steevens’ Hospital Dublin 8,the Brunel Building, Heuston South Quarter, Dublin 8 and Stewarts Hospital, Palmerstown 20.  Location of post is open to negotiation with the successful candidate.  Flexibility and commitment to travel is required for programme-related site visits and programme work-stream committee meetings. |
| **Informal Enquiries** | For Informal Enquiries, please refer to:  **Ms Seila Ley**  **Senior HR Officer**  Business Management Office, Clinical Design and Innovation | Office of the Chief Clinical Officer  **Email:** [**Seila.ley@hse.ie**](mailto:Seila.ley@hse.ie) |
| **Details of Service** | **Clinical Design and Innovation | Office of the Chief Clinical Officer**  The Office of the Chief Clinical Officer (OoCCO) was established as part of an overall investment by the HSE to strengthen governance and accountability for the planning and delivery of high-quality services with the aim of driving transformational change across our healthcare system through clinical leadership, design of new models of care (MoC), promotion of a culture of safety and quality improvements; through patient and service user involvement.  The Clinical Design and Innovation (CDI) function, reporting to the National Clinical Director of Integrated Care, within of the Office of the CCO provides Clinical Innovation, Design Leadership and Direction to strategic decisions across the wider organisation.  For further information click on the following link provided:  <https://www.hse.ie/eng/about/who/cspd/>  **NCAGL Structure /Remit as relevant to the role**  Transgender people are individuals whose gender identity and/or gender expression differs from the sex assigned to them at birth. The term covers diverse gender identities and experiences that may or may not lead to a permanent change of gender and/or medical interventions such as hormones or surgery (HSE, 2017). Transgender services in Ireland developed on an organic basis over the years and demand in recent times has, in line with international experience, increased exponentially. Transgender services span multiple adult and children & young person services from primary care through to specialist medical and surgical hospital-based services.  Current services for those with Gender Dysphoria in Ireland include:   1. Adult services: based in Loughlinstown Hospital, which forms part of the Ireland East Hospital Group (IEHG) and works closely with St. John of God services, through which the Consultant Adult Psychiatrists are employed. 2. Children’s’ services: Children’s Health Ireland (CHI) located in CHI at Crumlin currently providing the medical endocrine specialist service.   The Irish health service is committed to developing a seamless and integrated service for people with gender identity issues, with the support of all relevant stakeholders.  Under the policy framework of Sláintecare, a multi-disciplinary team, led by a Clinical Lead for Gender Healthcare has been commissioned to develop an updated and integrated HSE MoC for transgender services. The updated model will reflect the evolving scientific and clinical evidence base which informs work on understanding and meeting the health and social care needs of people who express gender incongruence or dysphoria. |
| **Key Working Relationships** | The Nurse Lead will work with and be supported by:   * Clinical Lead * Project Manager * HSCP Lead * GP Lead * Office of NCAGL Children and Young people (NCAGL) * Clinical Design and Innovation * CDI ONMSD DON Clinical Programme Liaison |
| **Reporting Relationship** | Reporting to the Clinical Lead for Gender Healthcare Programme, in relation to their day to day operation work programme. The Clinical Lead reports to the NCAGL for Children & Young People.  Professionally linking with the Nursing and Midwifery Services Directors designee (ONMSD) via the ONMSD CDI Clinical Programme Liaison DON and/or as otherwise advised.  Liaise with General Manager, Clinical Design & Innovation relating to the management and operation of the reassignment / secondment. |
| **Purpose of the Post** | The Nurse Lead will work with the Clinical Lead and programme team to plan and deliver the required outputs to realise this assigned strategic priority. They will provide Nurse expertise in the design, development and launch an integrated Model of Care (MoC) and implementation plan for Transgender Care (Adults and Children) using a population health needs assessment (HNA) based approach. Ensuring the patient voice is included in their work, including co-design and actively championing service improvement using quality improvement methodologies to inform the work of the programme. |
| **Principal Duties and Responsibilities** | **The Nurse Lead will:**   * Work with the Clinical Lead, and programme team for Transgender Services to plan and deliver the required outputs to realise the assigned strategic priorities. * Provide nursing expertise in the design and development of a Model of Care for Transgender Care (Adults and Children) using a population health needs assessment (HNA) based approach. * Attend and contribute to programme meetings and workshops * Develop, in consultation with peers, relevant briefing materials as required * Ensure dissemination of information to nursing/midwifery colleagues and seek views of nursing/midwifery colleagues, bringing this collective view to the working group meetings and work streams of the programme. * Work closely with the Clinical Lead to support multi-disciplinary integrations at every level as appropriate * Identify and lead on nursing specific work streams to support the programmes objectives, working in partnership with the programme team.   **General**   * Undertake strategic review and management of appropriate projects as defined by the Clinical Lead. This will include project planning and service planning. * Identify and propose operational processes, informed by best practice, in order to optimise use of resources and to ensure compliance with statutory requirements and to improve the experience and outcome of our service users. * Promote best practice that is evidence based with the ultimate outcome of improving patient care. * Provide clinical nursing expertise and advice to the programme team. * Seek support from key stakeholders in the nursing community for proposed service developments * Create and promote healthy working relationships. This includes the maintenance of a cross professional, collaborative approach to team working. * Ensure Health Service Executive policies and protocols are implemented and adhered to. * Adopt a professional leadership role within the programme governance structures influencing both clinical and non-clinical processes that impact upon the experience and/or outcome for our service users. * Identify and advise on key performance indicators and metrics in the provision of nursing services. * Driving and promoting a performance management culture. * Demonstrate pro-active commitment to all communications with internal and external stakeholders.   **Management and Leadership**   * Ensure visibility of the Nurse Lead throughout regular ‘site visits’ and other means of communication. * Manage own workload within the context of overall programme objectives reporting regularly to the Clinical Lead * Provide advice for all members of the team and supportive supervision to other nurses assigned to programme work streams. * Provide innovative and effective leadership, support and advice to nursing and and multidisciplinary team members at all levels. * Participate in the development of the overall programme operational plan and in the monitoring and review of activity against the plans. * Support the development of a culture of continuous quality improvement. * Develop a shared sense of commitment and participation among staff in the management of change, the development of the nursing services and in responding to the changing health needs of service users / patients and their families. * Communicate with relevant strategic and service managers as appropriate in a timely manner. * Advise the Programme Team on professional issues, clinical, quality and standard issues, education, professional development and any such matters that are likely to impact on the profession of nursing * Provide guidance to nursing and other staff in the implementation of nursing policies, procedures and guidelines * Participate in the development of the annual report and annual plan and in the monitoring and review of activity against the plans. * Participate and engage in projects and service developments by representing senior midwifery/nursing on committees and groups as requested. * Report issues which interfere with clinical standards of care, to the Clinical Lead. * Promote and support the delivery of quality improvement plans * Represent the programme on site visits and accreditation visits (where relevant to the programme). * Work collaboratively with nursing and Health and Social Care Professional leads on other clinical programmes   **Clinical / Professional Responsibilities**   * Act as a resource in providing specialist knowledge, consultancy and expertise in collaboration with management, nursing and all healthcare personnel. * Ensure that the requirements for NMBI for the Practice of Professional Nursing/Midwifery are met and upheld at all times. * Support the philosophy, objectives and goals of the HSE Nursing Service * Participate in the identification of Nurse Lead quality initiatives promoting clinical/ non clinical practice improvements in support of programme objectives and work streams. * Participate in audits of nursing practice and procedures. * Assist in identifying specific areas in which improvements can be made and work to continuously improve standards of care delivered. * Relay nursing feedback to the programme team and other key stakeholders for discussion * Escalate to Directors of Nursing any aspects of a professional practice nature which give cause for concern at a local level * Communicate to ONMSD Leads, Directors of Nursing and nurse interest groups and to other programme leads proposed developments as they arise, in particular those which have potential impacts on nursing service delivery professional practice, and for interdisciplinary working. * Participate in development of quality initiatives including standard setting, investigation of complaints and untoward incidents as deemed appropriate by the Clinical Lead and professional supervisor.   **Human Resources**   * Advise on prevailing nursing policy and regulation * Advice on the need for staff development programmes and work collaboratively with the ONMSD, NMPDUs and other key stakeholders in designing and commissioning of such programmes. * Advise on appropriate nursing skills mix and staffing to ensure appropriate skilled and experienced staff are available to meet a defined clinical case load and demand * Advise Senior Nurse/Midwife Managers when staff numbers and skill mix require reviewing to cope with fluctuating work load and case complexity * In association with programme, senior nurse managers and service managers identify opportunities for service evaluation * Work in a collaborative and co-ordinated manner with Consultants, Department Heads and other disciplines providing direct and indirect services to patients.   **Education and Training**   * Be aware of current developments in nursing and health services delivery. * Keep the Director of the ONMSD, and Clinical Programme Leads aware of the developmental needs of the nursing service. * Liaise and co-operate with appropriate third level education institutes when necessary and in collaboration with the ONMSD * Engage in performance review processes including personal development planning e.g. by setting own objectives and providing and receiving feedback. * Maintain own Continuous Professional Development in order to maintain professional competence and regulatory requirements, through attendance at approved seminars, training/education programmes, clinical practice and reading current literature and recent nursing research. * Participate in in-service training and orientation programmes. * Participate in nurse training programmes and any other programmes pertaining to future development in the clinical programme(s). * Lecture at conferences, seminars and other educational activities on the Clinical Programme, locally, regionally, nationally and internationally.   **Governance and Quality Assurance**   * The post holder will take a nursing leadership input role in programme governance working in partnership with the Clinical Lead and other professions. * Ensure that effective governance procedures are maintained and participate/ advise on changes according to defined needs. * Contribute to the development of key process and outcome standards for the nursing service. * Identify nursing specific work streams, objectives, and desired outcomes in line with programme annual work plans and programme annual operational plans and business cases. * Lead in the development of key nursing clinical and service resource documents, ensuring communication of their availability, promoting implementation and updates in a timely fashion * Take a lead role in the continuous development of appropriate key performance indicators and quality care metrics specific to the nursing area of service and programme objectives in association with Directors of Nursing / Directors of Public Health Nursing and in the monitoring of same. * Ensure adherence to established policies and procedures e.g. health and safety, infection control, Data Privacy and GDPR, Travel etc. * Ensure compliance with the quality and risk safety framework programme. * Participate in accreditation programmes external and internal to the HSE when requested. * Advise the Project Manager on milestone achievement and risks associated with achievement of annual work plans. * Maintain a feedback mechanism and report to the Clinical Lead and Project Manager where appropriate. * Support the introduction of any recommendations for key reports.   **Information Technology**   * Be an advocate for effective and efficient use of developments in information technology for patient care, administration and quality improvement in a manner that integrates well with systems throughout the organisation. * Ensure advice of relevant stakeholders is sought as part of procurement process e.g. design and implementation of electronic patient records, referral mechanisms and E-Health platforms * Be an active participant in the development of nursing data sets to support digital health, patient reported quality and outcomes of care reports, care delivery, audit and nursing research   **Health & Safety**   * Ensure that effective safety procedures are in place to comply not only with the Health, Safety and Welfare at Work Act but also within the spirit of the hospital. * 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. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **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** | This campaign is confined to staff who are currently employed by the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 as per Workplace Relations Commission agreement -161867**.**  \* View the list of [other statutory health agencies](https://www.gov.ie/en/organisation-information/9c9c03-bodies-under-the-aegis-of-the-department-of-health/?referrer=http://www.health.gov.ie/about-us/agencies-health-bodies/)  Candidates must be currently working as an ADON / ANP and on one of the grade codes listed in order to be eligible to apply for this post.  **Director of Nursing Assistant Band 1**  (Grade Code: 2910)  **Advanced Nurse Practitioner** (Grade Codes 2267 / 2268 / 2269 / 2270 / 2271)   1. **Professional Qualifications, Experience, etc.** 2. Eligible applicants will be those who on the closing date for the competition: 3. Are registered, or are eligible for registration, in the General Nurse Division, and other divisions as relevant to the specific service, of the Register of Nurses and Midwives, as appropriate, maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann)..   **And**   1. Have 7 years post registration nursing experience and 3 years nursing management experience at a minimum of Clinical Nurse Manager 2 (CNM 2) in an acute and/or community setting.   **And**   1. Have successfully completed a post registration programme of study, as certified by the education provider, which verifies that the applicant has achieved a National Framework of Qualifications (NFQ) major academic Level 8 or higher award maintained by Quality & Qualifications of Ireland (QQI) or can provide written evidence from the Higher Education Institute that they have achieved the number of ECTS credits equivalent to a Level 8 or higher standard in a health care or management related area.   **And**   1. Candidates must possess the requisite clinical, leadership, managerial and administrative knowledge and ability for the proper discharge of the duties of the office.   **Or**   1. Are registered in the Advanced Nurse Practitioner division of the Nursing and Midwifery Board of Ireland Register maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).   **Or**   1. Be eligible to register in the Advanced Nurse Practitioner division of the Nursing and Midwifery Board of Ireland Register maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann) by meeting the criteria for registration as an Advanced Nurse Practitioner as specified [www.nmbi.ie](http://www.nmbi.ie)   **And**   1. Have a broad base of clinical experience relevant to the advanced field of practice   **And**   1. Demonstrates the competences relevant to the specialist area of advanced practice   **And**  (b) Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, professional and administrative capacity to properly discharge the functions of the role.   1. **Annual Registration** 2. Practitioners must maintain live annual registration in the General Nurse Division, and other divisions as relevant to the specific service, of the Register of Nurses and Midwives, as appropriate, maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).   **And**   1. Practitioners must confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC)      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. |
| **Other requirements specific to the post** | * Access to transport to fulfil the requirements of the role. * A flexible approach to working hours. |
| **Skills, competencies and/or knowledge** | ***Candidates must:***  **Professional/ Clinical Knowledge**   * Demonstrate knowledge of the Programme Models of Care, progress in implementation and necessary work streams. * Demonstrate knowledge of the operation of the wider health system and health policy * Demonstrate a high degree of commitment, professionalism and dedication to the philosophy of quality health care provision. * Demonstrate knowledge and experience relevant to the area of Nursing Administration. * Demonstrate knowledge and experience relevant to the role * Demonstrate evidence of policy development and the development of clinical and non-clinical PPPGs * Demonstrate ability to translate policy into action. * Demonstrate knowledge and experience of quality audit/assurance systems * Demonstrate experience in developing, implementing and evaluating quality improvement initiatives. * Demonstrate knowledge and experience in audit, report writing and business case development.   **Planning & Organising Resources**   * Demonstrate ability to proactively 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 projects, deadlines and, effectively handle multiple tasks.   **Building and Maintaining Relationships including Leadership, Staff Management and Team Skills**   * Demonstrate empowering 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 the ability to communicate a change vision and engage stakeholders in a sustainable change process. * 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 and collaboratively with and across multi-disciplinary teams.   **Evaluating Information and Judging Situations (Problem Solving and Decision Making)**   * Demonstrate the ability to interpret data and evaluate information. * Demonstrate the ability to identify problems, action and sustain solutions.   **Commitment to Providing a Quality Service**   * Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality patient centred care. * Demonstrate understanding of, and commitment to the centrality of the service user/ patient in service design and evaluation. * Demonstrate an ability to monitor and evaluate service performance and levels of care.   **Communication and Interpersonal Skills**   * Demonstrate effective communications and interpersonal skills including: the ability to present information in a clear and concise manner: the ability to engage collaboratively with all stakeholders; the ability to give constructive feedback. * Demonstrate competency in general use of information technology-computers, office functions, internet for research purposes, email, preparation of presentation materials, etc. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | Applications should be made by CV, together with a brief statement clearly indicating your relevant experience by email to [HR.CDI@hse.ie](mailto:HR.CDI@hse.ie) “**Nurse Lead Gender Healthcare Programme”** in the subject matter.  A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application. 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 being called forward to the next stage of the recruitment process.  **This position is being filled based on a reassignment/secondment; therefore, if the successful candidate selected through this process cannot obtain the support for their release from their position with their substantive employer, then unfortunately the candidate must be deemed ineligible.** |
| **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 description may be reviewed.  In particular, CDI, Office of the Chief Clinical Officer, reserves the right to reassign the successful post holder to other programmes and related projects, based on the on-going operational needs of the Function.  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. | |