**MN-CMS National Clinical Application Specialist**

**Clinical Midwife Manager 2/ Clinical Nurse Manager 2**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **MN-CMS National Clinical Application Specialist for either a**  **Clinical Midwife Manager 2** *(Grade Code: 2132)*  **or Clinical Nurse Manager 2** *(Grade Code: 2119)* |
| **Campaign Reference** | MNCMS12 |
| **Closing Date** | **12th September 2025 @ 17.00** |
| **Proposed Interview Date (s)** | TBC |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Maternal & Newborn Clinical Management System (MN-CMS)**  The MN-CMS Women & Infants Health Services Programme Office is located at, First Floor Mill House, Ashtown Gate, Navan Road, Dublin 15.  The MN-CMS Programme Manager is open to engagement in respect of flexibility around location subject to reaching agreement on a minimum level of availability at the National Programme Office and at project sites for relevant site based meetings.  A panel may be formed for the MN-CMS Women & Infants Health Services Programme from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. Individual sites/ location will be indicated at expression of interest stage to panel members for each individual job. |
| **Informal Enquiries** | Ms. Catherine Jinks MN-CMS Programme Manager  **Email:** [catherine.jinks@hse.ie](mailto:catherine.jinks@hse.ie)  Phone: 087 251 2840  Ms. Fiona Lawlor ADOM, MN-CMS Business Manager  **Email:** [fiona.lawlor@hse.ie](mailto:fiona.lawlor@hse.ie)  **Phone:** 086 418 1367 |
| **Details of Service** | The MN-CMS Programme is a fully electronic Health record (EHR) for women and babies who access maternity, gynaecology and neonatal services in Ireland. It is live in 4 Hospital, with a plan to implement to the Maternity hospitals/units acrocss the country. The system provides a seamless, complete and reliable source of all the information clinicians require in order to accurately make care decisions for the optimal well being of women and infants across Ireland.  The key overall benefits of the MN-CMS system are:   1. Improved patient care as a result of better communication, supported decision making and effective planning of care. 2. More effective and efficient recording of information reflecting best standards in documentation. 3. Enhanced clinical audit and research locally as a result of better quality data. 4. Informed business intelligence that will drive local and national management decisions.   Implementation of the MN-CMS EHR in the Phase 1 sites is complete.  Rollout to the Phase 2 sites is in the implementation stage.  Subsequent phases plan for the MN-CMS EHR implementation in all Maternity Hospital/Units in Ireland. |
| **Reporting Relationship** | The post holder will:   * Report to the MN-CMS National Back Office Senior Manager & the Business Manager * Be accountable to the MN-CMS Business Manager (National Women & Infants Health Programme). |
| **Purpose of the Post** | The post of National Clinical Application Specialist, CNM 2/ CMM 2, has a pivotal role in the MN-CMS National Team supporting the Business as Usual (BAU) operation of the MN-CMS programme and in the implementation of MN-CMS in future sites.   * To assist the MN-CMS National Team and the Local Project Teams with the implementation and post Implementation of MN-CMS in future sites * To assist the MN-CMS National Project Team in delivering optimal system support for the benefit of users, and patients at Maternity Units in Ireland. * To assist the MN-CMS National Project Team in the management, administration and maintenance of the MN-CMS system nationally * To support the function of the MN-CMS National Project team which is to facilitate optimal support to the system, its users and stakeholders. |
| **Principal Duties and Responsibilities** | *The National Clinical Application Specialist, CNM 2/ CMM 2 will:*   * Be/become a subject matter expert on the functionality within MN-CMS and associated workflows * Act as a Champion and Superuser for the MN-CMS programme and support the local sites go-live preparation. * Provide at the elbow end user support at Go Live and in the post Go Live period * Liase with & support the local back office in each site. * Participate in the MN-CMS Workstream meetings supporting the Workstream Leads * Support the National testing lead and Workstream Leads as a system tester for all system upgrades, changes and enhancements. * Support test script development and localisation * Support the local sites with the completion of their project Data Collection Workbooks (DCWs) * Support system adoption, optimisation and benefit realisation * Ensure that any workflow changes are impact/risk assessed across training content & benefits. * Make changes to national workflows using workflow designer. * Provide workflow optimisation support to the live system * Serve as an expert for departmental workflows, designs and documentation. * Assess and input into change requests and system enhancements. * Have a working knowledge of the MN-CMS Risk Management Policy and Procedure      * Support and assist with the identification, assessment, reporting and recording of risks, issues and hazards. * Assist with training needs and documentation as required. * Create and maintain clinical support documentation. * Act as a clinical liaison with the Cerner support service AMS. * Understand and implement Standard Operating Procedures (SOPs)/ workflow with regard to:   + incident response   + change requests   + downtime policy & procedures   + change and transformation and optimisation policy & procedures * To carry out any other relevant duties assigned by the MN-CMS senior management team     **Professional /Clinical**  *The National Clinical Application Specialist, CNM 2/ CMM 2 will:*   * Provide a high level of professional and clinical leadership. * Provide safe, comprehensive nursing/ midwifery care to service users according to the Code of Professional Conduct as laid down by the Nursing and Midwifery Board of Ireland (An Bord Altranais agus Cnáimhseachais na hÉireann) and Professional Clinical Guidelines * 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. * Practice nursing/midwifery according to:   + Professional Clinical Guidelines   + National and Area Health Service Executive (HSE) guidelines.   + Local policies, protocols and guidelines   + Current legislation * Be professionally responsible for all aspects 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. * Ensure that service users and others are treated with dignity and respect. * Maintain nursing/midwifery records in accordance with local service and professional standards. * Adhere to and contribute to the development and maintenance of nursing/midwifery standards, protocols and guidelines consistent with the highest standards of patient care. * Evaluate and manage the implementation of best practice policy and procedures * Maintain professional standards in relation to confidentiality, ethics and legislation. * In consultation with Workstream Leads and other disciplines, implement and assess quality management programmes. * Participate in clinical audit as required. * Initiate and participate in research studies as appropriate.   **Health & Safety**  *The National Clinical Application Specialist, CNM 2/ CMM 2 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, emergency procedures. * Observe, report and take appropriate action on any matter which may be detrimental to staff and/or service user care or well being / may be inhibiting the efficient provision of care. * Assist in observing and ensuring implementation and adherence to established policies and procedures * Work with the National MN-CMS Risk Manager and local sites to identify and document any risks, issues and hazards that arise. * Ensure completion of incident / near miss documentation. * Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. * 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. * 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**  *The National Clinical Application Specialist, CNM 2/ CMM 2 will:*   * Engage in continuing professional development by keeping up to date with nursing/ midwifery literature, recent nursing/ midwifery research and new developments in nursing/midwifery management, education and practice and to attend staff study days as considered appropriate. * Be familiar with the curriculum training programme for student nurses/ midwives relevant to the MN-CMS programme. * Support the MN-CMS Workstream Leads in the identification, development and delivery of , education, training and development programmes for MN-CMS users. * Engage in performance review processes including personal development planning as appropriate. * Particiate in all mandatory training as dictated by the HSE and relevant to the role * Participate in MN-CMS team training.   **Management**  *The National Clinical Application Specialist, CNM 2/ CMM 2 will:*   * Provide the necessary supervision, co-ordination and direction to users to ensure the correct use of MN-CMS to support the optimum delivery of care * Promote and facilitate good communication with the onsite project teams and within the National project team * 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. * Support practice development with optimising the use of MN-CMS within the clinical area * Lead and implement change. * Contribute to the formulation, development and implementation of policies and procedures * Ensure compliance with legal requirements, policies and procedures affecting service users and staff. * Manage and promote liaisons with internal/ external bodies as appropriate * Maintain all necessary clinical and administrative records and reporting arrangements.   **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 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 at the latest date of application:**  **1. Professional Qualifications & Experience, etc.**   1. Be registered in the General/ Midwives/Children’s Nursing Division of the Register of Nurses and Midwives kept by Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.   **And**   1. Have at least 5 years post registration experience of which 2 must be in the speciality or related area of Midwifery, Gynaecology, Theatre, Paediatrics or NICU   **And**   1. Demonstrate evidence of continuing professional development.   **And**   1. 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**   1. 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**   1. Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).   **3. 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.  **4. Character**  Each candidate for and any person holding the office must be of good character.  **5. Age**  Age restrictions shall only apply to a candidate where he/she 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. |
| **Post Specific Requirements** | **Demonstrate the depth and breath of their knowledge and experience in their chosen discipline**  **Knowledge on MN-CMS and its functionality** |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role as this post will involve travel. * Flexibility, as some out of hours working may be required and there will be a requirement to be away from the work base for a number of days at a time. * A HSE mobile phone will be required to be carried during working hours |
| **Skills, competencies and/or knowledge** | **Organisation & Management Skills**   * Demonstrate strong planning and organising skills including, structuring and organising own work load and that of others effectively. * Demonstrate openness to change. * Demonstrate knowledge and understanding of implementing and managing change * Demonstrate the ability to participate in the service planning and development process. * Demonstrate the ability to build, lead and manage a team. * Demonstrate an ability to manage deadlines and effectively handle multiple tasks. * Demonstrate knowledge and experience in delivering projects on time.   **Building & Maintaining Relationships (Including Team Skills & Leadership Skills)**   * Demonstrate the ability to lead on clinical practice and service quality. * Demonstrate strong interpersonal skills including the ability to build and maintain relationships. * Demonstrate strong communication and influencing skills.   **Commitment to Providing a Quality Service**   * Demonstrate an awareness of the importance of the woman and infant in relation to the MN-CMS project and all hospital activity. * Demonstrate an awareness of the importance of MN-CMS in providing a high quality, person-centred service. * Demonstrate commitment to providing a quality service. * Demonstrate strong problem solving and decision making skills. * Demonstrate initiative and innovation in the delivery of service. * Demonstrate knowledge of quality assurance practices and their application to nursing/midwifery procedures.   **Professional Knowledge & Experience**   * Demonstrate an understanding of MN-CMS functionality and associated workflows. * Display a knowledge and experience of IT use in healthcare and electronic health record use. * Demonstrate an understanding of the National Maternity Health Service, it’s structure and future roadmap. * Demonstrate evidence of policy development and the ability to translate policy into action. * Demonstrate an understanding of Information Governance * Demonstrate the ability to take responsibility and be accountable for the delivery of agreed objectives. * Demonstrate an understanding of integration between solutions such as MN-CMS, IPMS, NIMIS or Lab Systems * Demonstrate an understanding of the importance of Data Quality * Demonstrate knowledge of Data Protection Laws and HSE Policy on HSE Information Technology Resources.Demonstrate practitioner competence and professionalism. * Demonstrate knowledge and understanding of Information Governance * Demonstrate knowledge of identifying and managing risk * Demonstrate resilience and composure. * Demonstrate integrity and ethical stance. * Demonstrate promotion of evidence-based decision making. * Demonstrate a commitment to continuing professional development. * Demonstrate the ability to relate nursing/ midwifery research to practice. * Demonstrate an awareness of HR policies and procedures including disciplinary procedures. * Demonstrate an awareness of relevant legislation and policy e.g. legislation relevant to the service area, health and safety, infection control, risk managenment etc. * Demonstrate an awareness of current and emerging strategies and policies in relation to eHealth. * Demonstrate an awareness of the Health Service Transformation Programme. * Demonstrate the ability to use computer technology effectively * Demonstrate knowledge and experience of using the HSE email system effectively * Demonstrate a willingness to develop IT skills relevant to the role. * Demonstrate MS Office skills to include, Word, Excel and PowerPoint. |
| **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 being called forward 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. |
| **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 Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.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. | |



**National Clinical Application Specialist**

**Clinical Midwife Manager 2/ Clinical Nurse Manager 2**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole-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) €60,854, €61,862, €62,715, €64,106, €65,644, €67,154, €68,664, €70,364, €71,943, €74,658, €76,897, LSI |
| **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 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. |
| **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 Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **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/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)