**Community Mental Health Nurse (Forensic)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Community Mental Health Nurse (Forensic)**  *(Grade Code: 2301)* |
| **Remuneration** | The salary scale for the post is: 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**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Campaign Reference** | NFMHSCMHN01 |
| **Closing Date** | Tuesday 6th May 2025 @ 12.00 |
| **Proposed Interview Date (s)** | Due to the urgent requirement of this post, interviews will take place as soon as possible once the closing date has passed. This means that you may be called forward for interview at very short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **National Forensic Mental Health Service**  There are currently one permanent, whole-time post available.  The National Forensic Mental Health Service (NFMHS) is based in Portrane, Co Dublin. The post holder will be based in a nominated community or in-reach clinic as their primary base.  A panel may be created for the NFMHS from which current and future, permanent and specified purpose vacancies of full or part time duration may be filled. |
| **Informal Enquiries** | Derek Whelehan  Assistant Director of Nursing  Email [derek.whelehan@hse.ie](mailto:derek.whelehan@hse.ie)  Mobile 087 050 9378 |
| **Details of Service** | **National Forensic Mental Health Service (NFMHS)**  The NFMHS is based in the Central Mental Hospital (CMH). The CMH is the only specialist HSE Mental Health Service provider that provides Forensic Mental Health assessment and treatment in Ireland. It is the only approved and designated centre in the state that provides psychiatric care in conditions of maximum and medium security. The CMH operates as a therapeutic rather than penal institution and is part of the HSE.  The CMH has transitioned to a new purpose built campus facility in Portrane, in North Co. Dublin and includes the development of additional Forensic Mental Health Services  The campus is designed to provide care and treatment within high and medium secure services and includes a number of shared facilities. The new facility consists of 9 in-patient units, a medical and therapy centre and an administrative complex. Adjacent but external to the main hospital is a newly constructed 10-bed forensic CAMHS unit and a 30-bed Intensive Care Rehabilitation Unit (ICRU).  <https://www.hse.ie/eng/national-forensic-mental-health-service-portrane/about-the-national-forensic-mental-health-service/about-us/> |
| **Reporting Relationship** | The Community Mental Health Nurse (Forensic) post holder will  • Report to the Assistant Director of Nursing.  • Is professionally accountable to the Director/Area Director of Nursing.  • Is clinically accountable to the Advanced Nurse Practitioner and works in close liaison with the Consultant Psychiatrist. |
| **Purpose of the Post** | The role of the Community Mental Health Nurse (Forensic) is provided by nurses who practice at a specialist level of nursing competence.  The overall purpose of this role is to provide safe, timely, evidenced based nurse-led care to patients at a specialist level of nursing within the NFMHS model of (nursing) care and international best practice.  This involves undertaking and documenting complete episodes of patient care, which includes comprehensively assessing, diagnosing, planning, treating and discharging patients in accordance with NFMHS policies, procedures, protocols and guidelines and/or service level agreements/ memoranda of understanding.  The CMHN shall demonstrate specialist clinical skills, theoretical knowledge, critical thinking, clinical leadership and complex decision-making abilities within the NFMHS 7 Pillars of Care Framework.  The CNS (FMH) practices in accordance with the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (NMBI 2014), the Scope of Nursing and Midwifery Practice Framework (NMBI 2015), and the Values for Nurses and Midwives in Ireland (Department of Health 2016).  The Community Mental Health Nurse will be expected to operate primarily in a community based care settings inclusive of the patients home, day services and in a specialist context within the Irish Prison Service, the Irish Youth Justice Service and judicial system as part of a psychiatric in-reach and diversion team. |
| **Principal Duties and Responsibilities** | **Clinical – Direct**  The Community Mental Health Nurse (Forensic) practice is based on the five core concepts of Community Mental Health Nurse (Forensic) role as defined by the NCNM 4th edition (2008) in order to fulfil the role. The concepts are:  • Clinical Focus  • Patient/Client Advocate  • Education and Training  • Audit and Research  • Consultant  This practice is encapsulated within the NFMHS 7 Pillars of Care Framework.  The Community Mental Health Nurse (Forensic) will:   * Provide caseload management of service users either in the community and/or as part of a psychiatric in-reach and diversion team. * Carry out triage assessments of service users in places of custody who are being considered for admission using formalised and accredited nursing and risk assessment tools e.g. SBS, TAG, DUNDRUM Quartet, HCR-20 etc. * Assess and manage patient care to ensure the highest professional standards using an evidence based, care planning approach in all locations of care. * Plan implement, co-ordinate and evaluate care in collaboration with the service user, the family/carer and the multidisciplinary team. * Provide appropriate treatment and recovery interventions (psychosocial, cognitive behaviour and wellness action plans) * Effectively manage referrals to the team that require comprehensive assessment, education of service user and family, other health care professional colleagues and case management. * Provide a recovery orientated, person centred approach to care. * Communicate verbally and / or in writing results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy. * Take cognisance of drug treatments and interactions and support the patient with medication management * Communicate with service users, advocacy groups, families, carers and provide relevant information, education, advice, support and counselling when and where necessary. * Provide verbal and written communications * Provide appropriate treatment and recovery interventions (psychosocial, cognitive behaviour and wellness action plans)   **Clinical – Indirect**   * Provide a high level of professional and clinical leadership. * Work in partnership with other ‘non-clinical’ stake holders such as the Irish Prison Service, Irish Court System and An Garda Siochana. * Provide safe, comprehensive nursing care to service users within the guidelines laid out by the Nursing & Midwifery Board of Ireland. * The CMHN will practice nursing according to:   + Professional Clinical Guidelines   + National and Area Health Service Executive (HSE) guidelines   + Local policies, protocols and guidelines   + Current legislation * Manage own caseload. * Provide a service which optimises quality and continuity of care. * Agree and establish as appropriate clear referral pathways to enhance communication, social inclusion and vocational integration. * Participate in teams / meetings, committees as appropriate, communicating and working in co-operation with other team members. * Facilitate co-ordination, co-operation and liaison across healthcare teams and programmes. * Collaborate with service users, family, carers and other staff in treatment / care planning and in the provision of support, advice and education. * 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. * Receive and contribute to ongoing clinical supervision to support clinical practice. * Maintain professional standards in relation to confidentiality, ethics and legislation. * In consultation with professional colleagues, implement and assess quality clinical and management programmes. * Participate in clinical audit on an ongoing basis. * Initiate and participate in research studies as appropriate. * In order to maximise health improvement devise and implement Health Promotion strategies reflecting the specific needs of the individual service user. * Operate within the scope of practice – seek support and clinical supervision from their manager with any cases or issues that prove professionally challenging. * Plan discharge or transition of the service user between services as appropriate. * Ensure that the service users and others are treated with dignity and respect. * Provide information, advice and education to the public on availability of services out of hours /at times of crisis. * Develop recovery orientated plans with service users in collaboration with professional colleagues, families and carers. * Identify and utilise professional and voluntary resources and facilities at local and regional level.   **Education and Training**  *The Community Mental Health Nurse (Forensic) will:*   * Maintain clinical and nursing competence through engaging 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. * Liaise with the NFMHS Centre of Nurse Education, teaching and education /academic departments to provide expert education and support within the mental health services and community. * Provide specialist and educational information / material to services users, families, carers, professional colleagues, primary care teams and community groups. * Participate in education programmes to community groups and the public which promotes recovery, mental health promotion, social inclusion and vocational integration. * Supervise and precept undergraduate and post graduate student nurses and foster a clinical learning environment. * Engage in performance review processes including personal development planning as appropriate. * Promote a culture that values diversity and respect in the workplace. * Liaise with Primary Care Teams as appropriate. * Ensure that effective clinical governance procedures are maintained and evolve according to defined needs and demands in the specialist mental health services. * When required the Community Mental Health Nurse (Forensic) will agree to undertake the Nurse Prescribing of Medicinal Products Certificate, and achieve the requirements to become a Registered Nurse Prescriber (RNP) in Ireland within an agreed timeframe with DON.   **Audit & Research**  *The Community Mental Health Nurse (Forensic) will:*   * Provide up to data on all referrals, patient contacts, assessment and interventions. * Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, person centred care plans. * Audit and research the service to evaluate the quality of patient care*.* Outcomes should contribute to the service plan, to the care of service users and families. * Ensure the views of service users and are effectively sought and integrated into the management and delivery of services. * Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters. * Maintain all necessary clinical and administrative records and reporting arrangements. * Engage in Information Technology (IT) developments as they apply to service user and service administration. * Have a dynamic role in the development of key performance indicators and monitoring of same within services   **Patient Advocate**  The Community Mental Health Nurse (Forensic) will:   * Act in collaboration with other members of the CMHT as a patient advocate, involving communication, negotiation and representation of service users values and decisions at all locations and meetings as appropriate. * Develop and support the concept of advocacy particularly in relation to patients participation in decision making therapy enabling informed choice of treatment options through education and information. * Establish and maintain procedures for collaboration and cooperation between secondary and primary care services and professionals. * Establish, maintain and improve procedures for collaboration and cooperation between vocational, social and vocational services and professionals.   **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 have at the latest date of application:**   1. Be registered in the Psychiatric Division of the Register of Nurses kept by   NMBI or be entitled to be so registered.  **and**   1. Have at least 5 years post registration experience in the division of the register in which the applicant is currently practicing.   **and**   1. Have a minimum of 2 years experience in the area of Forensic Mental Health or related field.   **and**   1. Have the ability to practice safely and effectively fulfilling his/her professional responsibility within his/her scope of practice.   **and**   1. Must demonstrate evidence of continuing professional development.   **and**   1. Must have a formal recognised post registration education relevant to his/her area of specialist practice at higher diploma level or equivalent (level 8) on the NQAI framework.   **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 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.  **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.  **Character**  Candidates for and any person holding the office must be of good character. |
| **Post specific Requirements** | Demonstrate depth and breadth of Forensic Mental Health experience.  Demonstrate professional knowledge and experience across a wide range of disorders and dysfunctions and the management and care of these with a particular emphasis on, but not limited to:   * Therapeutic Security * Risk Assessments * Therapeutic & Treatment Programmes * Medication management * Managing Challenging or Offending Behaviours * Deliberate Self Harm * Complex mental disorder including addictions, cognitive disorders, family dysfunction. * Vocational, educational and employability recovery programmes |
| **Other requirements specific to the post** | Have access to appropriate transport to fulfil the requirements of the role |
| **Skills, competencies and/or knowledge** | **Professional Knowledge and Experience**  The Community Mental Health Nurse (Forensic) will:   * Practice in accordance with relevant legislation and with regard to The Scope of Nursing & Midwifery Practice Framework (Nursing and Midwifery Board of Ireland, 2015) and the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (Nursing and Midwifery Board of Ireland, 2021) * Maintain a high standard of professional behaviour and be professionally accountable for actions/omissions. Take measures to continuously develop and maintain the competences required for specialist practice * Adhere to the Nursing & Midwifery values of Care, Compassion and Commitment (DoH, 2016) * Adhere to national, regional and local HSE PPPGs * Adhere to relevant legislation and regulation. * Adhere to appropriate lines of authority within the management structure.   The Community Mental Health Nurse (Forensic) will demonstrate:   * An in-depth knowledge of the role of the Community Mental Health Nurse (Forensic) * In-depth knowledge of the pathophysiology of Mental Health. * The ability to undertake a comprehensive assessment of the patient with including taking an accurate history of their Mental Health condition and presenting problem. * The ability to employ appropriate diagnostic interventions including (name some of these) to support clinical decision-making and the patients’ self- management planning. * The ability to formulate a plan of care based on findings and evidence based standards of care and practice guidelines. * The ability to follow up and evaluate a plan of care. * Knowledge of health promotion principles/coaching/self-management strategies that will enable service user/client to take greater control over decisions and actions that affect their health and wellbeing. * An understanding of the principles of clinical governance and risk management as they apply directly to the CNS/CMS role and the wider health service. * Evidence of teaching in the clinical area. * A working knowledge of audit and research processes. * Evidence of computer skills including use of Microsoft Word, Excel, E- mail, PowerPoint.   **Communication and Interpersonal Skills**  Demonstrate:   * Effective communication skills. * Ability to build and maintain relationships particularly in the context of personal and team relationships. * Ability to present information in a clear and concise manner. * Ability to manage groups through the learning process. * Ability to provide constructive feedback to encourage future learning. * Effective presentation skills.   **Organisation and Management Skills**   * Evidence of effective organisational skills including awareness of appropriate resource management. * Ability to attain designated targets, manage deadlines and multiple tasks. * Ability to be self-directed, work on own initiative. * A willingness to be flexible in response to changing local/organisational requirements.   Building & Maintaining Relationships including Team and Leadership skills  Candidates must demonstrate:   * Leadership, change management and team management skills including the ability to work with MDT colleagues.   **Commitment to providing a Quality Service**   * Awareness and respect for the patients views in relation to their care. * Evidence of providing quality improvement programmes. * Evidence of conducting audits. * Evidence of motivation by ongoing professional development.   **Analyzing and Decision Making**     * Effective analytical, problem solving and decision making skills. |
| **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. | |

**Community Mental Health Nurse (Forensic)**

**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. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **37.5** hours per week. Your normal weekly working hours are **37.5** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.  You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **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-2), 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-3). * 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 [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)