**Clinical Skills Facilitator - Clinical Nurse Manager (CNM) II**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | Clinical Skills Facilitator – CNM II*(Grade code: 2658, Clinical Nurse Manager II Mental Health)* |
| **Remuneration** | The salary scale for the post is (**01/08/2025**): €61,463 €62,481 €63,342 €64,747 €66,300 €67,826 €69,351 €71,068 €72,662 €75,405 **€77,666 LSI**Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html>  |
| **Competition Reference** | **NFMHSCSF1** |
| **Closing Date** | **12 noon on Friday 19th September 2025** |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking** **up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **National Forensic Mental Health Service**There is currently one permanent whole-time post available in the National Forensic Mental Health Service.A panel may be formed as a result of this campaign for Clinical Skills Facilitator - Clinical Nurse Manager (CNM) II from which current and future permanent and specified purpose vacancies of full time or part time duration may be filled. |
| **Informal Enquiries** | We welcome enquiries about the role, for further information please contact: Bernard English, Director of NursingEmail: Bernard.english@hse.ie Phone: 087 1952549. |
| **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 ServicesThe 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** | Reports to Nurse Practice Development Co-Ordinator.Accountable to the Director of Nursing. |
| **Key Working Relationships (including but not limited to)** | * Nursing Management e.g. CNM3, ADON, DON
* Healthcare Assistants, Staff Nurses, CNM1, CNM2
* Clinical Nurse Specialists and Advanced Nurse Practitioners
* Consultant and non-consultant hospital doctors (NCHDs)
* The overall multi-disciplinary team (MDT)
* Relevant internal and external stakeholders
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| **Purpose of the Post**  | The post of Clinical Skills Facilitator (CNM II) has a pivotal role in:* Enhancing outcomes for patients by assessment of standards of nursing, midwifery and healthcare assistant practice: the planning and implementation of appropriate education and professional development and the ongoing audit and evaluation of standards and patient outcomes.
* Providing a quality educational and supportive service to nursing staff/students on programmes
* Co-ordination and management of up to date educational/clinical programmes for relevant staff.
* Supporting clinical audit of practice within the hospital and supported by the Nurse Practice Development Co-Ordinator.
* Provide clinical supervision and education to nursing and HCA colleagues through classroom and direct clinical practice supervision.
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| **Principal Duties and Responsibilities** | **The Clinical Skills Facilitator (CNM II) will:****Professional /Clinical*** Manage patient care to ensure the highest professional standards using an evidence based, care planning approach.
* Provide a high level of professional and clinical leadership.
* Be responsible for the co-ordination, assessment, planning, delivery and review of service user care by all staff in designated area(s).
* Provide safe, comprehensive nursing care to service users according to the Code of Professional Conduct as laid down by the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and Professional Clinical Guidelines
* Practice nursing according to:
* Professional Clinical Guidelines
* National and Area Health Service Executive (HSE) guidelines.
* Local policies, protocols and guidelines
* Current legislation
* Manage own caseload in accordance with the needs 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.
* Collaborate with service users, family, carers and other staff in treatment / care planning and in the provision of support and advice.
* 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.
* Plan discharge or transition of the service user between services as appropriate.
* Ensure that service users and others are treated with dignity and respect.
* Maintain nursing records in accordance with local service and professional standards.
* Adhere to and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care.
* Evaluate and manage the implementation of best practice policy and procedures e.g. admission and discharge procedures, control and usage of stocks and equipment, grievance and disciplinary procedures.
* Maintain professional standards in relation to confidentiality, ethics and legislation.
* In consultation with CNM3/ADON and other disciplines, implement and assess quality management programmes.
* Participate in clinical audit as required.
* Initiate and participate in research studies as appropriate.
* Devise and implement Health Promotion Programmes for service users as relevant to the post.
* Operate within the scope of practice - seek advice and assistance from 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.

**Health & Safety*** Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff e.g. health and safety procedures, emergency procedures.
* Observe, report and take appropriate action on any matter which may be detrimental to staff and/or service user care or wellbeing / may be inhibiting the efficient provision of care.
* Assist in observing and ensuring implementation and adherence to established policies and procedures e.g. health and safety, infection control, storage and use of controlled drugs etc.
* Ensure completion of incident / near miss forms / clinical risk reporting.
* Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
* Liaise with other relevant staff e.g. CNS, infection control, Physiotherapist, re appropriateness for procurement.
* 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*** Engage in continuing professional development by keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and to attend staff study days as considered appropriate.
* Be familiar with the curriculum-training programme for student nurses and be aware of the clinical experience required to meet the needs of the programme.
* Participate in the identification, development and delivery of induction, education, training and development programmes for nursing and non-nursing staff.
* Provide support and supportive supervision to Clinical Nurse Manager 1 and front-line staff where appropriate.
* Supervise and assess student nurses and foster a clinical learning environment.
* Engage in performance review processes including personal development planning as appropriate.

**Management*** Exercise authority in the running of the assigned area(s) as deputised by the CNM3/ADON.
* Provide the necessary supervision, co-ordination and deployment of nursing and support staff to ensure the optimum delivery of care in the designated area(s).
* Manage communication at ward and departmental level and facilitate team building.
* Provide staff leadership and motivation that is conducive to good working relations and work performance.
* Promote a culture that values diversity and respect in the workplace.
* Formulate, implement and evaluate service plans and budgets in co-operation with the wider healthcare team.
* Manage all resources efficiently and effectively within agreed budget.
* Lead on practice development within the clinical area.
* Lead and implement change.
* Promote, facilitate and participate in the development of nursing policies and procedures. Monitor as appropriate and lead on proactive improvement.
* Contribute to the formulation, development and implementation of policies and procedures at area and hospital level.
* Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters.
* Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service and the community.
* Actively participate in the Nursing Management structure by ‘acting up’ when required.
* Maintain all necessary clinical and administrative records and reporting arrangements.
* Engage in IT developments as they apply to service user and service administration.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **(A) Eligible applicants will be those who on the closing date for the competition:****1. Statutory Registration, Professional Qualifications, Experience, etc**(a) Eligible applicants will be those who on the closing date for the competition:* Are registered in the Psychiatric division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.

**AND*** Have at least 5 years post registration experience (or an aggregate of 5 years

Fulltime post registration experience) of which 2 years must be in the speciality area of Mental Health / Psychiatric Nursing.**AND*** Have the clinical, managerial and administrative capacity to properly discharge the functions of the role.

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

**2. Annual registration**(i) On appointment, practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann).**And**(ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).**3. Health**A candidate 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. |
| **Post** **Specific Requirements** | * Demonstrate depth and breadth of experience of developing nursing practice as relevant to the post.
* Demonstrate depth and breadth of experience in teaching and assessing.
* Demonstrate a specialist depth and breadth of experience/involvement in forensic clinical practice management, practice development, forensic mental health nursing education and quality improvement as relevant to the role.
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| **Other requirements specific to the post** | This post may involve travel so candidates must have access to appropriate transport to fulfil the requirements of the role.  |
| **Additional eligibility requirements:** | **Citizenship Requirements** Eligible candidates must be: 1. EEA, Swiss, or British citizens

**OR**1. Non-European Economic Area citizens with permission to reside and work in the State

Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.To qualify candidates must be eligible by the closing date of the campaign.  |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience** * Demonstrate practitioner competence and professionalism.
* Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the clinical / designated area.
* Demonstrate the ability to relate nursing research to nursing practice.
* Demonstrate an awareness of HR policies and procedures including disciplinary procedures.
* Demonstrate an awareness of relevant legislation and policy e.g., health and safety, infection control etc.
* Demonstrate a commitment to continuing professional development.
* Demonstrate a willingness to develop IT skills relevant to the role.

**Organisation and Management Skills*** Demonstrate the ability to plan and organise effectively.
* Demonstrate the ability to manage deadlines and effectively handle multiple tasks.
* Demonstrate an awareness of resource management and the importance of value for money.
* Demonstrates flexibility and adaptability in their approach to work

**Building and Maintaining Relationships *(including Team Skills and Leadership Potential)**** Demonstrate the ability to work on own initiative as well as part of a team
* Adopts a collaborative approach to patient care by co-ordination of care / interventions and interdisciplinary team working.
* Demonstrate strong interpersonal skills including the ability to build and maintain relationships. Fosters good professional work relationships between colleagues
* Demonstrates the ability to lead on clinical practice

**Commitment to providing a Quality Service*** Demonstrates a strong commitment to the delivery of quality service.
* Display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect.
* Demonstrates integrity and ethical stance.
* Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change.

**Analysis, Problem Solving and Decision-Making Skills*** Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability.
* Shows sound professional judgement in decision-making.
* Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions.
* Uses a range of information sources and knows how to access relevant information to address issues.
* Demonstrate resilience and composure in dealing with situations.

**Communication Skills*** Demonstrate strong communication skills - presents written information in a concise, accurate and structured manner.
* Demonstrates the ability to influence others effectively.
* Anticipates and recognises the emotional reactions of others when delivering sensitive messages.
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| **Competition 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. |
| **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 Commissioners 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 principal basis. The Code also specifies the responsibilities placed on candidates, feedback facilitates for 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](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. |
| 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. |

**Clinical Skills Facilitator - CNM II**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy 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. |
| **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 of 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 recruited between 1 April 2004 and 31 December 2012 (“new entrants”) have no compulsory retirement age.Public servants recruited since 1 January 2013 are members of the Single Pension Scheme have already 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 Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection for 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. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)