**Staff Nurse, Mental Health (Forensic)**

**National Forensic Mental Health Service (NFMHS)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Staff Nurse, Mental Health (Forensic)  (Grade Code: 2674) |
| **Remuneration** | The salary scale for the post is: 01/03/2025:  €37,647, €39,341, €40,666, €42,015, €43,429, €44,760, €46,150, €47,231, €48,412, €49,944 €51,458, €53,678, **€55,273 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** | NFMHSN15 |
| **Closing Date** | Monday 28th April 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**  The post holder will be based in the National Forensic Mental Health Service(NFMHS) in Portrane, North Co Dublin.  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. |
| **Nursing Graduates / Undergraduates** | **We are very interested to receive applications from all 2025 Undergraduates/Graduates who are interested in working as a Staff Nurse Mental Health Forensics within the HSE. Undergraduates successful at interview will be made dormant on the panel until they provide evidence that they have registered with NMBI. This means that undergraduates cannot be offered jobs until they are qualified.** |
| **Informal Enquiries** | **Name:** Michael Whelan - Assistant Director of Nursing  Sarah Noone – Interim Assistant Director of Nursing  **Email:** [michael.whelan2@hse.ie](mailto:michael.whelan2@hse.ie) / [sarah.noone@hse.ie](mailto:sarah.noone@hse.ie)  **Phone No**: 01 2157400 |
| **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** | Clinical Nurse Manager 2 or designated Officer.  Responsible to Director of Nursing or designated Officer. |
| **Purpose of the Post** | The Staff Nurse Mental Health (Forensic) will assess, plan, implement and evaluate care to the highest professional and ethical standards within the model of nursing care practiced in that care setting. |
| **Principal Duties and Responsibilities** | **PROFESSIONAL RESPONSIBILITIES**  Under the direction of the Clinical Nurse Manager, the Staff Nurse will:   * Practice Nursing according to: * The Professional Code of Practice as laid down by the Nursing Board (An Bord Altranais). * Professional Clinical Guidelines * National and regional Health Service Executive (HSE) guidelines * Local policies, protocols and guidelines * Current legislationas it applies to the role   + - Implement the care philosophy, objectives and goals of their unit / department / organisation to deliver appropriate high quality patient care     - Follow appropriate lines of authority within the Nurse Management structure     - Participate as an multi-disciplinary team member in all aspects of patient care     - Demonstrate a high degree of motivation and assume responsibility for their own professional development and contribute to the development of others.     - Promote good interpersonal relationships with patient, their family / social network supports and the multidisciplinary care team in accordance with ethical standards.     - Demonstrate flexibility by assisting in other areas of the service as required     - Participate in regular performance / clinical reviews with their line manager, identifying key performance objectives and appropriate plans / measures to achieve areas for improvement and appropriate plans / measures to achieve them in a supportive environment.     - Respect and maintain the privacy, dignity and confidentiality of the patient, in relation to all hospital activities.     - Professional Expectations: The nurse must comply with the Code of Professional Conduct as laid down by the Nursing Board (An Bórd Altranais). The nursing profession demands a high standard of professional behaviour from its members and each registered nurse is accountable for his or her practice. The nurse must work within his / her scope of practice and must take measures to develop and maintain the competence necessary for professional practice. The nurse must be aware of ethical policies and procedures which pertain to his/her area of practice. Patient / client confidentiality must be maintained at all times.     - 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.     - Staff will work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020.     - To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **CLINICAL ROLE**  The Staff Nurse will:   * + - Manage the nursing care of a caseload of patients as required     - Assess, plan, implement and evaluate individualised patient / client care programmes within an agreed framework, in accordance with best practice at all stages of the process.     - Implement an evidenced based bio-psychosocial approach to nursing practice, underpinned by the principles of a recovery philosophy.     - Ensure clinical risk assessments are completed as required     - Collaborate with the patient / client, their family and the multi-disciplinary team to facilitate the development and review of an appropriate care plan / discharge plan to ensure continuity of care.     - Participate in ward meetings     - Observe, report and take appropriate action on any matter which may be detrimental to patient / client care or well-being or inhibit the efficient operation of the centre, unit or assignment.     - Act as an advocate for patients / service users as required, and provide relevant information on advocacy support.     - Maintain appropriate and accurate written records and reports regarding patient / client care in accordance with the Nursing Board (An Bórd Altranais) guidelines, mental health legislation and legal requirements.     - Participate in innovation and change in the approach to patient/client care delivery, and contribute to service planning process, based on best practice and under the direction of nursing management, particularly in relation to new research findings and advances in treatment.     - Ensure that current legal requirements for the safe administration and storage of medicines are adhered to in accordance with best practice.     - Have a sound knowledge of clinical standards and participate in patient care audits.     - Ensure that nursing care is carried out, using evidence based approach, to a high standard in a safe environment maintaining the confidentiality and dignity of the patient / client at all times.     - Promote a positive health concept with patients and colleagues and contribute to the health promotion initiatives with the Health Service Executive.     - To participate in assisted admissions / escorts as required   **MANAGEMENT**  The Staff Nurse will:   * Be required to take management responsibility for the ward / unit in the absence of the Clinical Nurse Manager. * Be responsible in conjunction with the Clinical Nurse Manager for the efficient co-ordination and control of administrative procedures within the identified area. * Submit reports as necessary and as requested in the operation of the service * Ensure compliance with health and safety, infection control and risk management procedures and participate in their development, comply with statutory obligations. * Supervise the work of other grades of staff within the remit of their role * Accurately record and report all complaints to appropriate personnel according to local service policy.   **EDUCATION**  Under the direction and supervision of the Clinical Nurse Manager, the Staff Nurse will:   * Participate in the planning and implementation of orientation and teaching programmes both for students and other health care staff in the clinical setting. * Act as a mentor, preceptor or clinical assessor for staff in the clinical environment * Participate in the induction of new staff in the clinical area * Participate in training as required to meet the ongoing needs for the care of the patient in order to comply with standards of care. * Take responsibility for own learning and development needs and actively contribute to the learning and development of the multidisciplinary team. * May be assigned to hospital and / or community based duties as required to meet the needs of the 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 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. **Professional Qualifications, Experience, etc.**  1. Be registered in the Psychiatric Division of the Register of Nurses kept by An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) or be entitled to be so registered   **And**   1. Have the clinical and administrative capacity to properly discharge the functions of the role   *Note: Post holders must maintain annual registration with Bord Altranais agus Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland)*   * + - 1. **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.   * + - 1. **Character**   Each candidate for and any person holding the office must be of good character  *Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland)* |
| **Other requirements specific to the post** | Will be indicated at expression of interest stage if applicable e.g. access to transport etc. |
| **Skills, competencies and/or knowledge** | * Demonstrate sufficient clinical knowledge, clinical reasoning skills and evidence based practice to carry out the duties and responsibilities of the role*.* * Practices nursing care safely and effectively, fulfilling her / his professional responsibility within her / his scope of practice. * Practices in accordance with legislation affecting nursing practice * Demonstrates the ability to plan and organise effectively * Demonstrate the ability to build and maintain relationships including the ability to work effectively as part of a multi-disciplinary team. * Demonstrate a commitment to providing a quality service * Demonstrates effective analytical, problem solving and decision making skills * Demonstrates excellent communication skills, including sufficient command of the English language so as to effectively carry out the duties and responsibilities of the role. * Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect. * Demonstrate a commitment to continuing professional development * Demonstrate an awareness of developments within the HSE * Demonstrate knowledge of the HSE Transformation Programme * Demonstrate a willingness to engage and develop IT skills relevant to the role |
| **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. | |

**Occupational Therapy Assistant**

**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 **39** hours per week. Your normal weekly working hours are **39** 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)