

 **Nurse Lead**

**National Emergency Medicine Programme (EMP)**

**Clinical Design & Innovation**

**Office of the Chief Clinical Officer**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Nurse Lead** **National Emergency Medicine Programme (EMP)****Tenure: 5 days per week (1 WTE) for a 2-year period****This Secondment/Reassignment will be on a grade to grade basis only and current remuneration will apply.****Please note that candidates must be currently working as an ADON / ANP and on one of the grade codes listed in order to be eligible to apply for this post.****Director of Nursing Assistant Band 1** *(Grade Code: 2910)***Advanced Nurse Practitioner** *(Grade Codes 2267 / 2268 / 2269 / 2270 / 2271)* |
| **Terms & Conditions** | The successful candidate will retain all current terms and conditions (including remuneration and annual leave) on reassignment/secondment into the role.The standard working week associated with this post is 1 WTE.  |
| **Closing Date** |  **Wednesday, 11th June 2025 at 5pm** |
| **How to Apply** | Applications should be made by CV, together with a brief statement clearly indicating your relevant experience by email to hr.cdi@hse.ie Please include “**Nurse Lead | National Emergency Medicine Programme ”** in the subject heading, **ensuring you provide your registration number** as listed on the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland. |
| **Proposed Interview Date (s)**  | Skills Match Interview will be held after the shortlisting process is completed. Please note: this may be at short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage but immediate start is required  |
| **Organisational Area** | Clinical Design and Innovation, Office of the Chief Clinical Officer |
| **Location of Post** | The Clinical Design and Innovation offices are located in the Stewarts Hospital, Palmerstown, Dublin 20 and the Brunel Building, Dublin 8 Flexibility and commitment to travel is required for programme-related site visits and programme work-stream committee meetings.  |
| **Informal Enquiries** | For Informal Enquiries, please refer to:**Name:** Dr Rosa McNamara**Title:** Clinical Lead, National Emergency Medicine Programme**Email:** Rosa.McNamara1@hse.ie**Phone:** 087 6775404 |
| **Details of Service** | **Clinical Design and Innovation – Office of the Chief Clinical Officer:**The Office of the Chief Clinical Officer (CCO) was established as part of an overall investment by the HSE to strengthen governance and accountability for the planning and delivery of high quality services with the aim of driving transformational change across our healthcare system through clinical leadership, design of new models of care, promotion of culture of safety and quality improvement; through patient and service user involvement. The Clinical Design and Innovation (CDI) function, reporting to the National Clinical Director of Integrated Care, within the Office of the CCO provides Clinical Innovation, Design Leadership and Direction to strategic decisions across the wider organisation.For further information click on the following link provided:<https://www.hse.ie/eng/abut/who/cspd/>**NCAGL Structure:**The core role of the Office of the NCAGL Acutes is to provide clinical leadership and guidance to effect the development and implementation of best practice care pathways and models of care and a coordinated approach to integrated, patient-centred care that is sustainable into the future.  |
| **Details of Programme** | **National Emergency Medicine Programme (EMP)**The EMP is a strategic initiative between CDI and the Royal College of Surgeons in Ireland (RCSI). The programme aims to design and implement change initiatives to improve and standardise the quality of care and access for all patients in a cost effective manner. EMP is structured with broad cross functional input with clinical leadership to ensure that the patient remains at the centre of any change recommendation. The National Clinical programmes shares three core objectives:* To improve the quality of patient care delivered
* To improve access to appropriate services
* To Improve cost effectiveness

EMP reports directly into both the RCSI Committee for Surgical Affairs (CSA) and the National Clinical Director of Integrated Care through the office of the National Clinical Adviser Group Lead for Access and Integration. |
| **Key Working Relationships** | With a patient-centred, safety and quality focus, the Nurse Lead will work with the* Clinical Design and Innovation (CDI)
* Clinical Lead for the EMP
* EMP Programme Manager
* EMP Working Group
* The Office of the Nursing and Midwifery Services Director (ONMSD)
* Operational Service Regional Directors of Nursing & Midwifery/ and other Senior Nurses/Midwives
* Strategic Programmes Office
* National Quality and Patient Safety Division
* Clarke Working Group
* Leads and programme managers for other clinical programmes but in particular Critical Care, Older Persons, Acute Medicine, Surgery, Trauma and Orthopaedics, the Mental Health Programmes, and Paediatrics
* Patient Partners & National Patient & Service user forum
* Other relevant stakeholders in the wider healthcare arena.
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| **Reporting Relationship** | * Day to day reporting to the Clinical Lead for EMP
* Professionally linking with the Nursing and Midwifery Services Directors designee (ONMSD) via the ONMSD CDI Clinical Programme Liaison DON and/or as otherwise advised.
* Liaise with General Manager, Clinical Design & Innovation relating to the management and operation of the reassignment / secondment.
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| **Purpose of the Post**  | The Nurse Lead will work with the Clinical Lead and programme team to plan and deliver the Emergency Medicine Programme priorities including the implementation of the recommendations of the Clarke Report (July 2024). This role is suitable for a senior nurse leader, working with the EMP at national level to drive, support and facilitate the implementation of EMP initiatives at a national, Health Region and local hospital level using a population health needs assessment (HNA) based approach. Enabling the patient’s voice to be included, actively championing service improvement using quality improvement methodologies to inform the work of the programme.  |
| **Principal Duties and Responsibilities** | The nurse lead role is integral to the EMP and significantly contributes to the development and modernisation of emergency nursing. This includes:* Development of good practice guidelines for Older Adults
* Strategy development for Children’s Emergency Care
* Green Emergency Medicine
* With the Clinical Lead EMP, support the development of a national plan to lead and drive the ongoing implementation of EMEWS.
* Along with the Clinical Lead EMP, work with National Quality and Patient Safety (NQPS) to develop a framework to support assurance of EMEWS implementation
* Along with the Clinical Lead, Programme Manager of EMP, provide implementation support for the Clarke Report recommendations
* Support and contribute to programmes of work in response to safety issues within the EMP remit
* Support the implementation of recommendations of the Expert Review Body on Nursing and Midwifery pertinent to emergency nursing.

In addition to the above there are specific projects which particularly require the expertise of a nurse lead: * **Leadership to Support Implementation of a QIP for Triage** including pre and post triage care bundles. The role of the EMP nurse will be key to the sustainability and leadership of this work.
* **Digital EMEWS -** The EMP are working with HSE Technology & Transformation, National Medical Device Equipment Advisor (Acute Services) & Syncrophi (software developer) to develop a digital version of the Emergency Medicine Early Warning System (EMEWS).
* **Children’s Emergency Medicine Early Warning System** – Development of a National Clinical Guideline process for a paediatric version of the Emergency Medicine Early Warning System via the NCEC guideline process
* **Injury Unit curriculum development for nurses**

Critical to the success of each project will be detailed implementation plans, careful coordination with acute and pre-hospital care, ongoing monitoring and a time bound dedicated nurse-lead to carry through these projects to completion. In collaboration with Regional Directors of Nursing & Midwifery establish National / Regional ED Forums as/if appropriate. Through these forums the Nurse Lead will communicate the importance of new initiatives and recommendations and commence the journey of change management with nurses in the EDs and associated units. |
| **General Duties and Responsibilities** | **General Duties:*** Work with the Clinical Lead, and programme team for EMP Services to plan and deliver the required outputs to realise the assigned strategic priorities.
* Provide nursing expertise in the design and development of a Model of Care for EMP using a population health needs assessment (HNA) based approach.
* Attend and contribute to programme meetings and workshops.
* Develop, in consultation with peers, relevant briefing materials as required.
* Ensure dissemination of information to nursing/midwifery colleagues and seek views of nursing/midwifery colleagues, bringing this collective view to the working group meetings and work streams of the programme.
* Work closely with the Clinical Lead to support multi-disciplinary integrations at every level as appropriate.
* Identify and lead on nursing specific work streams to support the programmes objectives, working in partnership with the programme team.

**Management and Leadership*** Ensure visibility of the Nurse Lead through regular ‘site visits’ as deemed appropriate and other means of communication in compliance with CEO Memo.
* Manage own workload within the context of overall programme objectives reporting regularly to the Clinical Lead.
* Provide advice for all members of the team and supportive supervision to other nurses assigned to programme work streams.
* Provide innovative and effective leadership, support and advice to nursing and multidisciplinary team members at all levels.
* Participate in the development of the overall programme operational plan and in the monitoring and review of activity against the plans.
* Support the development of a culture of continuous quality improvement.
* Develop a shared sense of commitment and participation among staff in the management of change, the development of the nursing services and in responding to the changing health needs of service users / patients and their families.
* Communicate with relevant strategic and service managers as appropriate in a timely manner.
* Advise the Programme Team on professional issues, clinical, quality and standard issues, education, professional development and any such matters that are likely to impact on the profession of nursing.
* Provide guidance to nursing and other staff in the implementation of nursing regulation, policies, procedures and guidelines
* Participate in the development of the annual report and annual plan and in the monitoring and review of activity against the plans.
* Participate and engage in projects and service developments by representing senior midwifery/nursing on committees and groups as requested.
* Report issues which interfere with clinical standards of care, to the Clinical Lead.

**Clinical / Professional Responsibilities*** Communicate to ONMSD Leads, Regional Directors of Nursing & Midwifery, Directors of Nursing and nurse interest groups and to other programme leads proposed developments as they arise, in particular those which have potential impacts on nursing service delivery professional practice, and for interdisciplinary working.
* Act as a resource and a conduit in providing specialist knowledge and expertise in collaboration with management, nursing and all healthcare personnel.
* Ensure that the requirements for NMBI for the Practice of Professional Nursing/Midwifery are met and upheld at all times.
* Support the philosophy, objectives and goals of the HSE Nursing Service
* Participate in the identification of Nurse Lead quality initiatives promoting clinical/ non clinical practice improvements in support of programme objectives and work streams.
* Participate in audits of nursing practice and procedures.
* Assist in identifying specific areas in which improvements can be made and work to continuously improve standards of care delivered.

**Human Resources*** Advise on prevailing nursing policy and regulation
* Advise on the need for staff development programmes and work collaboratively with the ONMSD, NMPDUs and other key stakeholders in designing and commissioning of such programmes.
* Advise as requested in collaboration with RDONMS/ONMSD on appropriate nursing skills mix and staffing to ensure appropriate skilled and experienced staff are available to meet a defined clinical case load and demand
* In association with programme, senior nurse/midwife managers and service managers identify opportunities for service evaluation
* Work in a collaborative and co-ordinated manner with Consultants, Department Heads and other disciplines providing direct and indirect services to patients.

**Education and Training*** Keep the Director of the ONMSD/designee, and Clinical Programme Leads aware of the developmental needs of the nursing service.
* Liaise and co-operate with appropriate Higher Education Institutions and Centres of Nursing & Midwifery Education when necessary and in collaboration with the ONMSD.
* Engage in performance review processes including personal development planning e.g. by setting own objectives and providing and receiving feedback.
* Maintain own Continuous Professional Development in order to maintain professional competence and regulatory requirements, through attendance at approved seminars, training/education programmes, clinical practice and reading current literature and recent nursing research.
* Participate in in-service training and orientation programmes.
* Participate in nurse training programmes and any other programmes pertaining to future development in the clinical programme(s).
* Lecture at conferences, seminars and other educational activities on the Clinical Programme, locally, regionally, nationally as requested and approved as per CEO Memo controls.

**Governance and Quality Assurance*** The post holder will take a nursing leadership input role in programme governance working in partnership with the Clinical Lead and other professions.
* Ensure that effective governance procedures are maintained and participate/ advise on changes according to defined needs.
* Lead in the development of key nursing clinical and service resource documents, ensuring communication of their availability, promoting implementation and updates in a timely fashion
* Take a lead role in the continuous development of appropriate key performance indicators and quality care metrics specific to the emergency care nursing area of service and programme objectives in association with Directors of Nursing / Directors of Public Health Nursing and in the monitoring of same.
* Ensure adherence to established policies and procedures e.g. health and safety, infection control, Data Privacy and GDPR, Travel etc.
* Ensure compliance with the quality and risk safety framework programme.
* Participate in accreditation programmes external and internal to the HSE when requested.
* Advise the Programme Manager on milestone achievement and risks associated with achievement of annual work plans.
* Maintain a feedback mechanism and report to the Clinical Lead and Programme Manager where appropriate.
* Support the introduction of any recommendations for key reports.

**Information Technology*** Be an advocate for effective and efficient use of developments in information technology for patient care, administration and quality improvement in a manner that integrates well with systems throughout the organisation.
* Ensure advice of relevant stakeholders is sought as part of procurement process e.g. design and implementation of electronic patient records, referral mechanisms and E-Health platforms
* Be an active participant in the development of nursing data sets to support digital health, patient reported quality and outcomes of care reports, care delivery, audit and nursing research

**Health & Safety*** Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
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| **Eligibility Criteria****Qualifications and/ or experience** | **This Campaign is confined to those that are currently employed in the HSE or bodies which provide services on behalf of the HSE under section 38 of the Health Act.** **Candidates must be currently working as an ADON / ANP and on one of the grade codes listed in order to be eligible to apply for this post.****Director of Nursing Assistant Band 1** (Grade Code: 2910)**Advanced Nurse Practitioner** (Grade Codes 2267 / 2268 / 2269 / 2270 / 2271)1. **Professional Qualifications, Experience, etc.**
2. Eligible applicants will be those who on the closing date for the competition:
3. Are registered, or are eligible for registration, in the General Nurse Division, and other divisions as relevant to the specific service, of the Register of Nurses and Midwives, as appropriate, maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann)..

**And**1. Have 7 years post registration nursing experience and 3 years nursing management experience at a minimum of Clinical Nurse Manager 2 (CNM 2) in an acute and/or community setting.

**And**1. Have successfully completed a post registration programme of study, as certified by the education provider, which verifies that the applicant has achieved a National Framework of Qualifications (NFQ) major academic Level 8 or higher award maintained by Quality & Qualifications of Ireland (QQI) or can provide written evidence from the Higher Education Institute that they have achieved the number of ECTS credits equivalent to a Level 8 or higher standard in a health care or management related area.

**And**1. Candidates must possess the requisite clinical, leadership, managerial and administrative knowledge and ability for the proper discharge of the duties of the office.

**Or**1. Are registered in the Advanced Nurse Practitioner division of the Nursing and Midwifery Board of Ireland Register maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).

**Or**1. Be eligible to register in the Advanced Nurse Practitioner division of the Nursing and Midwifery Board of Ireland Register maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann) by meeting the criteria for registration as an Advanced Nurse Practitioner as specified [www.nmbi.ie](http://www.nmbi.ie)

 **And** 1. Have a broad base of clinical experience relevant to the advanced field of practice

**And**1. Demonstrates the competences relevant to the specialist area of advanced practice

**And**(b) Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, professional and administrative capacity to properly discharge the functions of the role.1. **Annual Registration**
2. Practitioners must maintain live annual registration in the General Nurse Division, and other divisions as relevant to the specific service, of the Register of Nurses and Midwives, as appropriate, maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).

**And**1. Practitioners must confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC)

 1. **Health**

Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. 1. **Character**

Candidates for and any person holding the office must be of good character.1. **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 |
| **Other requirements specific to the post** | * Access to transport to fulfil the requirements of the role.
* A flexible approach to working hours.
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| **Skills, competencies and/or knowledge** | ***Candidates must:*****Professional/ Clinical Knowledge** * Demonstrate knowledge of the Programme Models of Care, progress in implementation and necessary work streams.
* Demonstrate knowledge of the operation of the wider health system and health policy
* Demonstrate a high degree of commitment, professionalism and dedication to the philosophy of quality health care provision.
* Demonstrate knowledge and experience relevant to the area of Nursing Administration.
* Demonstrate knowledge and experience relevant to the role
* Demonstrate evidence of policy development and the development of clinical and non-clinical PPPGs
* Demonstrate ability to translate policy into action.
* Demonstrate knowledge and experience of quality audit/assurance systems
* Demonstrate experience in developing, implementing and evaluating quality improvement initiatives.
* Demonstrate knowledge and experience in audit, report writing and business case development.

**Planning & Organising Resources*** Demonstrate ability to proactively plan, organise and deliver services in an efficient, effective and resourceful manner, within a model of patient centred care and value for money.Demonstrate ability to manage projects, deadlines and, effectively handle multiple tasks.

**Building and Maintaining Relationships including Leadership, Staff Management and Team Skills*** Demonstrate empowering leadership skills and ability to influence others.
* Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment.
* Demonstrate the ability to communicate a change vision and engage stakeholders in a sustainable change process.
* Demonstrate ability to manage, motivate and develop staff to maximize performance at work.
* Demonstrate the ability to foster a learning culture amongst staff and colleagues to drive continuous improvement in services to patients.

Demonstrate ability to work effectively and collaboratively with and across multi-disciplinary teams.**Evaluating Information and Judging Situations (Problem Solving and Decision Making)*** Demonstrate the ability to interpret data and evaluate information.
* Demonstrate the ability to identify problems, action and sustain solutions.

**Commitment to Providing a Quality Service*** Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality patient centred care.
* Demonstrate understanding of, and commitment to the centrality of the service user/ patient in service design and evaluation.
* Demonstrate an ability to monitor and evaluate service performance and levels of care.

**Communication and Interpersonal Skills*** Demonstrate effective communications and interpersonal skills including: the ability to present information in a clear and concise manner: the ability to engage collaboratively with all stakeholders; the ability to give constructive feedback.
* Demonstrate competency in general use of information technology-computers, office functions, internet for research purposes, email, preparation of presentation materials, etc.
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| **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. Successful and unsuccessful candidates will be informed of outcome post the skills match exercise based on CV submitted and / or skills match meeting by submission of a CV.**This position is being filled based on a secondment / reassignment basis; therefore, if the successful candidate selected through this process cannot obtain the support for their release from their position with their substantive employer, then unfortunately the candidate must be deemed ineligible.** |
| **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 above Job Description 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 their post, and which may be assigned to them from time to time and to contribute to the development of the post while in office.****The reform programme outlined for the Health Services may impact on these roles, and as structures change the job description may be reviewed.** **In particular, CDI, Office of the Chief Clinical Officer, reserves the right to reassign the successful post holder to other programmes and related projects, based on the on-going operational needs of the Function.** |