

**Director of Nursing 1, Assistant (Infection Prevention and Control Lead Nurse)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Director of Nursing 1, Assistant (Infection Prevention and Control Lead Nurse)  (ADON Band 1 – Grade Code 2910) |
| **Campaign Reference** | NRS14846 |
| **Closing Date** | Wednesday 09th July 2025 |
| **Proposed Interview Date (s)** | Week commencing 21/07/2025. \*These are provisional dates and may be subject to change\*  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** | There is currently one permanent whole-time vacancy available in The Brunel Building, Houston South Quarter, Dublin 8  A panel may be formed as a result of this campaign for **National Antimicrobial Resistance Infection Control Team** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Josephine Galway Director of Nursing Band 1 National Lead for HCAI & AMR  **Email:**  josephine.galway@hse.ie  **Tel**: 087 9584352 |
| **Details of Service** | The National Antimicrobial Resistance Infection Control (AMRIC) response team was established in 2017 to address the wider issues pertaining to the prevention and control of healthcare associated infections and antimicrobial resistance.  The work of the team encompasses both hospital and community and engagement with a range of other internal and external stakeholders.  The purpose of the team is to ensure the implementation of INAP 2 on AMR  2022-2025, subsequent national plans and HIQA IPC standards across all healthcare settings.  Infection Prevention and Control Nursing skills are a critical element of this multidisciplinary team. At present the team includes a 1.0 WTE National Director of Nursing band 1 and 2.0 WTE Infection Prevention & Control Nurse leads.  The Assistant Director of Nursing will work with the team and will have a flexible approach to work and support the National AMRIC Response and Implementation Teams in achieving their objectives.  The Assistant Director of Nursing for AMRIC has an advisory function to support the development and implementation of AMRIC related actions across acute hospitals, community and primary care. |
| **Reporting Relationship** | The post holder will report to the Director of Nursing 1 AMRIC National Lead for AMRIC with the National HSE AMRIC Action Plan |
| **Purpose of the Post** | The post holder willwithin the AMRIC Nursing Team and related multidisciplinary team provide managerial and clinical leadership for the service and will contribute to the implementation of:   * Ireland’s National Action Plan on Antimicrobial resistance (iNAP 2 2022-2025)   and subsequent National Plans byproviding innovative nursing leadership, advice  and guidance based on current best practice.   * Support the modernisation of services and drive the infection prevention and control clinical professional and practice contribution to the design, implementation and evaluation of the strategic goals to address AMRIC. * Work with the national nursing team for AMRIC and their associated working groups at national level to drive and support the development and implementation of AMRIC programme initiatives. * Work, in a nursing leadership capacity, with the AMRIC Director of Nursing Lead and related multidisciplinary team with a particular focus on supporting senior nurse managers in advancing their IPC and AMS programme. * Provide intensive programme and change management support to sites. * Work collaboratively with other clinical programmes and their clinical nurse leads, and the relevant Divisions of the HSE Directorate to ensure a joined up approach to development and implementation of the AMRIC objectives. * The Assistant Director of Nursing 1 role involves working across acute and community services. |
| **Principal Duties and Responsibilities** | *The Director of Nursing Assistant will work within the AMRIC Nursing Team to:*   * Raise awareness and recognition of the principles underpinning the AMRIC programme at national, regional and local level. * Lead out on the, clinical, professional and practice contribution of nursing to the on-going design, implementation and evaluation of the AMRIC programme initiatives primarily (but not exclusively) focusing on the following areas: * Strategies to detect, control and manage healthcare associated infections * Hand hygiene: assist the hand hygiene work stream with deliverables e.g. implementation of national hand hygiene training programmes, development of promotional tools and educational resources. * Provide nursing leadership, management and support to other senior nurses and other professionals working within the National AMRIC Implementation Team. * Develop and oversee implementation of standardised policies, guidelines and pathways for AMRIC as part of the AMRIC Team and within the context of existing HSE governance systems. * Participate in national programme meetings and key meetings between the programme and sites. * Provide strategic IPC advice and guidance to national estates and national procurement services on the design of new and existing builds and the procurement of patient equipment, IPC surveillance systems and other related consumables that promote IPC and patient safety. * Maintain accurate and contemporaneous records / data on all matters pertaining to the planning, management, delivery and evaluation of this service in line with HSE requirements. * Liaise with sites in hospitals and community services regarding AMRIC, communicating the benefits of programme solutions and managing stakeholder buy in to the solution and provide advice and support on infection prevention and control, quality, patient safety and risk. * Advise the Nursing and Midwifery Services Director, HSE in relation to changes in current infection prevention and control practices, structures and professional issues in relation to AMRIC. * Liaise with clinical leads, lead nurses on other national clinical programmes to promote alignment and integration of all AMRIC programme solutions. * Link with other relevant Divisions in the Health Services Directorate including; the Quality and Patient Safety Directorate, the Special Delivery Unit, the Office of Nursing and Midwifery Services Director (ONMSD), Hospital Groups and CHO areas, to support and promote an integrated approach to the clinical governance of the AMRIC programme in a manner that enhances both quality and patient safety. * Identify all key infection prevention and control aspects related to the AMRIC programme and develop, in consultation with the relevant Directors of Nursing, Clinical Microbiologists, Infection Prevention Control (IPC) Committees, Regional IPC Committees, National Clinical Leads, ONMSD and the Director of Nursing/Midwifery Reference Group, the strategies of the programme. This includes supporting the AMRIC Implementation Team to: * Ensure that the national implementation plan and supporting guidance documentation is complete, specifically in relation to the nursing aspects. * Provide an education role by creating/contributing to a AMRIC or infection prevention and control nursing forum/learning community that captures learning from existing local good practices. Use this learning to educate others and to update the overall model for the programme. * Develop a network with senior nurse managers responsible for monitoring and quality assuring the nursing delivery systems related to the AMRIC programme. * Support and advise the national community DON and IPC Services in developing strategic work plans to improve AMRIC.   **Strategic Planning**  *The Director of Nursing Assistant will support the AMRIC Nursing Team to:*   * Facilitate implementation of Ireland’s National Action Plan for Antimicrobial Resistance (iNAP). * Implement quality improvement initiatives to drive optimal national Infection Control Standards including the national HIQA Standards for Prevention and Control of Healthcare Associated Infections in Hospital and Community Healthcare Settings.   **Performance Management**  *The Director of Nursing Assistant will support the Director of Nursing in:*   * Assessing and reporting on performance of hospitals and community services related to AMRIC.   **Human Resource Management**  *The Director of Nursing Assistant will:*   * Be responsible for efficient planning and management of their time and prioritisation of work.   **Finance Management**  *The Director of Nursing Assistant will:*   * Be responsible from time to time for management of financial resources related to specific elements of the programme on which they are leading.   **Education and Professional Development**  *The Director of Nursing Assistant will:*   * Be responsible for their own continuing professional development. * Be responsible for supporting HCAI and AMR related educational initiatives/programmes nationally for both community and hospital settings.   ***Other Responsibilities of the Post***  *The Director of Nursing Assistant will:*  Contribute to the implementation of Ireland’s National Action Plan on Antimicrobial Resistance (iNAP2 ) 2022-2025 and subsequent national plans in this domain by:   * Keeping up to date with advances in the fields of infection control and antimicrobial resistance so as to serve as a source of reference and guidance for peers, colleague and the public * Contributing to local, regional and national initiatives to increase awareness and knowledge of antimicrobial resistance within their professional group, the HSE and the wider public. * Supporting peers, colleagues and the public in learning and implementing measures to reduce the spread of antimicrobial resistant organisms and infectious disease * Contributing as appropriate to their role to the collection and collation of data on antibiotic resistance and antibiotic use * Support peers, colleagues and the public in the transition to safer and better use of antibiotics by contributing to advocacy, education and training * Contribute as appropriate to research initiatives on the control of infection, use antimicrobial agents and efficacy of interventions including the role of the multidisciplinary-team. * Promote awareness of the “One Health Concept” both generally and with particular reference to antimicrobial resistance. * Work closely with colleagues in regional networks to be developed to support cross cover of service for periods annual leave or other short-term leave. * Work closely with colleagues in other sectors of care (primary care, acute, mental health, etc.) as required in line with agreed processes, in order to ensure continuity of patient care. * As appropriate to their role, contribute to and support the work of relevant regional and national networks/committees/interdisciplinary groups working to promote antimicrobial resistance and infection control. * Be required to cooperate with and support a potential future transition to regional integrated care organisations, or similar. This will require working across acute hospitals and community services. * Have a working knowledge of national policies, procedures, protocols and guidelines as relevant to the role including relevant HPSC guidelines and NCEC guidelines. * Support the development, monitoring, implementation and update of standards and guidelines, including HPSC guidelines and NCEC guidelines, as relevant to the role. * As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA & to assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report. * 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 as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **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 them 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. **Statutory Registration, 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 and 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 (CNM2) in an acute 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. Candidate must possess the requisite clinical, leadership, managerial and administrative knowledge and ability the proper discharge of the office. 2. **Annual registration** 3. 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). 2. **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 Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland).* |
| **Post Specific Requirements** | * Demonstrate depth and breadth of experience in the area of infection prevention and control in acute and non acute settings. * Demonstrate depth and breadth of experience in developing, implementing and evaluating quality improvement initiatives relating to HCAI and/or AMR prevention and control. * Demonstrate depth and breadth of nursing management experience in acute and/or older people services. |
| **Other requirements specific to the post** | Access to transport as post will involve frequent travel. |
| **Skills, competencies and/or knowledge** | **Professional knowledge**   * Demonstrate a high level of knowledge and experience relevant to the role * Demonstrate the ability to function effectively in the role as detailed in the job specification. * Has an understanding of ‘Slainte care’ and the HSE’s Programme for Health Service Improvement. * Demonstrates expertise and knowledge of HCAI and AMR prevention and control. * Uses methodological problem solving skills, analytical evidence based decision-making. Possesses an in-depth knowledge of risk management, clinical audit and educational research. * Demonstrates initiative, innovation expertise in quality improvement and assurance practices and their application. * Demonstrate the ability to use effective project management skills to support development and achievement in the milestones of AMRIC related work. * Demonstrate a high degree of commitment, professionalism and dedication to the philosophy of quality health care provision. * Demonstrate relevant knowledge, expertise and experience from an acute hospital perspective in order to discharge the duties of this senior nursing post. * Demonstrate evidence of policy development and translating policy into working practices/action. * Demonstrate knowledge and experience of quality audit/assurance systems. * Demonstrate knowledge of clinical assessment and information systems.   **Planning and Organising Resources**   * Demonstrate ability to 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 deadlines and effectively handle multiple tasks. * Demonstrate knowledge of organisation and management of nursing/midwifery resources and practice.   **Building and Maintaining Relationships: Leadership, Staff Management & Team Skills**   * Demonstrate 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 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 with multi-disciplinary teams.   **Evaluating Information and Judging Situations**   * Demonstrate the ability to evaluate information and solve problems   **Commitment to Quality Care**   * Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality patient centred care. * 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. |
| **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. | |

 **Director of Nursing 1, Assistant (Infection Prevention and Control Lead Nurse)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The salary scale for the post is: as at 01/03/2025  €70,701, €72,071, €73,391, €77,447, €78,724, €80,207, €81,594, €82,971, €87,250  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. |
| **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 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. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the [Standards Commission’s website](https://www.sipo.ie/). |

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 effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)