

**Nurse Tutor Mental Health**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title and Grade** | **Nurse Tutor Mental Health**  *(Grade Code: 2586)* |
| **Campaign Reference** | NRS14972 |
| **Closing Date** | 12:00 PM Monday 29th September 2025 |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice. |
| **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. This post has a dual base at the Regional Centre of Nursing and Midwifery Education-Connolly Hospital D.15 and Tayleur House, St Ita’s Campus, Portrane.  A panel may be formed as a result of this campaign for **Regional Centre of Nursing and Midwifery Education** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Áine Lavin, Director  **Email:** aine.lavin@hse.ie  **Tel:** 087 3606944 |
| **Details of Service** | The Regional Centre of Nursing & Midwifery Education is responsible for the provision of a broad range of quality-assured education, training and professional development programmes for registered nurses and midwives in order to support them in their ongoing maintenance of competence and the provision of safe, quality care.  In addition, the Centre provides programmes of education and training for support staff involved in supporting the nursing and midwifery function, and for other staff categories, as relevant. Programme provision is based on identified service need and HSE organisational objectives and priorities. Each Centre has a defined geographical remit and is part of the Office of the Nursing & Midwifery Services Director, situated in the Clinical Strategy and Programmes function in the HSE.  **Aims & Objectives of the Centre**   * Identification of the education and continuing professional development needs of Nurses and Midwives in partnership with all services within their remit and with the Directors of Nursing and Midwifery, Planning and Development to support the delivery of nursing and midwifery care. * Promoting and maintaining standards for the continuing professional development of Nurses and Midwives. * Delivery of evidence based continuing professional development educational programmes across all divisions of nursing and midwifery. * Provision of Quality and Qualifications Ireland (QQI) accredited programmes from level 5 – 8 to include education for Health Care Assistants in alignment with organisational priorities * Provision of educational programmes in accordance with annually agreed objectives and organisational priorities. * Provision of education to support National Clinical Programmes. * Ensuring close working relationships and liaison between higher education institutions and health service agencies. * Promoting cross-divisional and interagency educational practices. * Sourcing and evaluating internal and external education and training providers. * Establishing and maintaining systems to record education, training and development activities in accordance with agreed procedures. * Evaluation of education, training and development activities. * Encouraging and supporting the research agenda at local and national level. |
| **Reporting Relationship** | The post holder will report to the Director of Regional Centre of Nursing and Midwifery Education. |
| **Purpose of the Post** | The post holder will be involved in planning, developing, co-ordinating, delivering, and evaluating evidence-based, quality-assured education and training programmes for registered nurses and midwives, and other staff categories, as relevant, within the geographical remit of the Centre.  Education and training programmes must be based on the most up-to-date evidence and research, and provide an engaging and challenging forum in which to foster collaborative learning, reflection on practice and innovation. The principles of quality and patient safety, and person-centredness, must underpin and be applied to all programmes. |
| **Principal Duties and Responsibilities** | **Teaching & Learning**   * Participate in conducting learning and development needs identification with registered nurses/midwives within the geographical remit of the Centre. * Plan, design, co-ordinate and deliver a range of education programmes that preserve the integrity of each division of the nurses and midwives’ register. * Plan, design, co-ordinate and deliver education and training programmes for support staff. * Participate in sourcing and evaluating internal and external education and training providers to contribute to programme delivery. * Lead on curriculum development and preparation of programmes for Category 1 approval as needed in line with relevant policy of the Nursing and Midwifery Board of Ireland. * Manage programme bookings, timetabling, programme cancellations etc. in line with departmental policy and procedure. * Participate in the development, co-ordination and delivery of programmes leading to academic award and ensure such programmes comply fully with relevant requirements and standards of professional regulatory and academic awarding bodies. * Plan and manage the assessment process for relevant programmes including invigilation, internal examining, collation of results, organisation of examination boards, submission of approved results to the awarding body, communicating results to learners, overseeing the appeals process etc. in line with relevant requirements and standards of programme validation, and departmental policies and procedures. * Engage in peer review and audit of programmes of education and training, and related services, in line with approved quality assurance policies and procedures. * Engage in regular review of programme content and material as well as and teaching and learning methodologies, to ensure they are up to date and based on the best available evidence and research. * Engage in continuous quality improvement of programmes through programme evaluation and review, development and implementation of programme improvement plans, and monitoring of corrective action taken to address identified deficits. * Monitor the effectiveness of education programmes on service delivery and their impact on professional nursing and midwifery practice. * Identify equipment and other teaching and learning resources required to support the provision of programmes of education and training, and manage the ordering and purchasing process in line with HSE National Financial Regulations. * Participate in the design of on-line and distance learning programmes of education that are responsive to the identified needs of registered nurses and midwives.   **Leadership & Management**   * Build and maintain strong working relationships with nurse/midwife managers, programme facilitators, practice development staff, members of the multidisciplinary team, and other key internal stakeholders, in the organisation, planning, co-ordination and provision of programmes of education and training to meet identified service need. * Work collaboratively with colleagues in other Centre for Nurse Education /Centres of Nursing and Midwifery Education nationally, the Nursing and Midwifery Board of Ireland, Quality and Qualifications Ireland, external examiners, third level institutions, and other key external stakeholders, in the provision of education and training programmes. * Ensure a safe environment and safe work practices in the discharge of duties, including regular risk assessment and identification and implementation of control measures, in accordance with the departmental safety statement and other relevant HSE policies and procedures. * Maintain accurate and contemporaneous records of programmes of education, and related activities, in line with departmental policies and procedures, the requirements and standards of programme validation and approval bodies, and data protection legislation. * Maintain statistical and other data relating to designated areas of responsibility, in line with departmental policies and procedures, and supply quarterly and annual reports to the Director of the Centre of Nursing & Midwifery Education. * Ensure efficient and prudent use of resources, and compliance with HSE National Financial Regulations, in carrying out duties and responsibilities. * Attend meetings and seminars, and serve on working groups and committees, as delegated by the Director of the Centre for Nurse Education / Centre of Nursing & Midwifery Education. * Participate in the supervision and guidance of clerical and support staff assigned to the department. * Actively engage in and promote participative team-based processes in operation in the department. * Lead on the development, review and updating of policies, procedures and guidelines to support the role and function of the Centre for Nurse Education / Centre of Nursing and Midwifery Education * Organise and plan workload and manage time in an efficient and effective manner in order to complete assigned duties and responsibilities within identified timeframes. * Contribute to development of the Centre for Nurse Education / Centre of Nursing & Midwifery Education annual prospectus of programmes of education and training and the departmental service plan.   **Professional**   * Keep informed of emerging developments in the nursing and midwifery profession, nurse and midwife education and the health services in general. * Ensure all programmes of education and training have a quality, patient safety and person-centred focus. * Maintain own knowledge of relevant policies, procedures, regulatory standards, legislation, professional regulatory body programme requirements and standards, and quality assurance standards of awarding bodies, to perform the role effectively. * Maintain confidentiality relating to learner records, with particular reference to personal details and assessment results, and ensure compliance with data protection legislation. * Formally declare to the Centre for Nurse Education / Director of the Centre of Nursing & Midwifery Education, in a timely manner, any conflict of interest relating to the assessment and marking of individual learners so that alternative arrangements can be put in place. * Foster an ethos of research and evidence–based practice across all programmes of education and training. * Adopt a quality enhancement approach to the provision of education and training programmes, and related services. * Take responsibility for own professional development, reflection on practice and continuous performance improvement.   **Other**   * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards and other 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. * Where applicable 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. * Engage in the ONMSD Professional Development Planning Framework for Nurses and Midwives in conjunction with the Director of the centre. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility.   **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. **Professional Qualifications, Experience, etc**   (a) Eligible applicants will be those who on the closing date for the competition:  (i) Are registered, or are eligible for registration, in the Psychiatric Division of the Register of Nurses and Midwives, with the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann) (as appropriate to the setting).  **And**  (ii) Are registered, or are eligible for registration, as a Registered Nurse Tutor with the Nursing and Midwifery Board Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).  **And**  (iii) Have a minimum of three years in the previous five years registration clinical experience as appropriate to the setting at the closing date for receipt of applications for the post.  **And**  (b) Candidates must possess the requisite knowledge, leadership and management ability for the proper discharge of the duties of the office.   1. **Annual registration**   (i) Practitioners must maintain live annual registration in the relevant Division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).  **And**  (ii) Practitioners must confirm annual registration with NMBI to the HSE by way  of the Annual Patient Safety Assurance Certificate (PSAC).  **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.  **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 and Midwifery Board of Ireland)* |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience in teaching and facilitation, as relevant to the role. |
| **Other requirements specific to the post** | Access to appropriate transport as the post will involve frequent travel |
| **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**   * Demonstrate knowledge of emerging professional developments in nursing/midwifery and the wider health service. * Demonstrate knowledge of the organisation and management of continuing education and professional development activities in nursing/midwifery. * Demonstrate knowledge of curriculum design and development and the process of programme approval by the Nursing and Midwifery Board of Ireland. * Demonstrate a working knowledge of the National Framework of Qualifications. * Demonstrate ability to apply education theory to teaching, facilitating, assessing and supporting learners. * Demonstrate knowledge and application of relevant legislation and requirements and standards of professional regulatory and academic awarding bodies.   **Interpersonal and Communication Skills**   * Demonstrate effective interpersonal and communication skills including the ability to transmit information fluently and persuasively in an engaging manner. * Demonstrate ability to build and maintain effective working relationships. * Demonstrate evidence of ability to provide constructive feedback to encourage learning. * Demonstrate evidence of information technology literacy including ability to use email, PowerPoint, excel, database, search engines etc.   **Planning and Organising**   * Demonstrate evidence of organisation and time management skills to meet objectives within agreed timeframes and achieve quality results. * Demonstrate evidence of effective planning and organisation skills including awareness of resource management, co-ordinating and scheduling of activities. * Demonstrate evidence of the ability to plan and organise own workload to meet deadlines and operate effectively with competing priorities and unexpected scenarios. * Demonstrate evidence of ability to budget and ensure effective utilisation of resources.   **Sustained Personal Commitment to Providing a Quality Service**   * Demonstrate evidence of ability to maintain a disciplined and professional level of performance under sustained or situational pressure and to show persistence and flexibility in achieving goals. * Demonstrate evidence of ability to analyse and evaluate information and situations quickly and accurately to solve problems and make decisions. * Demonstrate evidence of a commitment to self-evaluation, reflection and continuous performance improvement.   **Leadership and Teamwork**   * Demonstrate evidence of motivation and an innovative approach to the job in a changing work environment. * Demonstrate evidence of ability to work as a team member and to contribute positively to the development of that team. * Demonstrate evidence of ability to work in a co-operative and collaborative manner with other teams and disciplines. * Demonstrate evidence of ability to lead projects and show initiative in developing new projects. * Demonstrate evidence of ability to effectively chair meetings. |
| **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. | |

**Nurse Tutor Mental Health**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **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 01/08/2025):  €72,339, €73,321, €74,301, €75,285, €76,267, €77,251, €78,228, €79,213, €80,196, €81,177  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.  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-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)