

**Clinical Nurse Manager 2 (Sexual Health Clinic, Sligo)**

**Bainisteoir Altraí Cliniciúla 2**

**Job Specification, Terms & Conditions**

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| **Job Title and Grade** | **Clinical Nurse Manager 2 Sexual Health Clinic, Sligo****Bainisteoir Altraí Cliniciúla 2***(Grade Code: 2119)* |
| **Campaign Reference** | **SLPC2510** |
| **Closing Date** | **Thursday 22nd May 2025 @ 12:00 NOON** |
| **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 in Sligo, South Donegal/Leitrim, West Cavan.A panel may be formed as a result of this campaign for Clinical Nurse Manager 2 from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Contact** | Mr Eddie Ward, Service ManagerTel: (086) 3801152E-mail: eddie.ward@hse.ie  |
| **Details of Service** | Sligo Sexual Health Clinic (SHC) is responsible for the delivery of safe, clinically effective and quality driven Genito-Urinary Medicine (GUM) to key at risk population groups in the North-West - Sligo, Leitrim and West Cavan, Donegal and from other geographic areas. Sligo SHC is a consultant led and supervised model. The clinical lead for the team is a consultant in GUM medicine, who works closely with the Clinical Nurse Manager, and the rest of the team which is comprised of a Staff nurse, sessional Doctors and a Clerical officer.The Operational base for the SHC is located in the St. Columba’s Campus, Clarion Road, Sligo. The Clinical base for the SHC is situated in the Outpatients department at Sligo University Hospital. The clinics operates on a Tuesday and Thursday evening from 5pm to 9pm. (subject to change with service development), at which the team, under the supervision of the GUM Consultant, provide clinical care that includes the screening, diagnosis and management of sexually transmitted infections (STIs). Outside of the clinic hours, the team will carry out a number of key tasks, to include contact tracing, tele consults, making appointments, obtaining, reviewing and contacting patients with their results and arranging treatment if necessary.  |
| **Reporting Relationship** | The post holder will report to the Service Manager for the Sexual Health Service and or other nominated person as relevant to the post / as appropriate.  |
| **Key Working Relationships**  | The post holder will be required to work closely with key stakeholders within CDLMS such as GP’S, Practice nurses and local agencies (statutory and non-statutory) working with key client groups.  |
| **Purpose of the Post**  | To manage the nursing aspects of the Sexual Health Clinic in Sligo.To provide nursing services as part of the Sexual Health Team.To manage the smooth running of outpatient clinics.To liaise with GP’S, hospital doctors and Emergency Department when necessary. |
| **Principal Duties and Responsibilities**  | **Professional /Clinical***The Clinical Nurse Manager 2 will:** Manage patient care to ensure the highest professional standards using an evidence based, care planning approach.
* Be competent in taking a focused sexual health history including relevant past medical and surgical histories.
* Be competent in phlebotomy.
* Educate clients on all aspects of sexual health and avoidance, where possible, of sexual ill-health.
* Work both individually and as part of a team.
* Give leadership to the development of the Sexual Health clinic in Sligo by establishing links with other key stakeholders such as GP’S, Practice nurses and other health agencies working with key client groups to ensure that where appropriate the Sexual Health clinic supports and enhances the work of others in the field of sexual health and becomes a key provider within the network of existing services.
* Acts as the key point of contact for the sexual health clinic in Sligo.
* Promote client autonomy through education and support so the individual is able to make informed choices about their care.
* Ensure effective contact tracing to break the chain of infection.
* Provide a high level of professional and clinical leadership.
* Provide safe, comprehensive nursing care to service users according to the Code of Professional Conduct as laid down by the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and Professional Clinical Guidelines
* Practice nursing according to:
* Professional Clinical Guidelines
* National and Area Health Service Executive (HSE) guidelines.
* Local / national policies, protocols and guidelines
* Current legislation
* Manage own caseload in accordance with the needs of the post.
* Participate in teams / meetings / committees as appropriate, communicating and working in co-operation with other team members.
* Facilitate co-ordination, co-operation and liaison across healthcare teams and programmes.
* Collaborate with service users, and other staff in treatment / care planning and in the provision of support and advice.
* Communicate verbally and / or in writing results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy.
* Plan discharge or transition of the service user between services as appropriate.
* Ensure that service users and others are treated with dignity and respect.
* Maintain nursing records in accordance with local service and professional standards.
* Adhere to and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care.
* Evaluate and manage the implementation of best practice policy and procedures e.g. admission and discharge procedures, control and usage of stocks and equipment, grievance and disciplinary procedures.
* Maintain professional standards in relation to confidentiality, ethics and legislation.
* In consultation with Director of Public Health Nursing or designated Officer and other disciplines, implement and assess quality management programmes.
* Participate in clinical audit as required.
* Initiate and participate in research studies as appropriate.
* Devise and implement Health Promotion Programmes for service users as relevant to the post.
* Operate within the scope of practice - seek advice and assistance from his / her manager with any cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance.

**Health & Safety***The Clinical Nurse Manager 2 will:** Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff e.g. health and safety procedures, emergency procedures.
* Observe, report and take appropriate action on any matter which may be detrimental to staff and/or service user care or well-being / may be inhibiting the efficient provision of care.
* Assist in observing and ensuring implementation and adherence to established policies and procedures e.g. health and safety, infection control, storage and use of controlled drugs etc.
* Ensure completion of incident / near miss forms / clinical risk reporting.
* Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
* Liaise with other relevant staff e.g. CNS infection control Occupational Therapist re appropriateness for procurement.
* Have a working knowledge of the Health Information and Quality Authority Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Education and Training***The Clinical Nurse Manager 2 will:** Engage in continuing professional development by keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and to attend staff study days as considered appropriate.
* Participate in the identification, development and delivery of induction, education, training and development programmes for nursing and non-nursing staff.
* Provide support and supportive supervision to front-line staff where appropriate.
* Engage in performance review processes including personal development planning as appropriate.

**Management***The Clinical Nurse Manager 2 will:** Exercise authority in the running of the SHC in Sligo. The post holder is responsible for the operational and nursing aspects of the service to include, allocation of nursing resources and ensuring all nursing and support staff are competent in the roles they undertake.
* Provide the necessary supervision, co-ordination and deployment of nursing and support staff to ensure the optimum delivery of care in the designated area(s).
* Manage communication at departmental or Unit level and facilitate team building.
* Provide staff leadership and motivation which is conducive to good working relations and work performance.
* Promote a culture that values diversity and respect in the workplace.
* Formulate, implement and evaluate service plans and budgets in co-operation with the wider healthcare team.
* Manage all resources efficiently and effectively within agreed budget.
* Lead on practice development within the clinical area.
* Lead and implement change.
* Promote, facilitate and participate in the development of nursing policies and procedures. Monitor as appropriate and lead on proactive improvement.
* Contribute to the formulation, development and implementation of policies and procedures at area and hospital level.
* Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters.
* Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service and the community.
* Actively participate in the Nursing Management structure by ‘acting up’ when required.
* Maintain all necessary clinical and administrative records and reporting arrangements.
* Engage in IT developments as they apply to service user and service administration.
* Engage in performance reviews of nursing / healthcare staff.

**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 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.**  |
|  | **Each candidate must, at the latest date for receipt of completed applications for the post:****1. Professional Qualifications & Experience*** Be registered in theGeneral Division of the Register of Nurses maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or be entitled to be so registered.

**And*** Have at least 5 years post registration experience (or an aggregate of 5 years fulltime post registration experience) of which 2 years must be in the speciality in sexual health or related area

**And*** Have the clinical, managerial and administrative capacity to properly discharge the functions of the role

**And*** Demonstrate evidence of continuing professional development at the appropriate level

***2. Annual registration*** ***(i)*** On appointment, practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann).  ***And******(ii)*** Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). **3. Age**Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.**4. 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. **5. 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 Community Nursing as relevant to the role. |
| **Other Requirements Specific to the Post** | Access to appropriate transport to fulfil the requirements of the roleParticipate in an on-call rota |
| **Skills, Competencies and/or Knowledge** | **Professional Knowledge & Experience** *The Clinical Nurse Manager 2 will:** Demonstrate practitioner competence and professionalism.
* Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the clinical / designated area.
* Demonstrate the ability to relate nursing research to nursing practice.
* Demonstrate an awareness of HR policies and procedures including disciplinary procedures.
* Demonstrate an awareness of relevant legislation and policy e.g., health and safety, infection control etc.
* Demonstrate a commitment to continuing professional development.
* Demonstrate a willingness to develop IT skills relevant to the role.

**Organisation and Management Skills***The Clinical Nurse Manager 2 will:** Demonstrate the ability to plan and organise effectively.
* Demonstrate the ability to manage deadlines and effectively handle multiple tasks.
* Demonstrate an awareness of resource management and the importance of value for money.
* Demonstrates flexibility and adaptability in their approach to work

**Building and Maintaining Relationships *(including Team Skills and Leadership Potential)****The Clinical Nurse Manager 2 will:** Demonstrate the ability to work on own initiative as well as part of a team
* Adopts a collaborative approach to patient care by co-ordination of care / interventions and interdisciplinary team working.
* Demonstrate strong interpersonal skills including the ability to build and maintain relationships. Fosters good professional work relationships between colleagues
* Demonstrates the ability to lead on clinical practice

**Commitment to providing a Quality Service***The Clinical Nurse Manager 2 will:** Demonstrates a strong commitment to the delivery of quality service.
* Display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect.
* Demonstrates integrity and ethical stance.
* Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change.

**Analysis, Problem Solving and Decision-Making Skills***The Clinical Nurse Manager 2 will:** Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability.
* Shows sound professional judgement in decision-making.
* Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions.
* Uses a range of information sources and knows how to access relevant information to address issues.
* Demonstrate resilience and composure in dealing with situations.

**Communication Skills***The Clinical Nurse Manager 2 will:** Demonstrate strong communication skills - presents written information in a concise, accurate and structured manner.
* Demonstrates the ability to influence others effectively.
* Anticipates and recognises the emotional reactions of others when delivering sensitive messages.
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| **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. 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. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/>  |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commissioners for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, feedback facilities for applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information For Candidates”. Codes of practice are published by the CPSA and are available on [www.careersinhealthcare.ie](http://www.careersinhealthcare.ie) in the document posted with each vacancy entitled “Code of Practice, information for candidates or on [www.cpsa-online.ie](http://www.cpsa-online.ie). |
| **The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.****This job 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.**  |

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**Clinical Nurse Manager 2 Sexual Health**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancies available are permanent/specified purpose and whole time/part-time. The post is pensionable. A panel will be created from which permanent and specified purpose vacancies of full or part time duration will 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 Appointment) Act 2004. |
| **Remuneration**  | The Salary Scale (as at 01/03/2025) for the post is:€ 60,854 61,862 62,715 64,106 65,644 67,154 68,664 70,364 71,943 74,658 76,897 LSI |
| **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 this post is to be confirmed at job offer 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 |
| **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.For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/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. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)