



**Clinical Nurse Manager 1, Occupational Health  
Job Specification & Terms and Conditions**

<b>Job Title, Grade Code</b>	<b>Clinical Nurse Manager 1, Occupational Health</b> (Grade Code: 2127)
<b>Campaign Reference</b>	NRS14405
<b>Closing Date</b>	<b>12:00 noon Monday 29<sup>th</sup> July 2024</b>
<b>Proposed Interview Date (s)</b>	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
<b>Taking up Appointment</b>	A start date will be indicated at job offer stage.
<b>Location of Post</b>	There is currently one permanent whole-time vacancy available in the Occupational Health Department Dublin West to be based in Dr Steevens Hospital, Dublin 8.  A panel may be formed as a result of this campaign for <b>Occupational Health Services, Workplace Health &amp; Wellbeing Unit, National HR</b> from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
<b>Informal Enquiries</b>	Edel McCall, Acting Clinical Nurse Manager 3, Workplace Health & Wellbeing Unit <b>Email:</b> <a href="mailto:Edel.McCall@hse.ie">Edel.McCall@hse.ie</a> <b>Tel:</b> 01 6352789
<b>Details of Service</b>	<p>The Workplace Health and Wellbeing Unit was set up in 2016 within the Human Resources Directorate to achieve the following:</p> <ul style="list-style-type: none"> <li>• To provide services to prevent staff becoming ill or injured at work - this is led through the Occupational Health Services and the National Health and Safety Function.</li> <li>• To actively promote health and well-being in the workplace through the Occupational Health Services and Human Resources portfolios.</li> <li>• To maximise staff access to timely rehabilitation services through Occupational Health Services and Human Resources portfolios and internal and external rehabilitation services</li> <li>• To proactively and reactively manage work-related stress and other complex organisational, psychological factors that can arise in the workplace through the Organisational Health Department.</li> </ul> <p>Occupational Health Services are provided nationally via a hub and spoke model. Each hub team is led by an Occupational Health Physician and supported by Occupational Health Nurses and administrative staff.</p> <p><b>Model of Care</b> The Model of Care used by the Workplace Health &amp; Wellbeing Unit is to deliver services at local level and supported them with a central governance unit. The local services are delivered via a hub and spoke model, with locations defined by geographical area or service delivery unit. Each hub includes Occupational Health Physician services, Occupational Health nursing services, Staff Health &amp; Safety, Employee Assistance Programmes, Critical Incident Stress Management, Rehabilitation Services, Health Promotion and other appropriate supports.</p>

	<p>The Model of Care is based on the following principles:</p> <ol style="list-style-type: none"> <li>1. Prevention – to prevent ill health caused or exacerbated by work</li> <li>2. Timely intervention – to enable accessible and early treatment for the main causes absence due to ill health</li> <li>3. Rehabilitation – to help staff stay at work or accommodate their return to work after illness</li> <li>4. Health Assessment - to help manage attendance, reasonable accommodation, ill health retirement and related matters</li> <li>5. Promotion of health and well-being – using the workplace as a means to improve the health and general well-being of staff</li> <li>6. Teaching and training – encouraging staff and managers to support the health and well-being of staff</li> </ol>
<b>Reporting Relationship</b>	The post holder will report to the CNM3 Occupational Health or delegated Senior Nursing staff member on duty.
<b>Key Working Relationships</b>	<ul style="list-style-type: none"> <li>• Nursing Management eg CNM3/ADON/DON</li> <li>• Occupational Health Physician's</li> </ul>
<b>Purpose of the Post</b>	<p>To be responsible for the provision of Occupational Health services and advice to managers and staff based on the HSE Occupational Health Service Standards.</p> <p>The primary role of the Clinical Nurse Manager 1 (CNM 1) will be one of clinical and professional leadership and development in the nursing team, including the development of nursing staff by means of in-service training, orientation of new staff and arranging for clinical experience and supervision of student nurses, where this is appropriate.</p>
<b>Principal Duties and Responsibilities</b>	<p><b>Professional / Clinical</b> The Clinical Nurse Manager 1, Occupational Health will:</p> <ul style="list-style-type: none"> <li>• Be responsible for the co-ordination, assessment, planning, implementation, and review of care for service users, according to Occupational Health service standards.</li> <li>• 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.</li> <li>• Practice nursing according to: <ul style="list-style-type: none"> <li>○ Professional Clinical Guidelines</li> <li>○ National and Area Health Service Executive (HSE) guidelines</li> <li>○ Local policies, protocols and guidelines</li> <li>○ Current legislation</li> </ul> </li> <li>• Manage own caseload in accordance with the needs of the post.</li> <li>• Encourage evidence-based practice, using a care planning approach to nursing care.</li> <li>• Participate in teams as appropriate, communicating and working in co-operation with other team members.</li> <li>• Collaborate with service users and other staff in treatment / care planning and in the provision of support and advice.</li> <li>• 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.</li> <li>• Provide risk based pre-employment and pre-placement screening in accordance with guidelines including assessments for exposure prone procedures and TB risk.</li> <li>• Provide a comprehensive immune status evaluation and vaccination programme, based on risk assessment and in accordance with relevant legislation and be able to perform venepuncture.</li> <li>• Administer immunisations under medication protocols.</li> <li>• Provide a comprehensive health surveillance programme based on risk assessment and in accordance with relevant legislation and guidelines.</li> </ul>

- Provide follow-up management of workplace injuries as appropriate and in adherence with local and national policy/guidance e.g. occupational blood exposures.
- Plan discharge or transition of the service user between services, as appropriate.
- With OHS interdisciplinary involvement, conduct health assessments of healthcare workers to ascertain fitness for work
- Provide risk assessment and evidence based advice on any adaptations that may be required for healthcare workers.
- Make appropriate assessment and use of Universal Standard Precautions and in line with HSE policy.
- Work collaboratively with Infection Prevention and Control teams.
- Support the management of exposures to infectious diseases in the workplace.
- Ensure accurate use of specialist equipment provided within the Occupational Health Department.
- Assist in providing staff leadership and motivation, which is conducive to good staff relations and work performance.
- Ensure that service users and others are treated with dignity and respect.
- Maintain nursing records in accordance with local service and professional standards.
- Contribute to the development and maintenance of nursing standards, protocols and guidelines, consistent with the highest standards of patient care.
- Maintain professional standards in relation to confidentiality, ethics and legislation.
- In consultation with senior nursing grades and other disciplines, implement and assess quality management programmes.
- Participate in clinical audit, as required.
- Devise and implement Health Promotion Programmes for service users as relevant to the post.
- Lead and implement change, with particular reference to recommendations of the Commission on Nursing and the Health Service reform programme.
- Operate within the NMBI Scope of Practice Framework - 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.
- Support the implementation of the Occupational Health Nursing Strategy 2020-2024

### **Health and Safety**

The Clinical Nurse Manager 1, Occupational Health will:

- Play a central role in maintaining a safe environment for service users, staff and visitors e.g. by contributing to risk assessment.
- 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.
- Observe, report and take appropriate action on any matter which may be detrimental to service user care or wellbeing or may inhibit the efficient provision of care.
- Adequately identify, assess, manage and monitor risk within their area of responsibility.
- Ensure completion of incident / near miss forms.
- Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
- 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.

	<p><b>Education and Training</b></p> <p>The Clinical Nurse Manager 1, Occupational Health will:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Provide a high level of professional and clinical leadership.</li> <li>• Provide supervision and assist in the development of knowledge, skills and attitudes of staff and assigned students, where appropriate</li> <li>• Be familiar with the curriculum training programme for student nurses and be aware of the clinical experience required to meet the needs of the programme, where appropriate</li> <li>• Participate in the assessment of student nurse proficiency in clinical nursing skills as part of his/her role as preceptor, where appropriate.</li> <li>• Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.</li> <li>• Engage in performance achievement processes, professional development plan goals including personal development planning, as appropriate.</li> </ul> <p><b>Personnel / Administrative</b></p> <p>The Clinical Nurse Manager 1, Occupational Health will:</p> <ul style="list-style-type: none"> <li>• Collaborate with the Senior Nursing Management in preparing, implementing and evaluating budget and service plans for the clinical area.</li> <li>• Co-operate in managing all resources efficiently.</li> <li>• Promote a culture that values diversity and respect in the workplace.</li> <li>• Assist in maintaining the necessary clinical and administrative records and reporting arrangements / contribute to quality assurance by assisting in data collection.</li> <li>• Ensure that clinical equipment is maintained to an appropriate standard.</li> <li>• Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters.</li> <li>• Participate actively in the Nursing Management structure by 'acting up' when required.</li> <li>• Engage in IT developments as they apply to service user and service administration.</li> <li>• Provide an efficient, effective and high quality service, respecting the needs of service user</li> <li>• Effectively manage time and caseload in order to meet changing and developing service needs</li> <li>• Continually monitor the service to ensure it reflects current needs.</li> <li>• Implement and manage identified changes.</li> <li>• Adequately identifies, assesses, manages and monitors risk within their area of responsibility.</li> <li>• Ensure that confidentiality in relation to patient records is maintained.</li> <li>• Maintain accurate and contemporaneous records and data on all matters pertaining to the planning, management, delivery and evaluation of care and ensure that this service is in line with HSE requirements.</li> </ul> <p><b>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.</b></p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/ or experience</b></p>	<p><b>Candidates must have at the latest date of application:</b></p> <p><b>1. <u>Statutory Registration, Professional Qualifications, Experience, etc</u></b></p>

	<p>(i) Are registered in the General Division of the Register of Nurses &amp; Midwives maintained by the Nursing and Midwifery Board of Ireland (NMBI) (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.</p> <p style="text-align: center;"><b>And</b></p> <p>(ii) Have at least 3 years post registration fulltime experience (or an aggregate of 3 years post registration full time experience) of which 1 year post registration full time experience (or an aggregate of 1 years post registration full time experience) must be in the speciality or related area of Occupational Health</p> <p style="text-align: center;"><b>And</b></p> <p>(iii) Have the clinical, managerial and administrative capacity to properly discharge the functions of the role</p> <p style="text-align: center;"><b>And</b></p> <p>(iv) Candidates must demonstrate evidence of Continuing Professional Development.</p> <p><b>2. Annual registration</b></p> <p>(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).</p> <p style="text-align: center;"><b>And</b></p> <p>(ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p><b>Health</b> 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.</p> <p><b>Character</b> Each candidate for and any person holding the office must be of good character.</p>
<b>Post Specific Requirements</b>	Demonstrate your depth and breadth of experience in Occupational Health nursing as relevant to the role
<b>Other requirements specific to the post</b>	<ul style="list-style-type: none"> <li>• The post holder will be required to undertake mandatory training as required of the role</li> <li>• Access to appropriate transport to fulfil the requirement of the role.</li> </ul>
<b>Skills, competencies and/or knowledge</b>	<p><b>Professional Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrate practitioner competence and professionalism.</li> <li>• Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the area of occupational health.</li> <li>• Demonstrate the ability to relate occupational health nursing research to nursing practice.</li> <li>• Demonstrate an awareness of HR policies and procedures including disciplinary procedures.</li> <li>• Demonstrate an awareness of relevant legislation and policy e.g., health and safety, infection control etc.</li> <li>• Demonstrate a commitment to continuing professional development.</li> <li>• Demonstrate a willingness to develop IT skills relevant to the role.</li> </ul> <p><b>Organisation and Management Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrate the ability to plan and organise effectively.</li> <li>• Demonstrate the ability to manage deadlines and effectively handle multiple tasks.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate an awareness of resource management and the importance of value for money.</li> <li>• Demonstrates flexibility and adaptability in their approach to work</li> </ul> <p><b>Building and Maintaining Relationships (<i>including Team Skills and Leadership Potential</i>)</b></p> <ul style="list-style-type: none"> <li>• Demonstrate the ability to work on own initiative as well as part of a team</li> <li>• Adopts a collaborative approach to provision of care by co-ordination of care / interventions and interdisciplinary team working.</li> <li>• Demonstrate strong interpersonal skills including the ability to build and maintain relationships. Fosters good professional work relationships between colleagues</li> <li>• Demonstrates the ability to lead on clinical practice</li> </ul> <p><b>Commitment to providing a Quality Service</b></p> <ul style="list-style-type: none"> <li>• Demonstrates a strong commitment to the delivery of quality service.</li> <li>• Display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect.</li> <li>• Demonstrates integrity and ethical stance.</li> <li>• Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change.</li> </ul> <p><b>Analysis, Problem Solving and Decision-Making Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability.</li> <li>• Shows sound professional judgement in decision-making.</li> <li>• Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions.</li> <li>• Uses a range of information sources and knows how to access relevant information to address issues.</li> <li>• Demonstrate resilience and composure in dealing with situations.</li> </ul> <p><b>Communication Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrate strong communication skills - presents written information in a concise, accurate and structured manner.</li> <li>• Demonstrates the ability to influence others effectively.</li> <li>• Anticipates and recognises the emotional reactions of others when delivering sensitive messages.</li> </ul>
<p><b>Campaign Specific Selection Process</b></p> <p><b>Ranking/Shortlisting / Interview</b></p>	<p>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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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.</p>
<p><b>Diversity, Equality and Inclusion</b></p>	<p>The HSE is an equal opportunities employer.</p> <p>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</p>

	<p>different perspectives. Ultimately this will result in improved service user and employee experience.</p> <p>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.</p> <p>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.</p> <p>For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <a href="https://www.hse.ie/eng/staff/resources/diversity/">https://www.hse.ie/eng/staff/resources/diversity/</a></p>
<b>Code of Practice</b>	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should 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.</p> <p>The CPSA Code of Practice can be accessed via <a href="https://www.cpsa.ie/">https://www.cpsa.ie/</a>.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.</p> <p>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.</p>	

**Clinical Nurse Manager 1, Occupational Health  
Terms and Conditions of Employment**

<b>Tenure</b>	<p>The current vacancy available is <b>permanent</b> and <b>whole time</b>.</p> <p>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.</p> <p>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.</p>
<b>Remuneration</b>	<p>The Salary scale for the post is: (as at 01/06/2024)</p> <p>€54,437 - €55,424 - €56,817 - €58,234 - €59,642 - €61,059 - €62,638 - €64,109 LSI</p> <p>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.</p>
<b>Working Week</b>	<p>The standard working week applying to the post is to be confirmed at Job Offer stage.</p>
<b>Annual Leave</b>	<p>The annual leave associated with the post will be confirmed at Contracting stage.</p>
<b>Superannuation</b>	<p>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 01<sup>st</sup> 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 31<sup>st</sup> December 2004</p>
<b>Age</b>	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><b>* <i>Public Servants not affected by this legislation:</i></b> 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.</p> <p>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.</p>
<b>Probation</b>	<p>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.</p>
<b>Protection of Children Guidance and Legislation</b>	<p>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.</p> <p>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.</p>



	For further information, guidance and resources please visit: <a href="#">HSE Children First webpage</a> .
<b>Infection Control</b>	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.
<b>Health &amp; Safety</b>	<p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Developing a SSSS for the department/service<sup>1</sup>, 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.</li> <li>• 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.</li> <li>• Consulting and communicating with staff and safety representatives on OSH matters.</li> <li>• 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.</li> <li>• Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures<sup>2</sup>.</li> <li>• Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.</li> <li>• Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.</li> </ul> <p><b>Note:</b> Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

<sup>1</sup>A template SSSS and guidelines are available on [writing your site or service safety statement](#).

<sup>2</sup> Structures and processes for effective [incident management](#) and review of incidents.