**Clinical Nurse Manager 2, Ophthalmology - Intravitreal Injection**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Clinical Nurse Manager 2, Ophthalmology - Intravitreal Injection    (Grade Code: 2119) |
| **Remuneration** | The salary scale for the post as of **01/08/2025** is:  61,463 62,481 63,342 64,747 66,300 67,826 69,351 71,068 72,662 75,405 **77,666 LSI**  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. |
| **Campaign Reference** | G11040 |
| **Closing Date** | 10am on Tuesday 30th September via Rezoomo only |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week’s 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** | Galway University Hospitals, HSE West & North West Health Region  There is currently one specified purpose whole-time vacancy available in Galway University Hospitals  A panel may be formed as a result of this campaign for Galway University Hospitals  from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | We welcome enquiries about the role.  Contact Ms. Edel Kelly, Assistant Director of Nursing, University Hospital Galway, [edel.kelly2@hse.ie](mailto:edel.kelly2@hse.ie) for further information about the role. |
| **Details of Service** | The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.  The region comprises of 7 hospitals across 8 sites:   * Letterkenny University Hospital (LUH) * Mayo University Hospital (MUH) * Portiuncula University Hospital (PUH) * Roscommon University Hospital (RUH) * Sligo University Hospital (SUH) incorporating Our Lady’s Hospital Manorhamilton (OLHM) * Galway University Hospitals (GUH) incorporating University Hospital Galway (UHG) and Merlin Park University Hospital   The region’s Academic Partner is University of Galway.  The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff  **Vision**  Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.  **Guiding Principles**  Care – Compassion – Trust – Learning  Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:   * Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population. * Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity. * Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners.   Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Mission Statement** | Patients are at the heart of everything we do. Our Mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.  **OUR GUIDING VALUES**  **Respect** - We are an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more.  **Compassion** - we treat patients and family members with dignity, sensitivity and empathy.  **Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity.  **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research.  **Learning** - we nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential.  **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions.  **Team working** – we engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | The post holder reports to and is professionally accountable to:   * The Director of Nursing/ADON/Clinical Nurse Manager 3.   The post holder is clinically accountable to:   * Consultant Ophthalmologist and wider Ophthalmology team. |
| **Key Working Relationships** | Patients/Service Users  Clinically – Multi-Disciplinary Team  Director/Assistant Director of Nursing/Clinical Nurse Manager 3  Senior nurses within health service  Nursing and Midwifery Board of Ireland  Higher Education Institution  May include client/patient interest groups  Nursing and Midwifery Planning and Development Unit  Community Hubs |
| **Purpose of the Post** | The overall purpose of the Clinical Nurse Manager 2 Intravitreal Injection is to improve the healthcare experience and journey of patients diagnosed with Ophthalmological conditions who are referred though agreed care pathways for assessment, treatment, review and follow-up.  The post of Clinical Nurse Manager 2 Intravitreal Injection has a key role in service planning, co-ordinating, and managing Intravitreal Injection service activity and resources within the clinical area. The main responsibilities are: quality assurance, resource management, staffing and staff development, practice development, facilitating communication and professional / clinical leadership.  The Clinical Nurse Manager 2 Intravitreal Injection post will have responsibilities to include the delivery of a varied range of nurse-led ophthalmic services in collaboration with the wider Ophthalmology team.  The Clinical Nurse Manager 2 Intravitreal Injection will have an integral role in caring for persons requiring Intravitreal injection procedures in accordance with collaboratively agreed PPPGs.  The post holder will be expected to utilise a person-centred approach in the delivery of nurse-led services whilst demonstrating expert knowledge and skills in the clinical settings and contributing to own professional and clinical development and the wider development of the service under the clinical governance and guidance of the Ophthalmology Consultant.  A formal requirement for this Clinical Nurse Manager 2 Intravitreal Injection role will include having already attained OR the provision of a formal commitment by the post holder in relation to attaining advanced skills, knowledge and competence in relation to the administration of Intravitreal treatments.  A formal and recognised pathway will be required. Skills, knowledge and competency attainment include, but are not limited to: intravitreal injection delivery. The commitment will include the Clinical Nurse Manager 2 Intravitreal Injection agreeing with support to complete competences within an agreed timeframe in collaboration with Ophthalmology Consultant and Assistant Director of Nursing / Clinical Nurse Manager 3.  The Clinical Nurse Manager 2 Intravitreal Injection will maintain a high standard of professional behaviour and be accountable for own practice in accordance with NMBI guidance and other relevant HSE PPPGs. The Clinical Nurse Manager 2 Intravitreal Injection will lead in collaboration with the team in the development of a specific PPPG to support the Intravitreal Injection and wider Ophthalmology service.  The caseload for the Clinical Nurse Manager 2 Intravitreal Injection includes: Adult Patients who are referred to the Clinical Nurse Manager 2 through formal agreed pathways of care. |
| **Principal Duties and Responsibilities** | * The post holder will support the principle that care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree * Maintain awareness of the primacy of the patient in relation to all hospital activities. * Performance management systems are part of the role and you will be required to participate in the hospital performance management programme   **Clinical Focus**  The Clinical Nurse Manager 2 Intravitreal Injection will have a strong patient focus whereby the specialty defines itself as nursing and subscribes to the overall purpose, functions and ethical standards of nursing. The clinical practice role may be divided into direct and indirect care. Direct care comprises the assessment, planning, delivery and evaluation of care to the patient, family and/or carer. Indirect care relates to activities that influence and support the provision of direct care.  **Direct Care**  The Clinical Nurse Manager 2 Intravitreal Injection will:   * Provide a specialist nursing service for patients requiring Intravitreal Injection and require support and treatment through the continuum of care and are referred to the service through agreed pathways. * Undertake comprehensive patient assessment to include physical, psychological, social and spiritual elements of care using best evidence to inform care and practice. * Use the outcomes of patient assessment to develop and implement plans of care/case management in conjunction with the Consultant Ophthalmologist and team/Nursing, Community Ophthalmic Physicians (COPs) and other relevant multi-disciplinary team (MDT) inclusive of the patient, family and/or carer as appropriate. * Be skilled and knowledgeable in relation to treatment options, particularly focusing on holistic care. * Be skilled and competent in the delivery of Intravitreal Injections using collaboratively agreed treatment protocols OR willing to undertake recognised training to attain competency. * Monitor and evaluate the patient’s response to treatment and amend the plan of care accordingly in conjunction with the Ophthalmology Team, patient, family and/or carer as appropriate. * Lead, in collaboration with key stakeholders, in relation to the development and agreement of nursing PPPGs for Intravitreal Injection service, based on best evidence. * Contribute to and collaborate with relevant key stakeholders in the development of competency pathways for nursing Intravitreal Injection service. * Make alterations in the management of patient’s condition in collaboration with the MDT and the patient in line with agreed pathways and policies, procedures, protocols and guidelines (PPPG’s). * Work within scope of nursing practice (NMBI 2015) maintaining safe and effective practice and take measures to develop and maintain the competence necessary for professional practice. * Accept appropriate and direct referrals from Ophthalmology Consultant / Ophthalmology team as collaboratively agreed via referral pathways and service cohort criteria. * Co-ordinate patient follow-up. * Maintain patient and practice confidentiality at all times. * Use the agreed electronic patient record (Medisoft) to maintain patient records and communication process. Also work with hospital systems already established for example IPMS. * Communicate with patients, family and /or carer as appropriate, to assess patient’s needs and provide relevant support, information, education, advice and counselling as required. * Where appropriate work collaboratively with MDT colleagues across Primary and Secondary Care to provide a seamless service delivery to the patient, family and/or carer as appropriate. * Participate in medication reconciliation taking cognisance of poly-pharmacy and support medical and pharmacy staff with medication reviews and medication management. * Identify and promote specific symptom management strategies as well as the identification of triggers which may cause exacerbation of symptoms. Provide patients with appropriate self-management strategies and escalation pathways. * Manage nurse led clinics with MDT input. * Identify health promotion priorities for the patient, family and/or carer and support patient self-care in line with best evidence. This will include the provision of educational and health promotion material which is comprehensive, easy to understand and meets patients’ needs.   **Indirect Care**  The Clinical Nurse Manager 2 Intravitreal Injection service will:   * Identify and agree appropriate referral pathways for patients requiring Intravitreal injections in collaboration and agreement with Ophthalmology Consultant. * Participate in case review with Consultants and Nurses in the Ophthalmology service and MDT colleagues across the regional service. * Use a case management approach to patients with complex needs in collaboration with MDT in both Primary and Secondary Care as appropriate. * Take a proactive role in the formulation and provision of evidence based PPPGs/nursing competency documents relating to ophthalmic care. * Take a lead role in ensuring the service for patients is in line with best practice guidelines and the Safer Better Healthcare Standards (HIQA, 2012). * Attend Ophthalmic Speciality Team meetings to update the team on any developments and highlight any relevant issues- activities that influence and support the provision of direct care. * Lead out on co-ordination and management of Intravitreal injection procedures in accordance with collaboratively agreed PPPGs. * Lead out on co-ordination and management of Ophthalmic treatment rooms (In patient or Outpatient as required) This will include compliance with relevant Decontamination Standards and representation as required at the decontamination Steering Group meetings.   **Patient/Client Advocate**  The Clinical Nurse Manager 2 Intravitreal Injection service will:   * Communicate, negotiate and represent patient’s family and/or carer values and decisions in relation to their condition in collaboration with MDT colleagues in both Primary and Secondary Care as appropriate. * Develop and support the concept of advocacy, particularly in relation to patient participation in decision making, thereby enabling informed choice of treatment options. * Respect and maintain the privacy, dignity and confidentiality of the patient, family and/or carer. * Establish, maintain, and improve procedures for collaboration and cooperation between Acute Services, Community Service (COPs) Primary Care and Voluntary Organisations as appropriate. * Proactively challenge any interaction which fails to deliver a quality service to patients and provide an appropriate action orientated solution, working in collaboration with the patient and the Ophthalmology Team and DON/ADON/CNM3.   **Education & Training:**  The Clinical Nurse Manager 2 Intravitreal Injection will:   * Maintain clinical nursing competence in patient management within nursing/midwifery, keeping up to date with relevant research to ensure the implementation of evidence-based practice. * Provide the patient, family and/or carer with appropriate information and other supportive interventions to increase their knowledge, skill and confidence in managing their own condition. * Contribute to the design, development and implementation of education programmes and resources for the patient, family and/or carer thus empowering them to self-manage their condition. * Provide mentorship and preceptorship for nursing colleagues as appropriate. * Participate in training programmes for nursing/midwifery, MDT colleagues and key stakeholders as appropriate. * Create exchange of learning opportunities within the MDT in relation to evidence based ophthalmic care delivery through journal clubs, conferences etc. * Develop and maintain links with Regional Centres for Nursing & Midwifery Education (RCNMEs), the Nursing and Midwifery Planning and Development Units (NMPDUs) and relevant third level Higher Education Institutes (HEIs) in the design, development and delivery of educational programmes in patient care. * Be responsible for addressing own continuing professional development needs   **Audit & Research:**  The Clinical Nurse Manager 2 Intravitreal Injection will:   * Establish and maintain a register of patients to include assessment, treatment and outcome. * Maintain a record of clinically relevant data aligned to National Key Performance Indicators (KPI’s) as directed and advised by the DON/ADON/Clinical Team. * Identify, initiate and conduct nursing and MDT audit and research projects relevant to the area of practice. * Identify, critically analyse, disseminate and integrate best evidence relating to the area of practice. * Contribute to nursing research on all aspects of patient care. * Use the outcomes of audit to improve service provision. * Contribute to service planning and budgetary processes through use of audit data and specialist knowledge. * Monitor, access, utilise and disseminate current relevant research to advise and ensure the provision of informed evidence-based practice   ***Audit expected outcomes including:***   * Collate data KPIs relevant to the service for example waiting list times, Patient experience times etc. * The development of Action Plans to address KPI targets. * Driving and promoting a Performance Management culture. * Evaluate audit results and research findings to identify areas for quality improvement in collaboration with nursing management and MDT colleagues (Primary and Secondary Care).   **Consultant:**  The Clinical Nurse Manager 2 Intravitreal Injection will:   * Provide leadership in clinical practice and act as a resource and role model for specialist practice. * Generate and contribute to the development of clinical standards and guidelines and support implementation. * Use specialist knowledge to support and enhance generalist nursing practice. * Develop collaborative working relationships with local/national Ophthalmic Clinical Nurse Specialist’s/Registered Advanced Nurse/Midwife Practitioner/MDT colleagues as appropriate, developing person centred care pathways to promote the integrated model of care delivery. * With the support of the Director of Nursing / Ophthalmology team, attend integrated care planning meetings as required. * Where appropriate develop and maintain relationships with specialist services in voluntary organisations which support patients in the community. * Liaise with other health service providers in the development and on-going delivery of the National Clinical Programme for Ophthalmology model of care.   **Management/Administration:**  The Clinical Nurse Manager 2 Intravitreal Injection will:   * Provide an efficient, effective and high-quality service, respecting the needs of each patient, family and/or carer. * Effectively manage time and caseload in order to meet changing and developing service needs. * Continually monitor the service to ensure it reflects current needs. * Implement and manage identified changes. * Ensure that confidentiality in relation to patient records is maintained. * Represent the specialist service at local, national and international fora as required. * 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. * Contribute to the service planning process as appropriate and as directed by the DoN. * 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. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Quality, Risk and Safety Responsibilities**  It is the responsibility of all staff to:   * Participate and cooperate with legislative and regulatory requirements with regard to quality, risk and safety * Participate and cooperate with local quality, risk and safety initiatives as required * Participate and cooperate with internal and external evaluations of the organisation’s structures, services and processes as required, including but not limited to, The National Hygiene Audit, National Decontamination Audit, Health and Safety Audits and other audits specified by the HSE or other regulatory authorities * Initiate, support and implement quality improvement initiatives in their area which are in keeping with local organisational quality, risk and safety requirements * Contribute to the development of PPPGs and safe professional practice and adhere to relevant legislation, regulations and standards * Comply with Health Service Executive (HSE) Complaints Policy * Ensure completion of incident/near miss forms and clinical risk reporting * Adhere to department policies in relation to the care and safety of any equipment supplied and used to carry out the responsibilities of the role of Ophthalmic Clinical Nurse Specialist (Medical Retinal)   **KPI’s**   * The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets. * The development of Action Plans to address KPI targets. * Driving and promoting a Performance Management culture. * In conjunction with line manager assist in the development of a Performance Management system for your profession. * The management and delivery of KPIs as a routine and core business objective.   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:**   * Employees must attend fire lectures periodically and must observe fire orders. * All accidents within the Department must be reported immediately. * Infection Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. * The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. * The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:   + Continuous Quality Improvement Initiatives   + Document Control Information Management Systems   + Risk Management Strategy and Policies   + Hygiene Related Policies, Procedures and Standards   + Decontamination Code of Practice   + Infection Control Policies   + Safety Statement, Health & Safety Policies and Fire Procedure   + Data Protection and confidentiality Policies * The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Region’s Risk Management Incident/Near miss reporting Policies and Procedures. * The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. * The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. * The post holders’ responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. * The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. * The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. * The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. * It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.   **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 on the closing date:  **Statutory Registration, Professional Qualifications, Experience, etc**  (a) Eligible applicants will be those who on the closing date for the competition:  (i) Are registered in the relevant division of the Register of Nurses & Midwives  maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord  Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.  **AND**  (ii) Have at least 5 years post registration experience (or an aggregrate of 5 years  fulltime post registration experience) of which 2 years must be in the speciality  or related area.  **AND**  (iii) Have the clinical, managerial and administrative capacity to properly discharge  the functions of the role.  **AND**  (iv) Candidates must demonstrate evidence of continuous professional development.  **AND**  (b) Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the  functions of the role.  **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).  **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. |
| **Post Specific Requirements** | * Demonstrate depth and breadth of post registration nursing experience in the area of Ophthalmic nursing, as relevant to the role. * Demonstrate specific knowledge and skills in relation to the specialist area of Ophthalmology service, emphasis on the administration and practice of Intravitreal Injection treatments.   OR   * Formally agree to undertake, within an agreed timeframe, a recognised Intravitreal injection education course and competency development and attainment. |
| **Other requirements specific to the post** | * The Post holder must have access to transport as post may involve travel to community ophthalmic clinics. * A flexible approach to working hours is required in order to ensure safe service delivery |
| **Skills, competencies and/or knowledge** | **Professional Knowledge**  The Clinical Nurse Manager 2 Intravitreal Injection will:   * Practice in accordance with relevant legislation and with regard to The Scope of Nursing & Midwifery Practice Framework (Nursing and Midwifery Board of Ireland, 2015) and the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (Nursing and Midwifery Board of Ireland, 2021). * Maintain a high standard of professional behaviour and be professionally accountable for actions/omissions. Take measures to develop and maintain the competences required for professional practice. * Adhere to the Nursing & Midwifery values of Care, Compassion and Commitment (DoH, 2016) * Adhere to national, regional and local HSE PPPGs * Adhere to relevant legislation and regulation * Adhere to appropriate lines of authority within the nurse/midwife management structure.   The Clinical Nurse Manager 2 Intravitreal Injection will demonstrate:   * In-depth knowledge of the role of Clinical Nurse Manager 2 Intravitreal Injection and the wider Ophthalmology Nursing Field. * In-depth knowledge of the pathophysiology of the eye, normal and abnormal. * The ability to undertake a comprehensive assessment of the patient with ophthalmic conditions, including taking an accurate history of their presenting ophthalmic condition and presenting problem. * The ability to support clinical decision making and the patients’ self- management planning. * The ability to formulate a plan of care based on findings and evidence based standards of care and practice guidelines. * The ability to follow up and evaluate a plan of care. * Knowledge of health promotion principles/coaching/self-management strategies that will enable people to take greater control over decisions and actions that affect their health and wellbeing. * An understanding of the principles of clinical governance and risk management as they apply directly to Clinical Nurse Manager 2 Intravitreal Injection role and the wider health service. * Evidence of teaching in the clinical area. * A working knowledge of audit and research processes. * Evidence of computer skills including use of Microsoft Word, Excel, E-mail, PowerPoint and also knowledge of Virtual Platforms and application in practice. * Evidence of knowledge of the Medisoft electronic patient system and application in practice.   **Communication and Interpersonal Skills**   * Effective communication skills * Ability to build and maintain relationships particularly in the context of MDT working * Ability to present information in a clear and concise manner * Ability to manage groups through the learning process * Ability to provide constructive feedback to encourage future learning * Effective presentation skills.   **Organisation and Management Skills**   * Evidence of effective organisational skills including awareness of appropriate resource management * Ability to attain designated targets, manage deadlines and multiple tasks * Ability to be self-directed, work on own initiative * A willingness to be flexible in response to changing local/organisational requirements.   **Building & Maintaining Relationships including Team and Leadership Skills**   * Leadership, change management and team management skills including the ability to work with MDT colleagues.   **Commitment to providing a quality service**   * Awareness and respect for the patient’s views in relation to their care * Evidence of providing quality improvement programmes * Evidence of conducting audit * Evidence of motivation by ongoing professional development.   **Analysing and Decision Making**   * Effective analytical, problem solving and decision-making skills |
| **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. | |

**Clinical Nurse Manager 2, Ophthalmology - Intravitreal Injection**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is temporary 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. |
| **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. All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998. Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities.  You should check if you are 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. |

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)