**candidate Clinical Nurse Specialist (Haematology)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **candidate Clinical Nurse Specialist (Haematology)** **(Grade Code 2697 )**  |
| **Remuneration** | The salary scale for the post (as at 01/03/2025) is: €56,081; €57,098; €58,533; €59,992; €61,443; €62,903; €64,529; €66,045 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 Agency |
| **Campaign Reference** | L8269 |
| **Closing Date** | 4pm on Friday 26th September 2025. |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Letterkenny University Hospital. HSE West & North West Region.Initial vacancy is permanent 0.5 wte within Haematology Services, Letterkenny University Hospital.A panel may be formed as a result of this campaign for **candidate Clinical Nurse Specialist (Haematology)** 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. **Ms Siobhan Kelly, Assistant Director of Nursing/SM.** **Email** **Siobhan.kellylgh@hse.ie****Tel:** Mob: : 087 4006747.  |
| **Details of Service** | Asafe quality service is the foundation on which haematology/oncology care is provided to patients in Letterkenny University Hospital. There are two strands to Haematology nursing care – patient who present with malignant and non-malignant conditions. Treatments for haematological malignancies can vary significantly in intensity from surveillance, through outpatient chemotherapy and immunotherapy, to complex inpatient therapy up to the level of allogeneic stem cell transplantation. Both non-malignant and malignant diagnosis receive intervention and treatments.The existing service in Letterkenny University Hospital includes 1 wte RANP,and 1.5 wte CNS Haematology working alongside three Consultant Haematologists. The provision of care includes a holistic ‘clinical work-up’and follow-up in preparation for specific therapies. Multidisciplinary Team involvement, meetings and Ward Rounds are an integral part of the patient care process. Nurse-led care is prominent and an important part of service delivery.Once the patient’s clinical work-up is completed, the patient then attends the Day Services, Oncology/Haematology Unit or is admitted to the in-patient ward for treatment and thereafter is included onto a programme of surveillance in relation to their clinical condition progression. The Haematology cCNS is required to support care for the inpatients, and conduct virtual clinics/telephone review for patients. The addition of a cCNS Haematology role within this current service will support the existing team and enhance the delivery of care to patients. A key theme of our 5 year strategy is the development of Managed Clinical and Academic Networks. These networks will ensure that specialities in individual hospitals will no longer work in isolation but as a networked team which will improve clinical quality and patient safety. It will also support collective learning/sharing of expertise and will be supported by education, training, research and audit programmes. It will result in safer, standardised and more sustainable services for our patients.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 – LearningOur 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.
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| **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 will report to: • The relevant Director of Nursing • The relevant Assistant Director of Nursing/Service Manager |
| **Key Working Relationships** to include but not limited to | The cClinical Nurse Specialist (Haematology) will work collaboratively with a range of internal and external stakeholders including: Director/Assistant Director of Nursing/Line Manager, CNS’s, RANP’s and other nursing grades Multidisciplinary Team colleagues and other key stakeholders within services, including National Clinical and Integrated Care Programmes Service users/families and/or carers Nursing and Midwifery Board of Ireland Educational Bodies Nursing and Midwifery Planning and Development Units Centres of Nursing and Midwifery Education National Clinical Leadership Centre Other relevant statutory and non-statutory organisations |
| **Purpose of the Post**  | **As outlined in this job description, the cCNS pathway will facilitate the post holder to be supported to professionally and clinically develop the skills and knowledge required to achieve the competencies of the CNS role**. The cCNS post holder will be enabled to deliver care in line with the five core concepts of the role set out in the Framework for the Establishment of Clinical Nurse/Midwife Specialist Posts, 4th edition, National Council for the Professional Development of Nursing and Midwifery (NCNM) 2008. The cCNS clinical role is based on the core concepts and associated competencies for the CNS/CMS (adapted from NCNM 4th edition 2008) The concepts are:* Clinical Focus (Direct and Indirect Care)
* Service user/Service User Advocacy
* Education and Training
* Audit and Research

Consultancy (including leadership in clinical practice)  |
| **Principal Duties and Responsibilities** | **Clinical Focus** **The cCNS will be supported to:**Develop a strong service user focus whereby the specialty defines itself as nursing/midwifery and subscribes to the overall purpose, functions and ethical standards of nursing/midwifery. 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 service user, family and/or carer. Indirect care relates to activities that influence and support the provision of direct care.**Direct Care** Throughout the agreed pathway, the cCNS will be enabled to develop the specific knowledge, skills and competencies to:* Provide a specialist nursing/midwifery service for service users with a diagnosis of haematological condition who require support and treatment through the continuum of care • Undertake comprehensive service user assessment to include physical, psychological, social and spiritual elements of care using best evidence based practice in haematology care
* Use the outcomes of nursing/midwifery assessment to develop and implement plans of care/service user group management to contribute to the plans of service users, their families/carers and the MDT
* Monitor and evaluate the service user’s response to treatment and amend the plan of care accordingly in collaboration with the MDT and service user, family and/or carer as appropriate.
* Make alterations in the management of service user condition in collaboration with the MDT and the service user in line with the nursing/midwifery aspect of agreed pathways and policies, procedures, protocols and guidelines (PPPG’s). • Accept appropriate referrals from MDT colleagues
* Co-ordinate investigations, treatment therapies and service user follow-up • Communicate with service users, family and/or carer as appropriate, to assess service user 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 service user, 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 service user with appropriate self-management strategies and escalation pathways
* Manage nurse led haematology clinics in collaboration with the MDT
* Identify health promotion priorities for the service user, family and/or carer and support service user 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 service user’ needs.

**Indirect Care** Throughout the agreed pathway, the cCNS will be enabled to develop the specific knowledge, skills and competencies to:* Identify and agree appropriate referral pathways for service user with haematological conditions
* Participate in service user case reviews with MDT colleagues
* Use a case management approach to service user 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 relating to haematology care
* Take a lead role in ensuring the nursing/midwifery service for service user with haematological condition is inline with best practice guidelines and the Safer Better Healthcare Standards (HIQA, 2012)

**Service user/Client Advocate** * Throughout the agreed pathway, the cCNS will be enabled to develop the specific knowledge, skills and competencies to:
* Communicate, negotiate and represent service user, family and/or carer values and decisions in relation to their condition to MDT colleagues in both Primary and Secondary Care as appropriate
* Develop and support the concept of advocacy, particularly in relation to service user participation in decision making, thereby enabling informed choice of treatment options
* Respect and maintain the privacy, dignity and confidentiality of the service user, family and/or carers
* Establish, maintain and improve procedures for nursing/midwifery collaboration and cooperation between Acute Services, Primary Care and Voluntary Organisations as appropriate
* Proactively challenge any interaction, nursing/midwifery or otherwise, which fails to deliver a good quality service to service user.

 **Education and Training** Throughout the agreed pathway, the cCNS will be enabled to develop the specific knowledge, skills and competencies to:* Develop clinical competence in service user management within haematology nursing, keeping up-to-date with relevant research to ensure the implementation of evidence based practice.
* Provide the service user, family and/or carer with appropriate information, education and other supportive interventions to increase their knowledge, skill and confidence and autonomy in managing their haematological condition.
* Contribute to the design, development and implementation of education programmes and resources for the service user, family and/or carer in relation to their condition to enable them to manage their own condition.
* 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 haematology nursing/midwifery delivery through journal clubs, conferences etc.
* Develop and maintain links with Regional Centres for Nursing and 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 nursing/midwifery educational programmes in haematology care
* In tandem with the line management structure, be responsible for addressing own continuing professional development (CPD) needs to achieve competencies required for the role • Use agreed protected time for research, education and professional development • With the line manager, use the Professional Development Planning Framework for Nurses and Midwives to plan and self-assess competency achievement and additional CPD needs

 **Audit and Research** Throughout the agreed pathway, the cCNS will be enabled to develop the specific knowledge, skills and competencies to: * Establish and maintain a register of service user with haematology within the cCNS Caseload.
* Maintain a record of clinically relevant data aligned to National Key Performance Indicators (KPI’s) as directed and advised by the DON.
* Identify, initiate and conduct nursing/midwifery audit and research relevant to the area of practice and take part in MDT audit and research.
* Identify, critically analyse, disseminate and integrate into practice, best evidence relating to care in haematology
* Contribute to nursing research on haematology care.
* Use the outcomes of audit to improve nursing/midwifery service provision and advocate, when appropriate, for improvement of non-nursing services
* 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 nursing/midwifery practice

**Audit expected outcomes including** * Collate relevant data which will provide a baseline audit of expected outcomes and demonstrate evidence of the effectiveness of the cCNS interventions undertaken and refer to the National KPIs associated with the specialty. They should have a clinical nursing/midwifery focus as well as a breakdown of activity - service user seen and treated.
* • Evaluate nursing/midwifery audit results and research findings to identify areas for quality improvement in collaboration with nursing/midwifery management and MDT colleagues (Primary and Secondary Care).

 **Consultant (including leadership in clinical practice)** Throughout the agreed pathway, the cCNS will be enabled to develop the specific knowledge, skills and competencies to: * Understand leadership in clinical practice with the aim of acting as a resource and role model for nursing haematology practice.
* Contribute the expanding nursing/midwifery knowledge/expertise to the development of clinical standards and guidelines and support implementation
* Use growing specialist knowledge to support and enhance own nursing/midwifery practice and practice of colleagues
* Develop collaborative working relationships with local CNS Registered Advanced Nurse/MDT colleagues as appropriate, contributing to person centred care pathways to promote the integrated model of care delivery.
* With the support of the DoN//line manager, attend integrated care planning meetings as required • Where appropriate, develop and maintain relationships with specialist services in voluntary organisations which support service users in the community
* Understand the requirement to liaise with other health service providers in the development and on-going delivery of the National Clinical and Integrated Programme model of care.
* Understand the requirement to network with other cCNS’s and CNS’s in related clinical and professional areas of practice.
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| **Management / Administration** | Throughout the agreed pathway, the cCNS (Haematology) will be enabled to develop the specific knowledge, skills and competencies to:* Provide an efficient, effective and high quality nursing/midwifery service, respecting the needs of each service user, family and/or carer
* Effectively manage time and caseload in order to meet changing and developing service need
* Continually monitor the nursing service to ensure it reflects current needs
* Implement and manage identified changes
* Ensure that confidentiality in relation to service user records is maintained
* Understand the need to represent the specialist nursing/midwifery 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 nursing/midwifery and ensure that this service is in line with HSE requirements.
* Contribute to the service planning process as appropriate and as directed by the Director of Nursing/Line Manager
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

 **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 them from time to time and to contribute to the development of the post while in office** |
| **Eligibility Criteria****Qualifications and/ or experienc** | **Candidates must have at the latest date of application:** 1. **Statutory Registration, Professional Qualifications, Experience, etc.** (a) Eligible applicants will be those who on the closing date for the competition i. Be a registered nurse on the active Register of Nurses and Midwives held by An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or be eligible to be so registered. **And** ii. Be registered in the General Division of the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) Register for which the application is being made or be entitled to be so registered. **Or** In exceptional circumstances, which will be assessed on a case by case basis be registered in another division of the register of Nurses and Midwifes  **And** iii. Have a minimum of 1 years’ post registration full time experience or an aggregate of 1 years’ full time experience in the division of the register in which the application is being made **And**iv. Have a minimum of 1 years’ experience or an aggregate of 1 years’ full time experience in the specialist area of Haematology **Or** If the applicant does not possess the relevant specialist experience, they will be supported to attain one year’s clinical specialist experience **And** v. Have successfully completed a post registration programme of study, as certified by the education provider which verifies that the applicant has achieved a Quality and Qualifications Ireland (QQI), National Framework of Qualifications (NFQ) major academic Level 9 or higher award that is relevant to the specialist area of Haematology (equivalent to 60 ECTS or above), and in line with the requirements for specialist practice as set out by the National Council for Nursing and Midwifery 4th ed (2008). Alternatively provide written evidence from the Higher Education Institute that they have achieved the number of ECTS credits equivalent to a Level 9 or higher standard, relevant to the specialist area of Haematology (equivalent to 60 ECTS or above), and in line with the requirements for specialist practice as set out by the National Council for Nursing and Midwifery 4th ed (2008) prior to application (See Note 1 below) **Or** If the applicant does not possess the relevant QQI NFQ Level 9 qualification, the applicant will be supported to undertake the required postgraduate education at QQI NFQ level 9 qualification (equivalent to 60 ECTS or above relevant to the specialist area) **And** vi. Be required to demonstrate that they have continuing professional development (CPD) relevant to the specialist area. **And** vii. Have the ability to practice safely and effectively fulfilling his/her professional responsibility within his/her scope of practice \*\*Note 1: For Nurses/Midwives who express an interest in CNS/CMS roles and who currently hold a level 8 educational qualification in the specialist area (equivalent to 60 ECTS or above), this qualification will be recognised up to September 2026. The clinical experience requirements for this cohort of nurses/midwives remain consistent with the DoH (2019) policy, i.e. a minimum of 1 years’ experience in practice and a minimum of 1 years’ experience in the specialist area and they could be supported to progress on a candidate CNS/CMS Pathway. All of the above must be achieved within 2 years for this pathway.   **And** (b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability and clinical, leadership, managerial and administrative capacity for the proper discharge of the duties of the office. Annual registration1. Practitioners must maintain live annual registration on the appropriate/relevant Division of the register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) for the role.

  **And** 1. Practitioners must confirm annual registration with NMBI to the HSE by way of the annual Service user Safety Assurance Certificate (PSAC).

 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 of Ireland) by way of the Service user 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** | 1. .Demonstrate depth and breadth of experience in Haematology as relevant to the role.
2. It may be expected that the candidate CNS in consultation with the line manager would undertake Nurse and Midwife Medicinal Product Prescribing and/or Nurse Prescribing Ionising Radiation as required in line with the evolving service requirements.
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| **Other requirements specific to the post** | Flexibility as regards working hours to meet the demands of the service * Access to transport as post may involve travel
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| **Additional eligibility requirements:** | **Citizenship Requirements** Eligible candidates must be: 1. EEA, Swiss, or British citizens

**OR**1. Non-European Economic Area citizens with permission to reside and work in the State

Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.To qualify candidates must be eligible by the closing date of the campaign.  |
| **Skills, competencies and/or knowledge** | The candidate must demonstrate **Professional Knowledge and Experience** The cCNS is expected to demonstrate the core and specific competencies deemed necessary to work within the identified scope of practice required for this role. **The cCNS will:** **For Example:*** Practice in accordance with relevant legislation and with regard to The Scope of Nursing and 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 and Midwifery values of Care, Compassion and Commitment (DoH, 2016) • Adhere to national, regional and local HSE PPPGs
* Demonstrate practitioner competence and professionalism as it related to cCNS.
* Demonstrate sufficient knowledge, clinical reasoning, communication and organisational skills and evidence based practice required to carry out the duties and responsibilities of the role
* Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the clinical/specialist 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.

 **Communication and Interpersonal Skills** **For Example:*** Emotionally intelligent communication skills
* Ability to build and maintain relationships particularly in the context of personal and team relationships
* Ability to present information in a clear and concise manner • Ability to provide constructive feedback to encourage future learning
* Demonstrates the ability to influence others effectively.

 **Organisation and Management Skills:** **For Example*** Evidence of effective organisational skills including awareness of appropriate resource management and the importance of value for money
* Ability to plan and organise effectively
* Ability to attain designated nursing/midwifery service targets, manage deadlines and multiple activities
* Ability to work autonomously
* 8 • A willingness to be flexible in response to changing local/organisational requirements.

**Building and Maintaining Relationships including Team and Leadership skills** **For Example** * The ability to work on own initiative as well as the ability to build and maintain relationships with MDT colleagues.
* With the required support, demonstrate leadership in clinical practice
* A knowledge of change management and team management skills • Adopts a collaborative approach to patient care by co-ordination of care/interventions and interdisciplinary team working.

 **Commitment to providing a quality service:** **For Example:*** Awareness and respect for service user and family/carers’ views in relation to their care
* A strong commitment to providing quality improvement programmes
* The ability to conduct audits
* Demonstrates integrity and ethical stance.
* Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change

. **Analysing and Decision Making** **For Example:*** Adopts an overview of complex problems before generating solutions and anticipates implications
* Effective analytical, problem solving and evidenced-based decision making skill

Uses a range of information sources and knows how to access relevant information to address issues. |
| **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. |

 **candidate Clinical Nurse Specialist (Haematology)**

 **Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is permanent and whole time.The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **37.5** hours per week. Your normal weekly working hours are **18.75** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. 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.  |
| **Ethics in Public Office 1995 and 2001** | Delete the section below; if the salary is less than the minimum grade viii salary point. Check the most recent [HSE Pay scales](https://healthservice.hse.ie/staff/pay/pay-scales/)Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below: A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer. C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the [Standards Commission’s website](https://www.sipo.ie/). |

 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.

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)