****



**Clinical Nurse Specialist (CNS Dermatology)**

**Letterkenny University Hospital**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title and Grade** | **Clinical Nurse Specialist (Dermatology)**  **(Grade Code 2632)** |
| **Remuneration** | The salary scale for the post as of 01/03/2025 is:  60,854 61,862 62,715 64,106 65,644 67,154 68,664 70,364 71,943 74,658 76,897 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** | L8322 |
| **Closing Date** | **Friday 20th June 2025 at 4.00pm** |
| **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** | To be agreed at job offer stage |
| **Location of Post** | **West North West Hospital Region, Letterkenny University Hospital**  Initial vacancy is permanent whole time within Dermatology Services, Letterkenny University Hospital.  The successful candidate may be required to work in any service area within the vicinity as the need arises.  A panel may be formed for Clinical Nurse Specialist (Dermatology) at Letterkenny University Hospital from which current and future permanent and specified purpose vacancies of full time or part time duration may be filled. |
| **Informal Enquiries** | Ms Siobhan Kelly, ADON/SM  Tel: 0874006747  Email: Siobhan.kellylgh@hse.ie |
| **Details of Service** | **Letterkenny University Hospital**  Letterkenny University Hospital is a 380 bedded acute general with a collocated maternity unit delivering a patient-centred, quality-driven focused service. The hospital provides a range of services which include in-patient, day-case and out-patient basis, services include Intensive Care, Coronary Care, General Medicine, Geriatric care, Renal Dialysis, General Surgical and Urology, Obstetrics and Gynaecology, Paediatric care, a level 1 Special Care Baby Unit , Orthopaedics Consultant-led Oncology/Haematology services and a wide range of diagnostic services.  There is a full range of clinical and non-clinical support services available on-site including four theatres, one obstetric theatre, CSSD department, Pathology/ Laboratory department and a Pharmacy Department.  LUH is a teaching hospital with links to the National University of Ireland Galway, the Royal College of Surgeons and the Atlantic Technology University. The hospital provides clinical training and placements for undergraduate Nurse, Midwifery, along with post graduate Medical and Nursing education.  **The West and North West Region**  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)](https://saolta.ie/hospital/letterkenny-university-hospital) * [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital) * [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital) * [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital) * [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Lady’s Hospital Manorhamilton (OLHM) * Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital   The region’s Academic Partner is NUI 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** | **Professional Accountability**: Director of Nursing and Midwifery.  **Operational Accountability**: Assistant Director of Nursing  The CNS will work in collaboration with Clinicians. |
| **Purpose of the Post** | The CNS in Dermatology will contribute to the improvement of the health care experience and outcomes for patients attending dermatology services through delivering care in accordance with the five core concepts of the CNS role as detailed in the *Framework for the Establishment of Clinical Nurse/Midwife Specialist Post 4th Edition.- National Council for the professional Development of Nursing and Midwifery (NCNM, 2008).*  **Caseload:**   * To provide expert and timely care to patients identified as requiring management for a dermatological condition with specific responsibility for developing and managing phototherapy services in Letterkenny University Hospital. * To help develop a seamless patient centred dermatology service across the Hospital Group that improves outcomes for patients. * To evaluate the quality of the service provided through ongoing clinical audit, policy development and patient focused research. |
| **Principal Duties and Responsibilities** | The post holder’s practice is based on the five core concepts of the CNS role:  pts are:   * Clinical Focus * Patient/Client Advocate * Education and Training * Audit and Research * Consultant   **Clinical Focus**  The CNS Dermatology will have a strong patient focus whereby the speciality defines itself as nursing and subscribes to the overall purpose, function and ethical standards of nursing practice. 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 CNS in Dermatology will:   * Manage a caseload of patients with dermatology conditions – The patient caseload will be referred to the CNS through agreed pathways and include the following.   + Patients presenting with a wide range of dermatology conditions will form part of the CNS caseload.   + Caring for patients who require Phototherapy treatment will be a specific responsibility of the CNS * Articulate and demonstrate the concept of Dermatology nursing specialist practice within the framework of Nursing legislation and the regulatory body of NMBI. * Articulate and demonstrate knowledge in relation to developing and maintaining nurse led services for patients attending the dermatology service. * Provide safe, comprehensive care for patients and their families within the scope of practice guidelines set out by NMBI. * Plan and initiate care and treatment modalities within agreed interdisciplinary protocols to achieve patient centred outcomes and evaluate their effectiveness, for example contribute to the establishment of specific pathways of care for Phototherapy with key stakeholders. * Utilize evidence based assessment and treatment skills and techniques to determine and manage each patient/family needs. * Develop, document and update patient care, discharge and teaching plans as necessary. * Complete and maintain relevant documentation in accordance with policies and procedures to ensure safe practice. * Plan and deliver all care in collaboration with the patient. Assess, Plan Implement and evaluate changes in health care service in response to patient need and service demand * Liaise as appropriate with other members of the multidisciplinary team (MDT) regarding any aspect of patient care * Identify and implement health promotion priorities in the area of dermatology specialist nursing practice * Maintain effective and appropriate communication and collaboration with other departments, members of the multidisciplinary team, other agencies, colleagues, personnel, patients and their relatives/carers.   **Indirect Care**  The CNS Dermatology will   * Identify and agree appropriate referral pathways for patients in collaboration with appropriate stakeholders to included: nursing, clinicians and MDT where appropriate. * Participate in case review with MDT colleagues. * Use a case management approach when caring for patients with dermatology conditions, , liaising with primary and secondary care as appropriate. * Take a proactive role in the formulation and provision of evidenced based PPPGs relating to patient care. * In collaboration with colleagues contribute to safe care and ensure that patients with a dermatology condition is in line with best practice guidelines and the relevant regulatory and statutory bodies for example HIQA, NMBI, DOH.   **Patient/client advocate**  The CNS in Dermatology will:   * Enable patients and their families/guardians to participate in decision about their health needs. * Articulate and represent patient interests in collaboration with the multidisciplinary team. * Implement changes in healthcare in response to patient need and service demand * Influence practice and promote improved/new standards of care in relation to patients with a dermatological condition. * Respect the dignity and confidentiality of patients, serving as their advocate when necessary.   **Education and Training:**  The CNS in Dermatology will:   * Provide specialist information and education to patients and their families with regard to improving their understanding, coping and effective management of their condition * Provide both formal and informal teaching to a number of people; patients/clients, families, health care providers, including student and trained nurses, and care assistants. Take part in in-house multidisciplinary presentations and teaching to staff in the various acute hospitals and community * Be self-directed in learning to ensure individual (CNS) continued professional development (CPD)Identify own Continuing Professional Development (CPD) needs and engage accordingly with appropriate peer and MDT colleagues. * Identify areas where scope of practice can be advanced, liaise with DON/ADON and MDT. Establish appropriate pathways of care supported by evidence. * Maintain clinical and professional competence in all aspect of CNS practice ensuring evidence based care is delivered. * Develop and maintain links with Regional Centres for Nursing and Midwifery Education and HEI where appropriate in relation to Dermatology care and wider related practice. * Create exchange of learning opportunities within the MDT in relation to evidence based dermatology care through all relevant areas for example; journal clubs, conference and presentation. * Build networks with colleagues regionally and nationally in relation to progressing Dermatology nursing care.   **Audit and Research**  The CNS in Dermatology will:   * Identify, critically analyze, disseminate and integrate nursing and other evidence into the management of Dermatology conditions. * Maintain a record of clinically relevant data aligned to National Key Performance Indicators (KPIs) as directed and advised by DON/ADON. * 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. * Establish, implement and evaluate audit programmes of the service, the quality of care and the CNS current practice, in line with local and regional developments, to include monitoring and health promotion programmes as relevant. * Contribute to service planning and budgetary processes through use of audit data and specialist knowledge ultimately striving to enhance service delivery. * Review PPPGs in relation to the dermatology service to ensure they are continually updated in line with best practice evidence * Monitor, access, utilize and disseminate current relevant research to advise and ensure the provision of informed evidence based practice in the management of dermatology conditions. * Develop and promote research awareness among all staff in relation to Dermatology conditions.   **Consultant**  The CNS will:   * Provide leadership in clinical practice relating to the management of diseases of the skin and act as a role model to nursing colleagues/MDT who work in the acute services or in the community in relation to CNS role. * Network with other CNSs in Dermatology and other associations to enable learning and sharing. * Uses specialist knowledge to support and enhance generalist nursing practice * Liaise with multi-disciplinary team within the acute Hospitals and Community based to create a seamless service * Contribute to nursing quality assurance by assisting in identification of recurring nursing problems and data collection.   **Health and Safety**  The CNS will:   * Contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards. * Have a working knowledge of HIQA Standards as they apply to the role, for example Standards for Healthcare, Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards, and comply with associated HSE protocols for implementing and maintaining these standards   **Management**  The CNS will:   * Provide and efficient, effective, and high quality service, respecting the needs of each patient. * Effectively manage time and caseload in order to meet the needs of a changing and developing service * Continually monitor the service to ensure it reflects current needs * Implement and manage identified changes * Ensure that confidentially in relation to patient records is maintained * Maintain accurate and up to date statistics of the service provided, including audit of patient contacts * Represent the specialist service at local and national levels as required * Maintain accurate and contemporaneous records / data on matters pertaining to the planning, management, delivery and evaluation of the service in line with HSE requirements.   ***This job description is intended to give an indication of the role of the Clinical Nurse Specialist in Dermatology. It is not an exhaustive list and is subject to change in response to the changing needs of service. It will be reviewed with the post holder***  **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 Act, 2005 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management.   **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 Hospitals 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. * It is the post holders’ specific 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 responsibility of the post holder to be aware of and comply with the HSE Health Care Records Management / Integrated Discharge Planning (HCRM / IDP) Code of Practice.   **The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **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/midwife on the active Register of Nurses and Midwives  held by An Bord Altranais and Cnáimhseachais na hÉireann (Nursing and  Midwifery Board of Ireland) or be eligible to be so registered.  **AND**  (ii) Be registered in the division(s) 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**  (iii) In exceptional circumstances, which will be assessed on a case by case basis  be registered in another Division of the register of Nurses and Midwives.  **AND**  (iv) 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 (taking into account (ii) (iii) if relevant)  **AND**  (v) Have a minimum of 1 years’ experience or an aggregate of 1 years’ full time  experience in specialist area of Dermatology.  **AND**  (vi) 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 care (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 care (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). Dermatology or associated dermatology area of expertise. **(See \*\*Note 1 below).**  **AND**  (vii) Be required to demonstrate that they have continuing professional development  (CPD) relevant to the specialist area.  **AND**  (viii) 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 of Dermatology or associated dermatology area of expertise (equivalent to 60 ECTS or above), this qualification will be recognised up to September 2026.  **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.  **2. Annual registration**  (i) 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**  (ii) Practitioners must confirm annual registration with NMBI to the HSE by way of the  annual Service user Safety Assurance Certificate (PSAC).  **3. Health**  Candidates 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.  **4. Character**  Candidates for and any person holding the office must be of good character. |
| Post specific Requirements | Demonstrate depth and breadth of nursing experience in the specialist area of Dermatology services.  Demonstrate interest in and/ or experience of developing dermatology nurse services with a view to contributing actively to the development of Dermatology services.   * Have undertaken or agree to undertake, within an agreed timeframe, the Nurse Prescribing of Medicinal Products Certificate. * If applicable, have undertaken or agree to undertake, within an agreed timeframe, the Nurse Prescribing of Ionising Radiation Certificate.   Formally apply for entry onto the Interim ONMSD CNS/CMS database (until the database is transferred to its permanent location) |
| **Other requirements specific to the post** | * A flexible approach to working hours * Access to appropriate transport |
| **Skills, competencies and/or knowledge** | **Professional Knowledge and Experience**  **The Clinical Nurse Specialist (Dermatology)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, 2014). * 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 and contribute to developments and review of PPPGs. * Adhere and be aware of to relevant legislation and regulation, keeping up to date with new and reviewed legislation and regulation. * Adhere to appropriate lines of authority within the nurse/midwife management structure.   **The Clinical Nurse Specialist (Dermatology) will demonstrate:**   * In-depth knowledge of the role and responsibilities of the Clinical Nurse Specialist Dermatology. * Knowledge of progressing nurse led services including establishing specific nurse led services. * In-depth knowledge of the pathophysiology of dermatology conditions. * The ability to undertake a comprehensive assessment of the patient with a dermatology condition * The ability to formulate, deliver and evaluate a plan of care based on assessment. * 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 Specialist (Continence Advisor)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.   **Communication and Interpersonal Skills (Global Assessment)**  Demonstrate:   * 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:**  Demonstrate:   * 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 * A willingness to be flexible in response to changing local/organisational requirements.   **Building & Maintaining Relationships including Team and Leadership skills**  Demonstrate:   * 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:**  Demonstrate:   * 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**  Demonstrate:   * 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 short-listing exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or short-listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive / Public Appointments Service will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, information for candidates”.  Codes of practice are published by the CPSA and are available on [www.cpsa.ie](http://www.cpsa.ie) |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  This job description 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. | |



**Terms and Conditions of Employment**

**Clinical Nurse Specialist (CNS Dermatology)**

|  |  |
| --- | --- |
| **Tenure** | The current vacancy available is pensionable permanent and whole time  A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard working week applying to the post is 37.5 hours  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at job offer stage |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004. |
| **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 recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants recruited since 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. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation   * To report child protection concerns at or above a defined threshold to TUSLA. * To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report   You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Protection of Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Ethics in Public Office 1995 and 2001**  **Positions remunerated at or above the minimum point of the Grade VIII salary scale (€68,310 as at 01.01.2020)** | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 68,310 as at 01.01.2020) 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 <http://www.sipo.gov.ie/> |
| **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. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)