**Paediatric Staff Nurse, Emergency Department / Altra Foirne (Do Leanaí)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Paediatric Staff Nurse, Emergency Department/ **Altra Foirne (Do Leanaí)**    (Grade Code: 2136) |
| **Remuneration** | The Salary Scale (as at 01/08/2025) for the post is:  €37,288 - €39,260 - €40,267 - €41,598 - €43,275 - €44,952 - €46,620 - €48,063 - €49,509 - €50,949 - €52,413 - €53,875 - **€55,477** - **LSI pro rata for reduced hours**  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** | L8365 |
| **Closing Date** | Friday 10th October 2025 at 4pm |
| **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** | Letterkenny University Hospital  There are currently 2.WTE Permanent Wholetime Paediatric Staff Nurse, Emergency Department vacancies available in Letterkenny University Hospital.  A panel may be formed as a result of this campaign for a Paediatric Staff Nurse, Emergency Department from which current and future, permanent and specified purpose vacancies of full-time or part-time duration may be filled. |
| **Informal Enquiries** | We welcome enquiries about the role.  Contact below for further information about the role:  Siobhan Kelly, Assistant Director of Nursing /Service Manager  [siobhan.kellylgh@hse.ie](mailto:siobhan.kellylgh@hse.ie) |
| **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** | Director of Nursing via Assistant Director of Nursing/Service Manager via Clinical Nurse Managers 1, 2 & 3. |
| **Purpose of the Post** | The Paediatric Staff Nurse working in the Emergency Department will assess, plan, implement and evaluate care to the highest professional and ethical standards for patients within the model of nursing care practiced in the paediatric clinical setting. The post holder will work as part of the multidisciplinary team in the provision of integrated care for service users. |
| **Principal Duties and Responsibilities** | **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.**    The Paediatric Staff Nurse will:    **Professional Responsibilities**     * Practice Nursing according to the Code of Professional Conduct and Ethics as laid down by Nursing and Midwifery Board of Ireland (NMBI) and Professional Clinical Guidelines. * Adhere to national, regional and local Health Service Executive (HSE) guidelines, policies, protocols and legislation. * Work within their scope of practice and take measures to develop and maintain the competence necessary for professional practice. * Maintain a high standard of professional behaviour and be accountable for their practice. * Be aware of ethical policies and procedures which pertain to their area of practice. * Respect and maintain the privacy, dignity and confidentiality of the patient. * Follow appropriate lines of authority within the Nurse Management structure.   **Clinical Practice**     * Fulfil their statutory obligations within the legislation and HSE policies as appropriate to the role * Ensure the provision of excellent, evidence based nursing for the children and their families * Manage a caseload as required. * Promote the health, welfare and social wellbeing of all children. * Actively participate as a multi-disciplinary / inter-disciplinary team member in all aspects of service delivery including case conferences, clinical meetings, and team meetings. * Assess, plan, implement and evaluate individual person centred care programmes within an agreed framework and in accordance with policies procedures and guidelines and established best practice. * Develop and promote good interpersonal relationships with children and families in the promotion of child centred care * Endeavour to ensure that care is carried out in an empathetic and ethical manner and that the dignity and spiritual needs of the patient are respected * Promote and recognise the child’s social and cultural dimensions of care * Collaborate and work closely with the child and their family as indicated to facilitate discharge planning, continuity of care and specific care requirements * Act as an advocate for the child and family ensuring the provision of appropriate education, information and support services. * Report and consult with senior nursing management on clinical issues as appropriate * Maintain appropriate and accurate written nursing records and reports regarding patient care in accordance with local / national / professional and confidentiality guidelines * Participate in innovation and change management in the approach to patient care delivery particularly in relation to new research findings, evidence based practice and advances in treatments * Participate in clinical audit and review * Promote a positive health concept with patients and colleagues and contribute to health promotion and disease prevention initiatives as outlined by the Health Service Executive * Delegate and supervise the work of other grades of nursing and nursing support staff within the remit of their role, as appropriate * Refer patients to other services as required * Initiate and undertake approved clinical nursing research   Participate in the national code for discharge planning  **Clinical Governance**     * Participate in clinical governance structures within the local / regional / national clinical governance framework * Have a working knowledge of HIQA standards, for example, the decontamination process, Health Care Acquired Infection, Integrated Discharge Planning and others as they are developed * Contribute to ongoing monitoring, audit and evaluation of the service as appropriate * Accurately record and report all complaints to appropriate personnel according to local service policy * Participate in the development of policies / procedures and guidelines to support * compliance with current legal requirements, where existing, for the safe storage and administration of medicines and other clinical products * Participate in the development of policies / procedures and guidelines with health, safety, risk and management personnel and participate in their development in conjunction with relevant staff and in compliance with statutory obligations * Observe, report and take appropriate action on any matter which may be detrimental to patient care or well being * Be aware of the principles of clinical governance including quality, risk and health and safety and be individually responsible for clinical governance, risk management / health and safety issues in their area of work * Comply with HSE policies to minimise risk with particular reference to infection control, domiciliary visits and lone working * Participate in the development, promotion and implementation of infection control guidelines * Assist with the decontamination process * Adhere to organisational dress code     **Education, Training & Development**   * Attend mandatory training and ensure this is up to date. * Keep abreast of the latest developments in Paediatric nursing practice as far as possible * Develop and use reflective practice techniques to inform and guide practice * Participate in the clinical / workplace induction of new nursing and support staff * Contribute to the identification of training needs pertinent to the clinical area * Develop teaching skills and participate in the planning and implementation of orientation, training and teaching programmes for nursing students and the nursing element of education for other health-care staff as appropriate * Identify and contribute to the continual enhancement of learning opportunities within a population health framework * Provide support, guidance and advice to junior colleagues when required within the scope of practice * Participate in regular performance / clinical reviews with their line manager * Participate in the development of performance indicators in conjunction with the Clinical Nurse Manager 2. * Undertake further education as required to fulfil the role of the RCN in the ~~Paediatric~~ ED setting. * Participate in Paediatric Life Support Training, Paediatric Phlebotomy and Canulation. * Participate in innovation and change in the approach to service user care delivery, and contribute to the service planning process, based on best practice and under the direction of Nurse Management / Nurse Practice Development, particularly in relation to new research findings and advances in treatment.     **Administration**   * Maintain records and submit activity data / furnish appropriate reports to the Director of Nursing as required * Ensure that records are safeguarded and managed as per HSE / local policy and in accordance with relevant legislation * Work closely with colleagues across the integrated services programme in order to provide a seamless service delivery to the client within the integrated services programme * Contribute to policy development and formulation, performance monitoring, business planning and budgetary control * Maintain professional standards including patient and data confidentiality * Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements * Ensure that the ward/department is maintained in good order using appropriate models e.g. LEAN Process, that supplies are adequate and that all equipment is in good working order and ready for immediate use * Assist in the maintenance of necessary equipment and ordering of supplies as required to ensure a safe environment for patients, staff and visitors * Ensure that the appropriate and efficient use of supplies is made and exercise economy in the use of consumables * Work in other areas of the care setting / undertake other duties as required by the Director of Nursing or his / her designate     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 him / her from time to time and to contribute to the development of the post while in office. |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date for receipt of applications for the post:-**    **(a) Professional Qualifications, Experience etc.**       * Be registered in the Children’s Nurse Division of the live Register of Nurses kept by Bord Altranais or be entitled to be so registered     **And**     * Have the clinical and administrative capacity to properly discharge the functions of the role     *Note: Post holders must maintain annual registration with Bord Altranais*  **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** | * Candidates must have 1 year experience an acute hospital setting * Demonstrate professional knowledge and experience in Paediatric Nurse’s scope of practice in a number of areas including but not limited to: * Nursing Procedures & Techniques * Clinical Interventions * Patient Observations * Ward Management * Medication Management * Clinical Governance, Risk, Health & Safety * Administration |
| **Other requirements specific to the post** | * To be detailed at job offer stage. |
| **Skills, competencies and/or knowledge** | **Candidates must demonstrate:**    **Professional Knowledge**     * Demonstrate sufficient Paediatric nursing clinical knowledge, clinical reasoning skills and evidence based practice to carry out the duties and responsibilities of the role. * Practices Paediatric nursing care safely and effectively, fulfilling her / his professional responsibility within her / his scope of practice. * Practices in accordance with legislation affecting Paediatric nursing practice and within their scope of practice. * Display evidence-based clinical knowledge in making decisions regarding patient care. * Demonstrate a willingness to engage and develop Information Technology skills relevant to the role.     **Planning & Organisation**   * Demonstrate evidence of effective planning and organising skills. * Demonstrates the ability to manage deadlines and effectively handle multiple tasks * Demonstrate an awareness of resource management and the importance of value for money * Demonstrate flexibility and adaptability in their approach to work, is open to change and new ways of working.     **Commitment to Providing a Quality Service**   * Demonstrate a commitment to continuing professional development * Demonstrate a commitment to participate in quality improvement initiatives within the Paediatric Service to provide a quality service for patients and families * Takes action and informs relevant people when problems arise.   **Building & Maintaining Relationships**   * Demonstrate the ability to build and maintain relationships including the ability to work effectively as part of a multi-disciplinary team. * Demonstrate the ability to empathise with and treat patients, relatives and colleagues with dignity and respect. * Uses diplomacy and tact in fraught situations and can diffuse tense situations comfortably or escalate as needed.     **Communication & Interpersonal Skills**   * Demonstrates excellent communication skills, (written and verbal) so as to effectively perform duties and responsibilities to the role * Communicates in a clear, effective and sensitive manner, listening and ensuring that messages are clearly understood/tailors the method as appropriate.   Anticipates and recognises the emotional reactions of others when delivering sensitive information  • Demonstrates the ability to influence others effectively  • Is assertive as appropriate. |
| **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. | |

**Staff Nurse, Paediatric Emergency Department / Altra Foirne — Ginearálta**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are 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 **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.  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.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  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)