

**Clinical Nurse Specialist (Acute Haematology Oncology**)**/ Sain-Altra Cliniciúil**

**(Job Specification & Terms and Conditions)**

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| **Job Title and Grade** | Clinical Nurse Specialist (Acute Haematology Oncology)  **Grade Code 2632** |
| **Remuneration** | The salary scale for the post is (01/08/2025)  €61,463 €62,481 - €63,342 - €64,747- €66,300 - €67,826 - €69,351 - €71,068 - €72,662- €75,405- **€77,666 LSI**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies  Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **Competition Reference** | L8519 |
| **Closing Date** | **4pm on Friday 19th September 2025** |
| **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 / Organisational Area** | Initial assignment will be to Letterkenny University Hospital.  There is currently one permanent wholetime position available.  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 (Acute Haematology Oncology), **Letterkenny University Hospital** from which current and future permanent and specified purpose vacancies of full or part time duration may be filled. |
| **Informal Enquiries** | Siobhan Kelly, ADON/SM  Cancer, Ambulatory and Emergency Care Directorate,  Letterkenny University Hospital.  Tel:0874006747  Email: [siobhan.kellylgh@hse.ie](mailto:siobhan.kellylgh@hse.ie) |
| **Details of Service/Background to the post** | 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. |
| **Reporting Relationship** | The post holder will report to:   * The relevant Director of Nursing * The relevant Assistant Director of Nursing /CNM3 * Clinical governance: Haematology/ Oncology clinical leads |
| **Key Working Relationships**  **to include but not limited to** | The Clinical Nurse Specialist (Acute Haematology Oncology) will work collaboratively with a range of internal and external stakeholders including:  Director/Assistant Director of Nursing/Midwifery/Line Manager  CNS/CMS’s, RANP/RAMP’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** | The CNS/CMS post holder will 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.  **Patient Caseload**  Haematology/ Oncology/Radiotherapy patients over 16 years of age  The concepts are:   * Clinical Focus (Direct and Indirect Care) * Service user/client Advocacy * Education and Training * Audit and Research * Consultancy (including leadership in clinical practice)   The Clinical Nurse Specialist (Acute Haematology Oncology) will provide a non ED direct access route for Haematology/Oncology/Radiotherapy patients who are experiencing a disease or treatment related complication. The appointee will be responsible for acting as a point of contact for patients in the out-patient setting, providing a telephone triage hotline service using a validated assessment tool (UKONS), undertaking detailed patient assessments and actively participate in planning and performing unscheduled review of patients presenting unwell to the oncology/haematology day units with disease/ treatment related side effects.  The appointee will provide increased access to specialised cancer nursing care for patients on active treatment to enhance patient safety and minimise risks. The appointee will work within the acute haematology and oncology service as part of the multidisciplinary team, forging relationships especially with (not exclusively) ED, acute medical assessment units and CIT/ community services and continue to develop the role in line with evidence based practice and NCCP guidance. |
| **Principal Duties and Responsibilities** | **Clinical Focus**  The Clinical Nurse Specialist (Acute Haematology Oncology) will be supported to;  Develop a strong patient focus whereby the specialty defines itself as Nursing and subscribes to the overall purpose, functions and ethical standards of Nursing. The clinical practice role may be divided into direct and indirect care. Direct care comprises the assessment, planning, delivery and evaluation of care to the patient, family and/or carer. Indirect care relates to activities that influence and support the provision of direct care.  **Direct Care**  Clinical Nurse Specialist (Acute Haematology Oncology) *will:*   * Provide a specialist nursing/midwifery service for service users with a diagnosis ofcancer 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 cancer 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/midwife led **Oncology** 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 * Provide a point of telephone contact for patients experiencing disease/treatment related symptoms and assess patients using the UKONS telephone triage system * Actively participate in the planning and carrying out unscheduled reviews of patients presenting unwell to the Haematology Oncology Day Ward with disease/treatment related side effects and amend the plan of care accordingly in conjunction with the MDT, patient, family and/or carer as appropriate * Provide support to the family/ carers though listening, problem solving and education * Participate in ongoing patient education in relation to management of disease and treatment related side effects   **Indirect Care**  Clinical Nurse Specialist (Acute Haematology Oncology)  *will:*   * Identify, agree and document appropriate referral pathways for Haematology/ Oncology patients who are experiencing a disease or treatment related complication * Participate in service user case reviews with MDT colleagues * Use a case management approach to patients 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 care * Develop and update acute haematology oncology nursing service standard operating procedures as the role evolves * Take a lead role in ensuring the acute haematology oncology service is in line with best practice guidelines e.g. National Standards for Safer Better Healthcare Standards (HIQA, 2012).   **Patient/Service user/Client Advocate**  Clinical Nurse Specialist (Acute Haematology Oncology) *will:*   * 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. * Communicate with patients families and friends, assess needs and provide relevant support, information education and advice (including community support services) * Provide service user, family and/or carer with contact details for acute haematology oncology nurse specialist service and full 24 hour/ 7 day out of hours contact numbers * Facilitate development and distribution of SOS hotline (Sort out my Symptoms) information leaflets and alert cards for service users * Act as a resource/ contact person for Haematology/Oncology patients attending other departments within the hospital or outside the hospital for treatment * Actively promote haematology/ oncology patient issues within the hospital and within the community using various forums, clinics, committees * Devise a mechanism for patient feedback to evaluate the overall service   **Education & Training:**  Clinical Nurse Specialist (Acute Haematology Oncology) *will:*   * Maintain clinical competence in service user management within Acute Haematology Oncology 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 Haematology Oncology condition. * Contribute to the design, development and implementation of education programmes and resources for the service user, family and/or carer in relation to Haematology Oncologyto enable them to manage their own condition. * Provide mentorship and preceptorship for nursing/midwifery colleagues as appropriate. * Participate in training programmes for nursing/midwifery, MDT colleagues and key stakeholders as appropriate. * Create exchange of learning opportunities within the MDT in relation to evidence based Acute Haematology Oncology nursingdelivery through journal clubs, conferences etc. * Develop and maintain links with Regional Centres for Nursing & Midwifery Education (RCNMEs), the Nursing and Midwifery Planning and Development Units (NMPDUs) and relevant third level Higher Education Institutes (HEIs),NCCP in the design, development and delivery of nursing/midwifery educational programmes in Acute Haematology Oncology care and play an active role in teaching other staff as required * In tandem with the line management structure, be responsible for addressing own continuing professional development (CPD) needs to maintain 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 additional CPD needs. * Undertake relevant AHOS video enabled care training to provide option of video enabled care to service users * Attend NCCP National Acute Haematology Oncology Service nursing forum meetings, contribute to shared learning within the group to continue to further strengthen and shape the national service   **Audit & Research:**  Clinical Nurse Specialist (Acute Haematology Oncology) *will:*   * Establish and maintain a register of service user with Acute Haematology Oncology quality metrics within the CNS/CMS Caseload. * Maintain a record of clinically relevant data aligned to National Key Performance Indicators (KPI’s) as directed and advised by the DON/M/Services in conjunction with the senior clinical decision maker. * 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 the Acute Haematology Oncology Nursing Service * Contribute to nursing/midwifery research on the Acute Haematology Oncology nursing service * Use the outcomes of audit to improve nursing/midwifery service provision and advocate, when appropriate, for improvement of non-nursing/midwifery 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 * Collate acute haematology oncology quality metrics month end summary and return to NCCP via NCIS or national standardised metrics excel spreadsheet * Set objectives and develop policies, procedures and standards for the acute haematology oncology cancer nursing services based on current nursing research and relevant research from other disciplines   **Audit expected outcomes including:**   * Collate data (oncology agreed KPIs/clinical targets) which will provide evidence of the effectiveness of the CNS/CMS interventions. Refer to National KPIs associated with the specialty. KPI’s should have a clinical nursing/midwifery focus as well as a breakdown of activity - patients 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).  **Consultancy** (including leadership in clinical practice)**:** Clinical Nurse Specialist (Acute Haematology Oncology) *will:*   * Understand leadership in clinical practice with the aim of acting as a resource and role model for nursing Acute Haematology Oncology practice. * Contribute to the expanding nursing/midwifery knowledge/expertise for the development of clinical standards and guidelines and support implementation * Use growing specialist knowledge to support and enhanceown nursing/midwifery practice and practice of colleagues. * Develop collaborative working relationships with local Acute Haematology Oncology CNSs, Registered Advanced Nurse/Midwife Practitioner/MDT colleagues as appropriate, contributing to person centered 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. * Liaise with other health service providers in the development and on-going delivery of the National Clinical and Integrated Programme model of care. * Network with other CNSs in Acute Haematology Oncology and in related clinical and professional areas of practice. * Use growing specialist knowledge to support and enhance the care and management of unscheduled cancer patients * Contribute to the professional development of students, peers, colleagues, primary care team and others through consultation, education, leadership, mentorship and coaching * Liaise with other health service providers in the development and on-going delivery of the National Cancer Control Programme SACT model of care   **Health & Safety:**  These duties must be performed in accordance with local organisational and the HSE health and safety polices. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act (2005). Staff must carry out their duties in a safe and responsible manner in line with the local policy documents and as set out in the local safety statement, which must be read and understood.   * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Quality, Risk and Safety Responsibilities**  It is the responsibility of all staff to:   * Participate and cooperate with legislative and regulatory requirements with regard to quality, risk and safety. * Participate and cooperate with local quality, risk and safety initiatives as required. * Adequately identify, assess, manage and monitor risk within area of responsibility * Participate and cooperate with internal and external evaluations of the organisation’s structures, services and processes as required, including but not limited to, The National Hygiene Audit, National Decontamination Audit, Health and Safety Audits and other audits specified by the NCCP/HSE or other regulatory authorities. * Initiate, support and implement quality improvement initiatives in their area which are in keeping with local organisational quality, risk and safety requirements. * Contribute to the development of PPPGs and safe professional practice and adhere to relevant legislation, regulations and standards. * Comply with Health Service Executive (HSE) Complaints Policy * Respond immediately and appropriately to ensure the safety of any service user that you are aware has been put at risk * Ensure completion of incident/near miss forms and clinical risk reporting * Adhere to department policies in relation to the care and safety of any equipment supplied and used to carry out the responsibilities of the role   **Specific Responsibility for Best Practice in Hygiene**  Hygiene is defined as: “The practice that serves to keep people and environments clean and prevent infection. It involves the study of preserving one’s health, preventing the spread of disease, and recognising, evaluating and controlling health hazards. In the healthcare setting it incorporates the following key areas: environment and facilities, hand hygiene, catering, management of laundry, waste and sharps, and equipment“ (HIQA, 2008; P2)  It is the responsibility of all staff to ensure compliance with local organisational hygiene standards, guidelines and practices.  **Management/Administration:**  Clinical Nurse Specialist (Acute Haematology Oncology) *will:*   * Provide an efficient, effective and high quality nursing service, respecting the needs of each service user, family and/or carer * Effectively manage time and caseloadin order to meet changing and developing service needs * Continually monitor the nursing service to ensure it reflects current service user and organisational 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 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 specialist care and ensure that this service is in line with HSE requirements. * Contribute to the service planning process as appropriate and as directed by the Director of Nursing/Line Manager * Implement the principles of clinical governance and risk management as they apply directly to the acute haematology oncology nursing service role and the wider health service * Lead in the development and review of evidence based policies, guidelines and procedures within the cancer services * Ensure continuous review and evolution of policies, clinical practice guidelines and existing practices * 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 * Ensure compliance with the obligations required by the Data Protection Act 2018 * Have a working knowledge of the Health Information and Quality Authority (HIQA) and HSE Standards as they apply to the role e.g. National Standards for Safer Better Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, National Cleaning Standards * 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 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** | 1. **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 **Oncology**  **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 (equivalent to 60 ECTS or above) that is relevant to the specialist area of care 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 (60 ECTS or above), relevant to the specialist area of care and in line with the requirements for specialist practice as set out by the National Council for Nursing and Midwifery 4th ed (2008). **Oncology** prior to application\* (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 (equivalent to 60 ECTS or above), this qualification will be recognised up to September 2026.  **AND**   1. Candidates must possess the requisite knowledge and ability, including a high standard of suitability and clinical, professional and administrative capacity for the proper discharge ofthe duties of the office.   **2. Annual Registration**   * 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 for the role   **And**   * Confirm annual registration with NMBI to the HSE by way of the annual Patient 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  *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)* |
| **Post Specific Requirements** | * Demonstrate depth and breadth of nursing experience in the specialist area of haematology/ oncology * Have undertaken or agree to undertake, within an agreed timeframe, the Nurse Prescribing of Medicinal Products Certificate. * 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) |
| **Essential Skills, competencies and/or knowledge** | Professional knowledge and Experience  The Clinical Nurse Specialist (Acute Haematology Oncology)  ***will:***   * Practice in accordance with relevant legislation and with regard to The Scope of Nursing & Midwifery Practice Framework (Nursing and Midwifery Board of Ireland, 2015) and the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (Nursing and Midwifery Board of Ireland, 2021) * Maintain a high standard of professional behaviour and be professionally accountable for actions/omissions. Take measures to continuously develop and maintain the competences required for specialist practice * Adhere to the Nursing & 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 CNS. * 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.   **Demonstrate:**   * In-depth knowledge of the acute haematology oncology clinical nurse specialist role * In-depth knowledge of the pathophysiology of **oncology.** * Ability to undertake a comprehensive assessment of the patient experiencing complications of Systemic Anti-Cancer Therapies**,** including taking an accurate history of theircondition and presenting problem * Ability to employ appropriate interventions including use of the UKONS Telephone Triage toolkit to support clinical decision making and the patients’ self- management planning. * Ability to triage a patient using telephone triage and/ or video enabled care and plan appropriate next steps following this risk assessment * Ability to formulate a plan of care based on findings and evidence-based standards of care and practice guidelines. * Ability to follow up and evaluate a plan of care including documentation of findings and liaising accordingly with the medical team * Knowledge of health promotion principles/coaching/self-management strategies that will enable service user/client 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 the role of the acute haematology oncology service and * 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, Outlook, PowerPoint.   **Communication and Interpersonal Skills**  Demonstrate:   * Effective communication skills * Ability to build and maintain relationships particularly in the context of MDT working * Ability to present information in a clear and concise manner * Ability to manage groups through the learning process * Ability to provide constructive feedback to encourage future learning * Effective presentation skills * Demonstrates the ability to influence others effectively.   **Organisation and Management Skills:**  Demonstrate:   * Evidence of effective organisational skills including awareness of appropriate resource management * Ability to plan and organise effectively * Ability to attain designated targets * Ability to prioritise tasks and manage deadlines * Ability to be self-directed, work on own initiative * A willingness to be flexible in response to changing local/organisational requirements   **Building & Maintaining Relationships including Team and Leadership skills**  Demonstrate:   * Leadership, change management and team management skills including the ability to work with MDT colleagues * 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 the patient’s views in relation to their care * Strong commitment to providing quality improvement programmes * Evidence of conducting audit, concluding audit results and implementing improvements as appropriate * Demonstrates integrity and ethical stance. * Evidence of motivation by ongoing professional development * 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. |
| **Other requirements specific to the post** | * **Access to appropriate transport to fulfil the requirement of the role.** |
| **Competition Specific Selection Process**  **Short listing / 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 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.  *Candidates who are successful at interview and subsequently meet the necessary registration requirements with NMBI will automatically be upgraded into the prepared Clinical Nurse/Clinical Midwife Specialist post.* |
| **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.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **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 that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or 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 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. | |

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**Terms and Conditions of Employment**

**Clinical Nurse Specialist (Acute Haematology Oncology**)

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| **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. |
| **Remuneration** | The salary scale for the post is (01/08/2025)  €61,463 €62,481 - €63,342 - €64,747- €66,300 - €67,826 - €69,351 - €71,068 - €72,662- €75,405- **€77,666 LSI**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **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)