**SLIGO0322 Staff Nurse General Acute Assessment Unit**

***(Grade Code: 2135)***

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | Staff Nurse General Acute Assessment Unit  *(Grade Code: 2135)*  **Altra Foirne — Ginearálta**  Access to the Enhanced Nurse/Senior Enhanced Nurse role is available through this campaign (pending eligibility). |
| **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** | SLIGO0500 |
| **Closing Date** | 12 noon on Thursday 9th October 2025 via Rezoomo <https://www.rezoomo.com/job/86108/> |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Sligo University Hospital, Saolta University Health Care Group**  A panel may be created from this recruitment campaign from which all current and future permanent and specified purpose vacancies of full and part-time duration may be filled throughout Sligo University Hospital. |
| **Informal Enquiries** | **Name:** Martina Fraser,  **Title:** Assistant Director of Nursing, Unscheduled Care, Sligo University Hospital  **Tel:** 00353 87 1800156  **Email:** [martina.fraser@hse.ie](mailto:martina.fraser@hse.ie)  **HR:** Amanda Devins [Amanda.devins@hse.ie](mailto:Amanda.devins@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)](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** | Director of Nursing via Assistant Director of Nursing via Clinical Nurse Managers 1, 2 and 3. |
| **Purpose of the Post** | The delivery of effective, quality-assured and patient–centred nursing care. |
| **Principal Duties and Responsibilities** | * The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree * Maintain throughout the Group’s awareness of the primacy of the patient in relation to all hospital activities. * Performance management systems are part of role and you will be required to participate in the Group’s performance management programme * Be accountable for the provision of a nursing service in a manner that is efficient, effective and of the highest standard * Develop clinical expertise, leadership ability and teaching skills through nursing practice. * Participate in teaching and education programmes for nursing and support staff * Maintain a high standard of professional and ethical responsibility   **KEY RESPONSIBILITIES**  **1.** Professional Responsibilities  **2.** Clinical Responsibilities  **3.** Educational Responsibilities  **4.** Management Responsibilities  **1. PROFESSIONAL RESPONSIBILITIES**  Under the direction of the Clinical Nurse Manager 1 and 2/ Charge Nurse the post holder will   1. Practice Nursing according to 2. the professional code as laid down by the Irish Nursing & Midwifery Board of   Ireland  (b) the policies and procedures as laid down by the Saolta University Health Care Group   1. Support the philosophy, objectives and goals of the Nursing /Midwifery Department. 2. Follow appropriate lines of authority within the Nurse Management structure. 3. Participate as a team member in all aspects of patient care. 4. Demonstrate a high degree of motivation and assume responsibility for professional self development 5. Recognise the importance of good interpersonal relationship with patients, visitors and staff. 6. Demonstrate flexibility by assisting in other areas of the hospital as required 7. Participate in internal rotations as required and to facilitate service needs and to enhance professional development. 8. Through performance evaluation with Clinical Nurse Manager 1 and 2/ Charge Nurse recognise self - limitations and plan for appropriate measures to overcome them.   **2. CLINICAL RESPONSIBILITIES**  Under the direction of the Clinical Nurse Manager 1 and 2/ Charge Nurse, the post holder will : -   1. Assess, plan, implement and evaluate individualised patient care programmes within the agreed framework for practice 2. Adapt a collaborative approach to patient care through the co-ordination of care and interventions provided by other members of the multi - disciplinary team 3. Act as an advocate for the patient and their family to ensure that they are appropriately informed and counselled regarding their short / long term care needs. 4. Collaborate with the patient, their family and the multi disciplinary team to facilitate appropriate discharge planning and continuity of care. 5. Maintain appropriate and accurate written records regarding patient care. 6. Promote innovation and change in the approach to patient care delivery, particularly in relation to new research findings and advances in treatment. 7. Participate in the setting of professional standards. Understand and co-operate with the need to measure and audit the effectiveness of care given. 8. Participate in research programmes and understand the need for research based practice. 9. To ensure that correct handling and sympathetic treatment of patients is carried out by all staff, and that the dignity of the patient is given proper consideration.   **3. EDUCATIONAL RESPONSIBILITIES**  Under the direction of the Clinical Nurse Manager 1 and 2/ Charge Nurse the post holder will : -   1. Develop teaching skills and participate in the planning and implementation of orientation and teaching programmes for student nurses and care assistants in the clinical setting. 2. Provide feedback to the Clinical Nurse Manager 1 and 2/ Charge Nurse in the compilation of proficiency assessments for student nurses and care assistants in the clinical setting. 3. Contribute to the identification of training needs pertinent to the clinical area. 4. Identify and contribute to the continual enhancement of learning opportunities in the clinical area. 5. Participate in the clinical induction of all new nursing and support staff. 6. Develop leadership ability in order to act as an effective role model. 7. Assume responsibility for own learning and development needs. 8. Ensure mandatory training record is up to date   **4. MANAGEMENT RESPONSIBILITIES**  The post holder will practise within the limits of their expertise. Senior nursing staff will be available to you at all times. Having regard for these limitations the post holder will independently or under supervision:   1. Manage the nursing care for a caseload of patients   **and/ or**   1. Take management responsibility for the ward/Unit in the absence of the Clinical Nurse Manager 1 and 2/ Charge Nurse for defined periods of time. 2. Demonstrate the ability to delegate work to team members 3. The discretion in the decision making process regarding patient care 4. Maintain effective interpersonal relationships in a manner that avoids antagonism, reduces conflict and prevents undue anxiety. 5. Provide support and act as an information link to Clinical Nurse Manager 1 and 2/ Charge Nurse. 6. Develop the ability to use the resources provided in an effective and economic manner. 7. Co-operate in the rostering of nursing and support staff ensuring optimum use of nursing resources.  * Liaise with Bed Management in the absence of the Clinical Nurse Manager. * To carry out such other duties appropriate to the office as may be assigned to him/her by the Chief Officer, Director of Nursing, or other authorised officer. * Escalate relevant information/concerns to operational bleep holder in the absence of the CNM.   **KPI’s**   * The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets. * The development of Action Plans to address KPI targets. * Driving and promoting a Performance Management culture. * In conjunction with line manager assist in the development of a Performance Management system for your profession. * The management and delivery of KPIs as a routine and core business objective.   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:**   * Employees must attend fire lectures annually 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 Buildings is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Please note**  Service needs require that Staff Nurses are rostered for:   * Unsocial hours/Shift work * Night Duty * On Call   Service needs will require a level of movement of nursing staff between wards/ departments/ relief duties from time to time.  **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 Group’s Risk Management Incident/Near miss reporting Policies and Procedures. * The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. * The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. * 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 post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.   **The above Job 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**  1. Eligible applicant will be those who on the closing date for the competition: 2. Be registered, or be eligible for registration, in the General Nurse Division of the Register of Nurses kept by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann)   **And**   1. Candidates must possess the requisite knowledge and ability, (including a high standard of clinical and administrate capacity), for the proper discharge of the duties of the office    1. **Annual registration** 2. On appointment, practitioners must maintain live annual registration on the General Nurse Division of the Register of Nurse & Midwives maintained by Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann)   **And**   1. Practitioners must confirm annual registration with the NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC)   Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant divisions of the register maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland)  **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character |
| **Post Specific Requirements** | **Demonstrate depth and breadth of nursing experience in Acute Assessment Unit, as relevant to the role** |
| **Skills, competencies and/or knowledge** | ***Candidates must:***  **Planning & Organising Skills**   * Demonstrate practitioner competence and professionalism in order to carry out the duties and responsibilities of the role * Practices nursing care safely and effectively, fulfilling her / his professional responsibility within her / his scope of practice * Display evidence-based clinical knowledge in making decisions regarding client care * Demonstrate a commitment to continuing professional development * Demonstrate evidence of effective planning and organising skills   **Building and Maintaining Relationships**   * Demonstrate the ability to build and maintain relationships including the ability to work effectively as part of a multi-disciplinary team * Demonstrate flexible approach – to internal rotations, rostering e.g. unsocial hours/shift work, night duty, on call, attitude to work * Demonstrate strong communication and influencing skills. * Display a willingness to support students in your role.   **Commitment to Providing a Quality Service**   * Demonstrates a commitment to providing a quality service * Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect * Demonstrate a focus on quality * Demonstrate a commitment to continuing professional development. * Demonstrate a willingness to engage and develop IT skills relevant to the role   **Professional Knowledge**   * Demonstrate knowledge of the HSE Transformation Programme * Demonstrate an awareness of relevant legislation and policy e.g. legislation relevant to the service area, health and safety, infection control etc. * Demonstrate knowledge of quality assurance practices and their application to nursing procedures. * Demonstrate the ability to relate nursing research to nursing practice. * Demonstrate an awareness of current and emerging nursing strategies and policies in relation to the clinical / designated area. * Demonstrate an awareness of developments within the HSE   **Communication & Interpersonal Skills**   * Demonstrates excellent communication skills, including sufficient command of the English language so as to effectively carry out the duties and responsibilities of the role   practices in accordance with legislation affecting nursing practice   * Demonstrates strong communication and influencing skills * Demonstrate strong interpersonal skills including the ability to build and maintain relationships. * Demonstrates principles of confidentiality with all information   Demonstrates evidence of clinical knowledge and evidence based practice in their communication skills |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.  Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Staff Nurse General (Acute Assessment Unit)**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancy available is permanent and whole time  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  ***\*\*Please note the hours of work include working: days, nights, week-ends, unsocial hours as required to meet service needs****.*  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 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)