**Clinical Nurse Instructor – 0.5 wte Educational Facilitator Intravenous (IV) AND 0.5 wte Medical Directorate (Nurse Practice Development Unit)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Clinical Nurse Instructor – 0.5 wte Educational Facilitator Intravenous (IV) AND 0.5 wte Medical Directorate (Nurse Practice Development Unit)**  **Teagascóir/Múinteoir na nAltraí Cliniciúla**  (*Grade Code: 2712)* |
| **Remuneration** | The salary scale for the post is (01/08/2025):  €60,130, €65,168 €65,937, €67,362, €68,799, €70,351, €71,909, €73,466, €75,020  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** | SLIGO 0601 |
| **Closing Date** | 12:00 noon on Thursday 4th September 2025 |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Sligo University Hospital HSE West North West  There is currently one whole-time vacancy which will be held on a temporary basis in Nurse Practice Development Unit, Sligo University Hospital as 0.5 Intravenous Educational Facilitator and 0.5 Medical Directorate Educational Facilitator.  The successful candidate may be required to work in any service area within the vicinity as the need arises.  A panel may be formed as a result of this campaign for Sligo University Hospital from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled in the role of educational facilitators for SUH. |
| **Informal Enquiries** | **Name:** Claire McGuire  **Job Title:** A/DON, Nurse Practice Development Unit  **Tel:** 07191 74783  **Email:** [claire.mcguire1@hse.ie](mailto:claire.mcguire1@hse.ie) |
| **Details of Service** | The Nurse Practice Development Unit recognises the need to continually improve the standards of healthcare and the clinical learning environment in order to promote high quality, safe care to patients and support students to achieve their potential.  Progress has been made with many advances facilitating an improved patient journey e.g. nurse prescribing, metrics, HIQA standards, leading in uncertain times and policies guiding optimal care delivery. The underlying drivers in this process are Clinical Care Programmes, national standards, NMBI, learning from adverse incidences, feedback from patients, nursing and midwifery staff and undergraduate nursing students.  Enabling and sustaining change is the heart of practice development and we aim to achieve this using creative and innovative ways of engaging with and motivating staff.  We facilitate education and training of endorsed National Clinical guidelines to front line Nursing and Health care staff and then through a process of clinical audit monitor compliance with standards set out in the guidelines.  The NPDU are also responsible for co-ordinating the clinical components of the BSc General nursing undergraduate degree programme and BMS midwifery degree, ensuring an optimal clinical learning environment. We will do this by building strong partnership networks, promoting engagement and sustaining collaborative relationships with clinical staff and the School of Nursing St Angela’s College, Sligo Atlantic Technological University and midwifery clinical colleagues in practice development UCHG and NUIG.  The HSE 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.  Sligo University Hospital (SUH) provides high-quality healthcare to the people of Sligo, Leitrim, South Donegal and West Cavan.  SUH provides Acute Inpatient, Outpatient, and Day Services as well as Regional Specialty Services in Ophthalmology and Ear, Nose and Throat Services.  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 VISION STATEMENT**  Our vision is to build on excellent foundations already laid, further developing and integrating our region, fulfilling our role as an exemplar, and becoming the first Trust in Ireland.  **OUR GUIDING VALUES**  **Respect** - We aim to be 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 will 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 will 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 will engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we aim to communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | The post holder:   * Will report to the Assistant Director of Nursing, NPDU * Is accountable to the Assistant Director of Nursing (ADON) NPDU and Director of Nursing (DON)   Key Working Relationships  The post holder will work closely with   * ADON NPDU * DON * CNME * Clinical Facilitator NPDU * CNM2 NPDU * Senior staff NPDU * CPC’s * NMPDU * External NPDU Colleagues * HEI partners St Angela’s College, Sligo Atlantic Technological University, Galway University. |
| **Purpose of the Post** | The post holder will be required to lead on   * Intravenous Medication training and competency achievement. * Training and competency achievement for phlebotomy and cannulation for nurses and midwives. * The Provision of clinical support to qualified Nursing Staff and Health Care Assistants in SUH with developing skills and competencies in order to fulfil their roles and responsibilities to enable them to become competent, skilled and professional members of the multi-disciplinary team in an every changing healthcare environment.   He/She will act as a role model for all staff, promoting our mission and values. |
| **Eligibility Criteria**  **Qualifications and/ or experience** | Statutory Registration, Professional Qualifications, Experience, etc     1. **Professional Qualifications, Experience, etc**   **(a) Eligible applicants will be those who on the closing date for the competition:**  Must be registered in the relevant Division of the Register of Nurses / Midwives kept by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) or be entitled to be so registered  **And**  (i)Have at least 5 years post registration experience of which 2 must be in the medical specialty or related area.  **And**  (ii) Have the clinical, managerial and administrative capacity to properly discharge the functions of the role.  **And**  (iii) Demonstrate evidence of continuing professional development at the appropriate level  **2. Annual Registration**   1. Practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann).   **And**   1. Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).   **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate an in depth knowledge and expertise in teaching skills to support professional development for post graduate nursing staff in theory and practice.  Demonstrates in depth knowledge and expertise of nursing practice within the Medical Directorate. |
| **Additional eligibility requirements:** | **Citizenship Requirements**  Eligible candidates must be:   1. EEA, Swiss, or British citizens   **OR**   1. Non-European Economic Area citizens with permission to reside and work in the State   Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.  To qualify candidates must be eligible by the closing date of the campaign.  **OR**   1. Suitably qualified, non-resident non-EEA citizens.   The HSE welcomes applications from suitably qualified, non-resident, non-EEA citizens and will support successful candidates in their application for a Work Permit, as applicable.  Read more about [Department of Enterprise, Trade & Employment Work Permits](https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/). |
| **Skills, competencies and/or knowledge** | ***Candidates must demonstrate the following****:*  **Organising and Management Skills**   * Demonstrate the ability to plan organise effectively * Demonstrate strong interpersonal skills including the ability to build and maintain relationships * Demonstrate strong communication and influencing skills * Demonstrate initiative and innovation in the delivery of service * Demonstrate resilience and composure * Demonstrate openness to change * Demonstrate integrity and ethical stance * Demonstrate a commitment to continuing professional development   **Building and Maintaining Relationships (including Team Skills & Leadership Skills)**   * Demonstrate the ability to lead on clinical practice and service quality * Demonstrate promotion of evidence-based decision making * Demonstrate practitioner competence and professionalism * Demonstrate the ability to build, lead and manage a team   **Commitment to Providing a Quality Service**   * Demonstrate openness to change * Demonstrate a commitment to continuing professional development * Demonstrate evidence of clinical knowledge and evidence based practice when providing a quality service   **Analysis, Problem Solving and Decision Making Skills**   * Demonstrate promotion of evidence-based decision making * Demonstrate integrity and ethical stance * Recognises when it is appropriate to refere decisions/problems to the next level * Relies on experience to anticipate, understand and evaluate problems/make decisions * Demonstrates sound practical judgement and decisiveness * Gathers information from a range of sources to make well-founded decisions/solve problems and takes information on board quickly and accurately * Uses experience to generate a number of possible alternatives   **Communication & Interpersonal Skills**   * Demonstrate effective interpersonal and communication skills including the ability to present information in a clear and concise manner * Demonstrate negotiation/influencing skills * Demonstrate a flexible attitude to the post and the development of the post * Demonstrate flexibility in service delivery * Demonstrate a willingness to share knowledge and /or new ideas with staff and colleagues   **Resource Management Knowledge/Skills**   * Demonstrate an awareness of HR policies and procedures including disciplinary procedures, managing attendance etc. * Demonstrate the ability to relate nursing research to nursing / midwifery practice * Demonstrate knowledge of quality assurance practices and their application to nursing / midwifery procedures * Demonstrate an awareness of relevant legislation and policy e.g. legislation relevant to the service area, health and safety, infection control etc. * Demonstrate an awareness of current and emerging nursing / midwifery strategies and policies in relation to the clinical / designated area * Demonstrate an awareness of the Health Service Strategy * Demonstrate a willingness to develop IT skills relevant to the role   **Patient/Customer Focus**   * Co-ordinate the care / treatment for a number of patients, managing admission/ discharge in an appropriate and timely manner. * Recognising clinical priorities and acting proactively. * Understand the patient/family’s interpretation of the illness to consider the options and goals, involving the patient and family throughout * the process * Take appropriate actions and referrals to prevent avoidable deterioration, recognising and ordering appropriate diagnostic testing. * Demonstrate technical competence in undertaking relevant treatments and practices, including expanded roles.   Provide an environment of trust and respect, ensuring and monitoring other behaviour. |
| **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. | |

**Clinical Nurse Instructor 0.5 WTE Intravenous Educational Facilitator and 0.5 WTE Medical Directorate Educational Facilitator (NPDU)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is temporary 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.  \*\*Please note the hours of work include working: days, nights, week-ends, unsocial hours as required to meet service needs |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998.  Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities.  You should check if you are a [Mandated Person](hhttps://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/) 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)