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

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Staff Nurse, Emergency Department / Altra Foirne — Ginearálta  (Grade Code: 2135) |
| **Remuneration** | The salary scale for the post is:  €36,919, €38,871, €39,868, €41,186, €42,847, €44,507, €46,158, €47,587, €49,019, €50,445, €51,894, €53,340, **€54,928 LSI**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Campaign Reference** | SNEDGUG2025 |
| **Closing Date** | Wednesday 9th July 2025 at 10:00am |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week’s notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Emergency Department, Galway University Hospitals  There is currently permanent / specified purpose / part time / whole-time vacancy available in Emergency Department, Galway University Hospitals.  A panel may be formed as a result of this campaign for Emergency Department from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | We welcome enquiries about the role.  Contact below for further information about the role:  Deirdre O’Brien, Assistant Director of Nursing  [deirdres.obrien@hse.ie](mailto:deirdres.obrien@hse.ie) |
| **Details of Service** | The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.  The region comprises of 7 hospitals across 8 sites:   * Letterkenny University Hospital (LUH) * Mayo University Hospital (MUH) * Portiuncula University Hospital (PUH) * Roscommon University Hospital (RUH) * Sligo University Hospital (SUH) incorporating Our Lady’s Hospital Manorhamilton (OLHM) * Galway University Hospitals (GUH) incorporating University Hospital Galway (UHG) and Merlin Park University Hospital   The region’s Academic Partner is University of Galway.  The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff  **Vision**  Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.  **Guiding Principles**  Care – Compassion – Trust – Learning  Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:   * Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population. * Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity. * Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners.   Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Mission Statement** | Patients are at the heart of everything we do. Our Mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.  **OUR GUIDING VALUES**  **Respect** - We are an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more.  **Compassion** - we treat patients and family members with dignity, sensitivity and empathy.  **Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity.  **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research.  **Learning** - we nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential.  **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions.  **Team working** – we engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | Director of Nursing via Assistant Director of Nursing via Clinical Nurse Managers 1, 2 & 3. |
| **Purpose of the Post** | The ED team work to ensure that the emergency care system is safe, effective and efficient. The aim is to provide seamless high quality emergency care through systems that are characterised by effectiveness, efficiency, accountability, sustainability, resilience and high levels of staff morale. |
| **Principal Duties and Responsibilities** | * The post holder will support the principle that 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 awareness of the primacy of the patient in relation to all hospital activities. * Performance management systems are part of the role and you will be required to participate in the hospital performance management programme  1. Be accountable for the provision of a nursing service in a manner that is efficient, effective and of the highest standard 2. Develop clinical expertise, leadership ability and teaching skills through nursing practice. 3. Participate in teaching and education programmes for nursing and support staff 4. Maintain a high standard of professional and ethical responsibility 5. Is knowledgeable and competent in delivering care for patients on different pathways/protocols e.g. stroke, MI, head injury and manages care as per National/Hospital guidelines. 6. Conducts work in the ethos of collaborative practice, team work, and respect for all members of the Multidisciplinary Team (MDT) involved in planning patient care within the Emergency Care setting and within the outside agencies linked to the provision of that patients care. 7. Contributes to the overall mission and goal of the Emergency Care setting.   **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:   * Practice Nursing according to the professional code as laid down by the Irish Nursing & Midwifery Board of Ireland and 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. Identifies and addresses the specific needs of the patients allocated to their care that present to the Emergency Care setting with empathy and respect. 10. Carries out a holistic assessment of the patient and their needs taking into consideration the lifelong continuum. 11. Performs a holistic assessment based on agreed models of care and using validated assessment tools e.g. Manchester Triage Systems, Early Warning System tools as appropriate to the demographic, Glasgow Coma Score and Pain assessment tools. 12. Performs patient assessment procedures within own Scope of Practice and clinical judgement as required to gain a better insight into the patient's condition e.g. venepuncture, MSU, ECGs and documents and report’s findings as appropriate. 13. Integrates and applies knowledge of acute life and/or limb threatening conditions into holistic patient assessment. 14. Respects the person’s ability to maintain their own concordance and compliance with treatments prescribed. 15. Prioritises care of the emergency patient based on the immediate needs and best/evidence-based practice and escalates patient care within appropriate time frame. 16. Plans for appropriate and timely consultation by members of the multidisciplinary team (MDT) with reference to patient acuity, dependency and predicted clinical outcome. 17. Documents a clear plan of the patients’ care. 18. Involves the patient and where appropriate family/next of kin in formulating the plan of care. 19. Refers to protocols governing receipt of patients from pre-hospital ambulance service, the length of stay within the Emergency Care setting, transfer of the patient to the ward or discharge home. 20. 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. Possesses knowledge of the core concepts of health and wellbeing, altered health disease and disability and is able to relate this knowledge in a meaningful way to the patient in the Emergency Care setting. 9. Possess sound knowledge of the legislation and health policies underpinning the care and patient pathways within the Emergency Care setting 10. Actively addresses gaps in their own knowledge to improve patient experience and quality of care provision.   **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 2. 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. 3. Demonstrate the ability to delegate work to team members 4. The discretion in the decision making process regarding patient care 5. Maintain effective interpersonal relationships in a manner that avoids antagonism, reduces conflict and prevents undue anxiety. 6. Provide support and act as an information link to Clinical Nurse Manager 1 and 2/ Charge Nurse. 7. Responds in an organised and calm manner to unexpected events and prioritises actions and resources in consultation with the Emergency Care team. 8. Develop the ability to use the resources provided in an effective and economic manner. 9. Co-operate in the rostering of nursing and support staff ensuring optimum use of nursing resources. 10. Possesses skills to de-escalate tension using a respectful, neutral and calm approach and deals with unexpected events in a logical supportive manner. 11. Maintains a disciplined and professional level of performance under sustained situational pressure and demonstrates resilience and composure in stressful, high tension situations. 12. Liaise with Bed Management in the absence of the Clinical Nurse Manager. 13. 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   **Risk Management, Quality, Health & Safety**   * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * 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. Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Education & Training**   * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **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 periodically and must observe fire orders. * All accidents within the Department must be reported immediately. * Infection Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 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.   **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 Region’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. * The post holders’ 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 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 them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | Candidates must on the closing date:  **1. Statutory Registration, Professional Qualifications, Experience, etc**  (a) Eligible applicants will be those who on the closing date for the competition:  (i) Be registered, or be eligible for registration, in the General Nurse Division of the Register of Nurses kept by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).  **AND**  (b) Candidates must possess the requisite knowledge and ability, (including a high standard of clinical and administrative capacity), for the proper discharge of the duties of the office.  **2. Annual registration**  (i) On appointment, practitioners must maintain live annual registration on the General Nurse Division of the Register of Nurses & Midwives maintained by Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).  **AND**  (ii) Practitioners must confirm annual registration with the NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).  **3. Age**  Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.  **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** | * Depth and breadth of post registration experience in Emergency Department and /or hold a relevant qualification in Emergency Nursing |
| **Other requirements specific to the post** | * To be detailed at job offer stage. |
| **Skills, competencies and/or knowledge** | **PROFESSIONAL/ETHICAL PRACTICE**  **Professional Knowledge**   * Demonstrate knowledge and experience in Emergency Medicine * Demonstrate competency in Venepuncture and Cannulation * Demonstrate knowledge and experience in triage. * Practices within a framework of professional accountability and responsibility. * Practices within the legislation, professional regulation and guidelines relevant to his/her scope of practice and emergency care setting. * Integrates accurate and comprehensive knowledge of ethical principles and the Code of Professional Conduct within the Scope of Professional Practice in the delivery of emergency nursing care. * Advocates with and on behalf of the emergency patient to protect their rights. * Demonstrates knowledge of, and implements, the philosophies, policies, protocols and clinical guidelines of the healthcare institution and those specific to the emergency department. * Responds to, and reports, all incidences of unsafe or unprofessional practice, deviations from best practice, and unethical and illegal practices. * Practices within the limits of own competence and ensures he/she takes measures to develop own competence * Determines own scope of practice using the principles in the Scope of Nursing and Midwifery Practice Framework document. * Recognises own abilities and level of professional competence. * Critically evaluates and bases practice on best available evidence. * Accepts responsibility and accountability for consequences of own actions, or omissions in caring for the emergency patient. * Assumes personal responsibility for maintaining current knowledge to provide evidence-based, best practice emergency nursing. * Identifies a mechanism to support continuing professional development to ensure continued competence. * Acts to enhance the personal and professional development of self and others. * Acknowledges the need for professional and personal development and engaging in PPPG’s * Demonstrates a commitment to ongoing professional education and life-long learning in the care of the emergency patient. * Demonstrate self awareness, recognising the impact of own and others attitudes, values and expectations on nursing care of the emergency patient and their carer/family. * Demonstrates clarity of beliefs and values in caring for the emergency patient. * Contributes to the learning experience of colleagues through a supportive and collaborative framework. * Participates in and uses the outcomes of audit and education initiatives to improve nursing care of the emergency patient. * Develops professional links and networking with others professionals practicing in the emergency setting. * Participates in education and professional development programmes in care of the emergency patient. * Participates in and accepts personal responsibility for ongoing professional development and education in the care of the emergency patient. * Collaborates with other multi-disciplinary team members who have expert knowledge in providing best practice and establishing a forum for delivery of education. * Develops and integrates a framework to reflect on practice, implementing evidence-based nursing practice to improve the care of the emergency patient * Values and establishes reflective practice as an integral part of nursing care of the emergency patient. * Develops and integrates a framework to reflect on, and explore, nursing practice in care of the emergency patient. * Objectively evaluates emergency nursing practice. * Integrates evidence-based practices to improve nursing care of the emergency patient. * Contributes to local initiatives to enhance reflection e.g. case study reviews, journal clubs etc.   **Patient /Customer focus**   * Conducts a systematic holistic assessment of the needs of the emergency patient based on nursing theory and evidence-based practice * Performs a holistic assessment of the emergency patient taking into consideration the life long continuum. * Performs the holistic assessment based on agreed models of care and using validated assessment tools, e.g. Manchester Triage System, National Early Warning Score, Glasgow Coma Score, pain assessment tools. * Interprets data accurately and comprehensively leading to appropriate identification of findings * Integrates and applies knowledge of acute life and limb threatening conditions into holistic patient assessment. * Incorporates best practice standards and research directly related to caring for the emergency patient * Involves the patient where appropriate carer/family in formulating their plan of care * Plans care in consultation with the patient taking into consideration the therapeutic regimes of all members of the multidisciplinary team * Prioritises care of the emergency patient based on their immediate needs and best/ evidence-based practice * Plans for appropriate and timely consultation by members of the MDT with reference to patient acuity based on expected outcome for clinical condition. * Utilises specific evidence based criteria for the evaluation of expected outcomes of acute illness and injury * Documents plan of care in a clear concise manner * Ensure patient is informed regarding their plan of care * Implements planned nursing care and interventions to achieve identified outcomes * Implements plan of care and reassess the patient to ensure goal sets are being met * Provides person-centred and family-centred nursing care * Adheres to professional practice guidelines in the management and administration of all medication. * Adheres to professional practice guidelines in the management of patients who present as result of violence or abuse * Creates and maintains a safe and comfortable environment that provides for the physical, psychosocial and spiritual needs of the patient. This includes care of the dying / end of life patient. * Maintains the dignity, comfort and privacy of the family/relatives of the deceased patient in the ED * Evaluates progress toward expected outcomes and reviews plan of care in consultation with the emergency patient * Assesses the effectiveness of emergency nursing care in achieving planned outcomes * Continually evaluates effectiveness of nursing interventions and compare actual with anticipated outcomes using assessment tools as appropriate * Provides evidence based rationale to modify and individualise the care plan according to evaluation findings   **Communication and Interpersonal Skills.**   * Establishes and maintains caring therapeutic interpersonal relationships with the emergency patient, family/carers. * Promotes collaborative communication with the patient their family/ carer. * Provides emotional and social support to emergency patient, family and carers. * Ensures the emergency patient and carer/family receive and understand relevant and current information concerning their health care/needs and are involved where appropriate in decisions of care. * Appreciates the barriers to communication due to for example, the critical condition of emergency patient or physical/ mental disability * Safeguards and ensures confidentiality, privacy and informed consent. * Following the death of the emergency patient provides support for the Carers’ and facilitates transition into bereavement/support services if required. * Maintains dignity and privacy following death, accommodating and being respectful and sensitive to the carers’ cultural and spiritual diversities.   **Teamwork.**   * Collaborates with all members of the multidisciplinary team and documents relevant information. * Establishes relationships with multi-disciplinary team members and contribute collaboratively in decision-making concerning patient care based on best practice guidelines. * Communicates verbally with members of the multidisciplinary team to ensure continuity of care through an entire care episode * Maintains comprehensive, accurate, clear, concise emergency nursing records within a legal and ethical framework (An Bord Altranais 2002).   **Planning and Organising**   * Effectively manages nursing care of the emergency patient within the multi-disciplinary team. * Contributes to the overall mission and goal of the emergency department and organisation * Collaborates with other multi-disciplinary team members in providing best practice and establishes mechanisms for consultation regarding practice and referral. * Follows and adheres to Hygiene; Health and Safety; Infection Prevention and Control standards and guidelines * Reports adverse events according to local policy * Facilitates the co-ordination of care embracing the emergency patients’ choices and involvement. * Works with multi-disciplinary team members to ensure that care is appropriate, effective, safe and consistent. * Liaises and works with agencies providing care for the emergency patient e.g. liaison psychiatry, crises intervention team, primary care teams, pre-hospital emergency care services, support agencies * Participates in quality initiatives e.g. patient satisfaction surveys * Educating the patient regarding relevant focus groups/networks that they can avail of. |
| **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, Emergency Department / Altra Foirne — Ginearálta**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent/temporary and whole time/part-time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **37.5** hours per week. Your normal weekly working hours are **37.5** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.  You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)