**Staff Nurse (Mental Health)**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Staff Nurse (Mental Health)**  *(Grade Code 2674)* |
| **Campaign Reference** | 19SNMHSECH |
| **Selection Process** | The HSE provide a wide range of community and hospital based mental health services in South East and these services have been evolving as we continue to move from the hospital model to providing more care in communities and in clients' own homes. It is estimated that up to one in five of us will experience some mental health problems in our lifetime and in order to meet these needs, Mental Health Services are expanding and evolving.  We are committed to providing progressive high standards of recovery based nursing care to clients with a wide range of mental health issues which range from basic to complex, severe psychiatric care needs. Services include Adult, Older Adult, Psychiatry of Later Life, ID with a Mental Health Diagnosis, and Child and Adolescent Mental Health Services (CAMHS).  Adult Services including Older Adult and Psychiatry of Later Life are based in a number of locations all over Ireland. So if you want to work close or far from home there are a number of choices. The HSE treat and support individuals in their own homes and within the community where possible. In addition to this, acute admission wards are located throughout the South East where services include assessment and treatment.  Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to 18 years and their families who are experiencing mental health difficulties such as depression, anxiety, eating disorders and ADHD. Specialist inpatient CAMHS services are based in Dublin, Cork and Galway. Community CAMHS services are also located throughout the South East.  Mental Health Services offer more rewarding nursing career opportunities than you may be aware of. Our nurse led services allow extensive opportunities to fully engage in the delivery of holistic quality care, working with many other health care professionals such as Psychiatrists, Psychologists, Behavioural Therapists, Counsellors, Occupational Therapists, GP’s, Social Workers, to ensure the best outcomes for service users and residents.  Mental Health Services actively encourage and support continual professional development as well as extensive access to rewarding career pathways. Nurses with experience qualify to apply for a variety of promotional managerial roles such as Clinical Nurse Manager, while those seeking specialist pathways can develop within roles such as Advanced Nurse Practitioner, Nurse Prescriber, Clinical Nurse Specialist roles and more. Nurses joining a Mental Health Service are fully supported and mentored.  The HSE has ongoing opportunities for Staff Nurse Mental Health. In order to meet this requirement this advertisement will remain live for the foreseeable future so that qualified staff nurse Mental Health candidates can submit applications throughout the year. Throughout the lifetime of this rolling campaign we will continually draw from the applicant pool, processing applications and holding interviews in order to fill current and future vacancies. Interview dates will be communicated to eligible applicants as soon as they are scheduled.  **2019 Nursing Graduates/Undergraduates** - We are very interested to receive applications from all 2019 Undergraduates/Graduates who are interested in working as a Staff Nurse Mental Health within the HSE. Undergraduates successful at interview will be made dormant on the panel until they provide evidence that they have registered with NMBI. This means that undergraduates cannot be offered jobs until they are qualified. |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Location of Post** | Services are based in a number of locations in South East. |
| **Organisational Area** | HSE South East |
| **Details of Service** | Information about specific sites will be provided at job offer stage including information on services provided, team structures, possible future developments etc. |
| **Reporting Relationship** | Clinical Nurse Manager 2 or designated Officer.  Responsible to Director of Nursing or designated Officer. |
| **Purpose of the Post** | The Staff Nurse (Mental Health) will assess, plan, implement and evaluate care to the highest professional and ethical standards within the model of nursing care practiced in that care setting. |
| **Principal Duties and Responsibilities** | **PROFESSIONAL RESPONSIBILITIES**  Under the direction of the Clinical Nurse Manager, the Staff Nurse will:   * Practice Nursing according to: * the Professional Code of Practice as laid down by the Nursing Board (An Bord Altranais). * Professional Clinical Guidelines * national and regional Health Service Executive (HSE) guidelines * Local policies, protocols and guidelines * Current legislationas it applies to the role   + - Implement the care philosophy, objectives and goals of their unit / department / organisation to deliver appropriate high quality service user care     - Follow appropriate lines of authority within the Nurse Management structure     - Participate as a multidisciplinary team member in all aspects of service user care     - Demonstrate a high degree of motivation and assume responsibility for their own professional development and contribute to the development of others.     - Promote good interpersonal relationships with service users, their family / social network supports and the multidisciplinary care team in accordance with ethical standards.     - Demonstrate flexibility by assisting in other areas of the service as required     - Participate in regular performance / clinical reviews with their line manager, identifying key performance objectives and appropriate plans / measures to achieve areas for improvement and appropriate plans / measures to achieve them in a supportive environment.     - Respect and maintain the privacy, dignity and confidentiality of the patient / client, in relation to all hospital activities.     - Professional Expectations: The nurse must comply with the Code of Professional Conduct as laid down by the Nursing Board (An Bórd Altranais). The nursing profession demands a high standard of professional behaviour from its members and each registered nurse is accountable for his or her practice. The nurse must work within his / her scope of practice and must take measures to develop and maintain the competence necessary for professional practice. The nurse must be aware of ethical policies and procedures which pertain to his/her area of practice. Patient / client confidentiality must be maintained at all times.     - As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA & to assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report     - 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.     - Staff will work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020.     - To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **CLINICAL ROLE**  The Staff Nurse will:   * + - Manage the nursing care of a caseload of patients as required     - Assess, plan, implement and evaluate individualised patient / client care programmes within an agreed framework, in accordance with best practice at all stages of the process.     - Implement an evidenced based bio-psychosocial approach to nursing practice, underpinned by the principles of a recovery philosophy.     - Ensure clinical risk assessments are completed as required     - Collaborate with the patient / client, their family and the multidisciplinary team to facilitate the development and review of an appropriate care plan / discharge plan to ensure continuity of care.     - Participate in ward meetings     - Observe, report and take appropriate action on any matter which may be detrimental to patient / client care or well being or inhibit the efficient operation of the centre, unit or assignment.     - Act as an advocate for patients / service users as required, and provide relevant information on advocacy support.     - Maintain appropriate and accurate written records and reports regarding patient / client care in accordance with the Nursing Board (An Bórd Altranais) guidelines, mental health legislation and legal requirements.     - Participate in innovation and change in the approach to patient/client care delivery, and contribute to service planning process, based on best practice and under the direction of nursing management, particularly in relation to new research findings and advances in treatment.     - Ensure that current legal requirements for the safe administration and storage of medicines are adhered to in accordance with best practice.     - Have a sound knowledge of clinical standards and participate in patient / client care audits.     - Ensure that nursing care is carried out, using evidence based approach, to a high standard in a safe environment maintaining the confidentiality and dignity of the patient / client at all times.     - Promote a positive health concept with patients and colleagues and contribute to the health promotion initiatives with the Health Service Executive.     - To participate in assisted admissions / escorts as required   **MANAGEMENT**  The Staff Nurse will:   * Be required to take management responsibility for the ward / unit in the absence of the Clinical Nurse Manager. * Be responsible in conjunction with the Clinical Nurse Manager for the efficient co-ordination and control of administrative procedures within the identified area. * Submit reports as necessary and as requested in the operation of the service * Ensure compliance with health and safety, infection control and risk management   procedures and participate in their development, comply with statutory obligations.   * Supervise the work of other grades of staff within the remit of their role * Accurately record and report all complaints to appropriate personnel according to local service policy.   **EDUCATION**  Under the direction and supervision of the Clinical Nurse Manager, the Staff Nurse will:   * Participate in the planning and implementation of orientation and teaching programmes both for students and other health care staff in the clinical setting. * Act as a mentor, preceptor or clinical assessor for staff in the clinical environment * Participate in the induction of new staff in the clinical area * Participate in training as required to meet the ongoing needs for the care of the patient in order to comply with standards of care. * Take responsibility for own learning and development needs and actively contribute to the learning and development of the multidisciplinary team. * May be assigned to hospital and / or community based duties as required to meet the needs of the service.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him / her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must on the latest date for receipt of application:**  Be registered in the Psychiatric Division of the Register of Nurses kept the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) or be entitled to be so registered  **And**  Have the clinical and administrative capacity to properly discharge the functions of the role  **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  **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 new entrant must be under 68 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.  *Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland)* |
| **Other requirements to the post** | Will be indicated at expression of interest stage if applicable e.g. access to transport etc |
| **Skills, competencies and/or knowledge** | * Demonstrate sufficient clinical knowledge, clinical reasoning skills and evidence based practice 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. * Practices in accordance with legislation affecting nursing practice * Demonstrates the ability to plan and organise effectively * Demonstrate the ability to build and maintain relationships including the ability to work effectively as part of a multi disciplinary team. * Demonstrate a commitment to providing a quality service * Demonstrates effective analytical, problem solving and decision making 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. * Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect. * Demonstrate a commitment to continuing professional development * Demonstrate an awareness of developments within the HSE * Demonstrate knowledge of the HSE Transformation Programme * Demonstrate a willingness to engage and develop IT skills relevant to the role |
| **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 being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of The HSE will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| **The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed. This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.** | |

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**Staff Nurse (Mental Health)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are permanent/temporary and whole time/part-time.  The post is pensionable. A panel will be created from which permanent and specified purpose vacancies of full or part time duration will 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 Appointment) Act 2004. |
| **Remuneration** | The Salary Scale (as at 01/01/19) for the post is:  €30,004, €31,692, €32,894, €34,120, €35,404, €36,613, €37,875, €38,857, €39,929, €41,319, €42,686, €44,634, €45,992 LSI (pro rata)  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post will be confirmed at Job Offer stage.  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 is:  0-5 years post qualification nursing experience 24 days per year (pro rata).  5-10 years post qualification nursing experience 25 days per year (pro rata).  More than 10 years post qualification nursing experience 27 days per year (pro rata). |
| **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 |
| **Probation** | Every appointment of a person who is not already an 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 Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation:   * To report child protection concerns at or above a defined threshold to TUSLA. * To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.   You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **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 , 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 .  • 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.  A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages  See link on health and safety web-pages to latest Incident Management Policy |