



**Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna**

Feidhmeannacht na Seirbhísí Sláinte

Ospidéal Dr. Steevens'

Baile Átha Cliath 8

**Office of the National Director of Human Resources**

Health Service Executive

Dr. Steevens' Hospital

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**To: Each National Director  
Each Assistant National Director HR  
Each Hospital Group CEO  
Each Hospital Group Director of HR  
Each Chief Officer CHO  
Each CHO HR Manager  
Each CEO Section 38 Agencies  
Each HR Manager Section 38 Agencies  
Each Employee Relations Manager  
Each Group Director of Nursing & Midwifery  
Each Group Director of Midwifery**

**From: Anne Marie Hoey, National Director Human Resources**

**Date: 10<sup>th</sup> August 2020**

**Re: HR Circular 053/2020 - Upgrade of Registered Nurses Intellectual Disability to CNM 1 Grade and Enhanced Nurse contract in Intellectual Disability sector.**

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Dear Colleague,

### **Upgrade to CNM1 level**

HSE HR Circular 031/2019 enabled and sanctioned the commitment in LCR 21900/21901 to upgrade certain Registered Nurses Intellectual Disability (RNID) to CNM1 grade.

The Labour Court recommended the upgrade of RNIDs who worked alongside or supervised Social Care Workers to CNM1 grade. The key question arising in the implementation phase relates to how “working alongside or supervising social care workers” can be defined and assessed. Matters of dispute remain regarding this definition but agreement has now been reached on the immediate grounds for upgrade. This is set out in Appendix 1. The matters in dispute between the Parties will be addressed in a separate process to conclude before the end of the year.

**The effective date of the upgrade to CNM 1 level is 1<sup>st</sup> of March 2019**

**Enhanced Nurse/Enhanced Senior Nurse Intellectual Disability sector**

In addition, agreement has also been concluded to amend the standard duties and responsibility section of the Enhanced Nurse contract to better reflect terminology used in the Intellectual Disability sector and this is set out in Appendix 2. This agreement amends the duties identified in Section 6.3 of the Enhanced Nurse contract.

The effective date for the Enhanced Nurse contract in the Intellectual Disability sector is set out in HSE HR Circular 22/2019.

**Implementation**

Employers are requested to immediately implement the details of this Circular and to process applications for Enhanced Nurse contracts and upgrades for the cohort of agreed RNIDs to CNM 1 level.

**Queries**

Queries from individual employees or managers regarding these arrangements should be referred to local HR Departments/Employee Relations Departments.

Queries from HR Departments on the contents of this Circular may be referred to Morgan Nolan, Corporate Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966, Email: [morgan.nolan@hse.ie](mailto:morgan.nolan@hse.ie).

Please note that the National HR Help Desk is also available to take queries on 1850 444 925 or email: [ask.hr@hse.ie](mailto:ask.hr@hse.ie).

Yours sincerely



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**Anne Marie Hoey**  
**National Director Human Resources**



“To view the Health Services People Strategy 2019 - 2024 please click [here](#).”

**Need information and advice on COVID-19 Go to [www.hse.ie/coronavirus](http://www.hse.ie/coronavirus)**

## **Appendix 1– Clinical Nurse Manager I/RNID**

### Criteria for Eligibility

1. Must be a Registered Nurse Intellectual Disability
2. Must have been in post prior to March 1st 2019.
3. Works as part of a team where at least 33% of the Whole-time Equivalent Staff (WTE) in the team, in the same Unit (House), are Social Care Workers. This is to measure over a 12 month calendar period.
4. Works at least 50% of time in that team of 33% or more Social Care Workers.

## **Appendix 2: Enhanced Nurse Practitioner in provision of services to people with Intellectual Disability Duties and Responsibilities**

1. To practice Nursing according to the Code of Professional Conduct issued by the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and Professional Clinical Guidelines;
2. To work within your scope of practice and take measures to maintain and enhance the competence necessary for professional practice;
3. Complying with and adhere to all relevant policies and procedures;
4. Promoting the safety, health, welfare and social wellbeing of service users and respect the dignity and confidentiality of service users and their families;
5. Promoting service users' advocacy and maintain service users' privacy and dignity;
6. Performing the full range of clinical duties appropriate to your area of practice and as determined by your line manager to ensure a comprehensive nursing service is delivered to service users supported by you;
7. Maintaining appropriate and accurate written/electronic nursing records, person centred plans and care plans regarding service user support in accordance with local / national / professional guidelines
8. Utilising appropriate evidence-based and recognised screening tools, risk prediction models, assessment and enhanced skills to support service users in their home (e.g. Early Warning Scores, Falls Assessment);
9. Supporting and cooperating with the sharing of tasks as per national agreements;
10. Engaging in continuous skill acquisition and be supported as appropriate in doing so to ensure the ongoing development of the enhanced role
11. Taking responsibility for own competency and learning and development needs and actively contribute to the learning and development of the wider nursing, multi-disciplinary and primary care team
12. Completing all mandatory training as deemed necessary by the Director of Nursing, the employer and Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland);
13. Supporting the training and education of nursing students and participating in the clinical/ workplace induction of new nursing and clinical support staff (eg Care Assistants and other relevant grades in the ID Sector).

14. Contributing to the identification of training needs pertinent to the clinical area;
15. Developing clinical teaching skills and participating in the planning and implementation of orientation, training and teaching programmes for nursing students and other healthcare staff allocated to the service e.g. Preceptorship, mentoring and coaching.
16. Co-operating with and implement, where appropriate, strategies developed to move work to the community, including decongregation of settings;
17. Co-operate with changes arising from implementation of the recommendations of the review of nursing and non-nursing in all areas including areas and changes arising from the implementation of national policies and legislation<sup>1</sup>
18. Participating in clinical governance structures within the local / regional / national clinical governance framework;
19. Reporting complaints/ incidents and assist with the investigation of same as appropriate;
20. Facilitating and supervise the delegation of appropriate tasks to other clinical support grades as part of the nursing team;
21. Co-operating with the implementation of the agreed new structures developed to support Integrated Care Organisations and Government policy in the sector<sup>2</sup>
22. Supporting the implementation of all recommendations from the HCA review including development of appropriate policies and guidelines to promote and sustain delegation;
23. Co-operating with the introduction of ICT systems including those to support the Safe Nurse Staffing Framework, or any agreed alternative as may apply in the ID sector, and input, utilise and analyse the data;
24. Collecting and input data on nursing metrics or other metrics relevant to supporting service users;
25. Ensuring that records are protected and managed as per HSE / local policy and in accordance with relevant legislation;
26. Working closely with colleagues across health services in order to provide a seamless service delivery to the service users as part of integration;

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<sup>1</sup> For example Time to Move on from Congregate settings; New Directions; Assisted Decision Making legislation

<sup>2</sup> Including Time to Move on from Congregate settings; New Directions; Assisted Decision Making legislation  
Engagement and Consultation on these matters with the relevant trade union will occur

27. Participating in and contributing to and providing data as required to any verification process at local, regional or national level for the purposes of documenting and assuring delivery of the range of duties specified in this Contract;

28. Undertake any other duties in accordance with your scope of practice as may be assigned by the Assistant Director of Nursing, Clinical Nurse Manager II or Employer.