

Circular 42/2004

30 September 2004

Chief Executive Officer  
Each Health Board/ERHA

Each Public Voluntary Hospital  
outside ERHA

### **Re: Theatre Manager Grades**

1. I am directed by the Minister for Health and Children to refer to the agreement reached at the Labour Relations Commission on 24 August 2004, in relation to the implementation of the "Report on Evaluation of Theatre Manager Grades" dated 8 April 2003.

#### **2. Agreed Revised Structure**

Sanction is conveyed for the implementation of the revised arrangements for theatre management structures as outlined in the report.

- (i) **Band 1 Hospitals** - a theatre management structure of one Assistant Director of Nursing/Divisional Nurse Manager plus one Clinical Nurse Manager 3.
- (ii) **Band 2 Hospitals** - the recommended level for the theatre manager is Clinical Nurse Manager 3
- (iii) **Bands 3, 4 and 5 Hospitals** - the recommended level for the theatre manager is Clinical Nurse Manager 2.

#### **3. Agreed Methods for the filling of posts**

In cases where the agreed structures were not in place at the date of the agreement (24 August 2004), the following arrangements will apply:

### Band 1 Hospitals

- (i) where the current post holder is a permanently appointed CNM3, the post holder should be upgraded by designation with effect from 8<sup>th</sup> April 2003.
- (ii) where the current post holder is not a permanently appointed CNM3 the post should be filled by public competition.
- (iii) Any consequential vacancies should be filled by open competition.

### Band 2 Hospitals

- (i) where the current post holder is a permanently appointed CNM2, the post holder should be upgraded by designation with effect from 8<sup>th</sup> April 2003.
- (ii) where the current post holder is not a permanently appointed CNM2, the post should be filled by public competition.
- (iii) Any consequential vacancies will be filled by open competition.

It is also agreed that implications for support structures (CNM 1, CNM 2 etc) will be dealt with in line with paragraph 7.45 of The Report of the Commission on Nursing. Vacancies that may arise at CNM 3 level in Band 1 Hospitals and CNM 2 level in Band 2 Hospitals will be filled by public competition.

### **4. Arrangements for assimilation to new scale for post holders upgraded by designation**

In the case of those post holders upgraded by designation the following assimilation arrangements will apply: -

(i) post holders will enter onto the new scale by means of the point nearest but not below existing pay<sup>1</sup>, plus one increment. The new incremental date should be 8 April.

(ii) In cases where the post holder has been on the maximum of her/his scale for at least 3 years on 8 April 2003, she/he should enter the new scale at the nearest point not below existing pay, plus two increments. The new incremental date should be 8 April.

### **5. Additional Responsibilities**

In Band 1 and Band 2 Hospitals it may be necessary in some cases for the new Assistant Director of Nursing/Divisional Nurse Manager/CNM3 to assume additional or different duties at the discretion of the Director of Nursing. If necessary, discussions should take place at local level to implement this. Upgrading of the existing theatre manager to a higher grade should only take place after agreement has been reached on any additional or different duties.

---

<sup>1</sup> Excluding any allowances, premium pay, overtime, etc.

## **6. Contact Details**

Any queries concerning this arrangement should be referred to the Health Service Employers Agency, 63-64 Adelaide Road, Dublin 2 (Tel. 01 6626966)

Yours sincerely

---

Simonetta Ryan  
Nursing Policy Division