



Seirbhís Sláinte
Níos Fearr
á Forbairt

Building a
Better Health
Service



Office of the
Nursing & Midwifery
Services Director

Interim Standard Operating Procedure (SOP) for Approving the Inclusion to the National Interim Database of Clinical Nurse Specialist (CNSp.) and Clinical Midwife Specialist (CMSp.) for Statutory and Voluntary Organisations of the Health Service Executive (HSE) under Delegated Authority from the Department of Health (DOH)

Version 6

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1.1 Purpose

The purpose of this standard operating procedure (SOP) is to provide a standardised methodology for the approval of CNSp./CMSp. applications onto the Interim Database of CNSp./CMSp. for statutory and voluntary organisations of the HSE under Delegated Authority from the Department of Health (DOH)

This SOP outlines an Interim Approval process to meet the requirements originally fulfilled by the National Council for the Professional Development of Nursing and Midwifery (NCNM), pending the establishment of longer term processes for all aspects of the requirements, standards, development and approval of these applications.

This SOP must be utilised in conjunction with the National Council for the Professional Development of Nursing and Midwifery (NCNM) Framework for the Establishment of Clinical Nurse /Midwife Specialists Posts 4th Edition (NCNM 2008).

This SOP is in line with the agreed criteria for CNSp./CMSp. post holders (both new and existing) The ONMSD operationalises this SOP under delegated authority by the Department of Health. <https://healthservice.hse.ie/about-us/onmsd/advanced-and-specialist-practice/specialist-practice.html>

1.2 Scope

This SOP applies only to the ONMSD and NMPDU staff with delegated responsibility for supporting and enabling the operationalisation of the Interim ONMSD SOP.

The ONMSD, via its Area NMPD Directors has the responsibility for approving CNSp./CMSp. applications nationally which includes approving new and replacement post holders and including them in the ONMSD interim database. The interim database of post holders is maintained at national level for the duration of this interim approval process.

This SOP applies to HSE and HSE funded agencies (Section 38) and is not applicable to private organisations.

The Scope of this SOP does not allow for the establishment and approval of additional CNSp./CMSp. posts. However, the NMPDUs offer support and advice to services in the development of posts and job descriptions prior to advertising.

1.3 Objectives

To outline a process for the ONMSD to approve CNSp./CMSp. applications from HSE and HSE funded agencies (Section 38) on an interim basis under the delegated authority from the DoH.

To provide a standardised, safe and informative process that supports ONMSD and NMPDU delegated staff to manage the formal inclusion of nurses and midwives onto the ONMSD Interim CNSp./CMSp. national database.

1.4 SOP Group

See Appendix I for Membership of the SOP Group.

1.5 Supporting Evidence

Supporting evidence includes, but is not restricted to the following:

Bórd Altranais agus Cnáimhseachais na hÉireann (2015) Scope of Nursing and Midwifery Practice Framework NMBI, Dublin www.nmbi.ie

Bórd Altranais agus Cnáimhseachais na hÉireann (2014) Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives NMBI, Dublin www.nmbi.ie

DoH (2019) A policy on the Development of Graduate to Advanced Nursing and Midwifery Practice, Dublin <https://health.gov.ie/blog/publications/a-policy-on-the-development-of-graduate-to-advanced-nursing-and-midwifery-practice/>

Health Service Executive (2017) Memo dated July 25th, 2017. Clinical Nurse/Midwife Specialist Eligibility Criteria, National Director of Human Resources, Health Service Executive

Health Service Executive (2010) HSE Code of Practice for Healthcare Records Management (Abbreviations), HSE, Dublin.

National Council for the Professional Development of Nursing and Midwifery (2008) Framework for the Establishment of Clinical Nurse /Midwife Specialists Posts, 4th Edition. NCNM, Dublin.

National Council for the Professional Development of Nursing and Midwifery (2008a) The Clinical Nurse/Midwife Specialist Role Resource Pack 2nd Edition. NCNM, Dublin.

Office of the Nursing and Midwifery Services Director (Sept, 2016) CNSp./CMSp. Job Description Template

<https://www.hse.ie/eng/about/Who/ONMSD/Advanced-and-Specialist-Practice/CNSp.-and-CMSp.-applications.html>

The above list is not exhaustive and new and emerging evidence must always be taken into consideration when using this SOP to enhance the process.

1.6 Abbreviations and Glossary of Terms

Approve/Approval	Approval is given when the new post holder/existing post holder is deemed to have met the criteria set out within the Interim Approval process. Approval by Director NMPD, Area Director NMPD and the ONMSD for the purposes of the SOP is defined as 'new and existing post holders meeting the agreed criteria for inclusion on the interim ONMSD database'.
CNSp and CMSp	CNSp. Clinical Nurse Specialist and CMSp. Clinical Midwife Specialist as defined in the <i>Health Service Executive Code of Practice for Healthcare Records Management</i> (HSE 2010)
Role of CNSp and CMSp	Refer to page 5 of the NCNM <i>Framework for the Establishment of Clinical Nurse /Midwife Specialists Posts 4th Edition</i> (NCNM 2008)
NMPDU	Nursing and Midwifery Planning and Development Unit
Private Sector	'Private Sector', for the purposes of this SOP, means any employing authority which is in business with a view to generating a profit, and which is not subject to

	the direct control of the government, the Department of Health, the Health Service Executive, or any emanation thereof.
Statutory Body	'Statutory Body,' for the purposes of this SOP, means an employing authority created by statute or by secondary legislation.
Voluntary Organisation	'Voluntary Organisation,' for the purposes of this SOP, means a body that is composed of or functions with the aid of volunteers, and which provides aid or services to individuals, and is wholly or partly funded (whether directly or indirectly) out of money provided by the State.
Interim Database	The Interim Database is a record held by the ONMSD in which approved CNSp./CMSp. are entered once they fulfil the interim approval criteria set out in the NCNM (2008) Framework document. The Interim Record exists pending the establishment of longer term processes for all aspects of the requirements, standards, development and approval of these applications.

2.0 The Procedure

These are the procedural steps in relation to the inclusion of CNSp./CMSp. onto the ONMSD Interim Record.

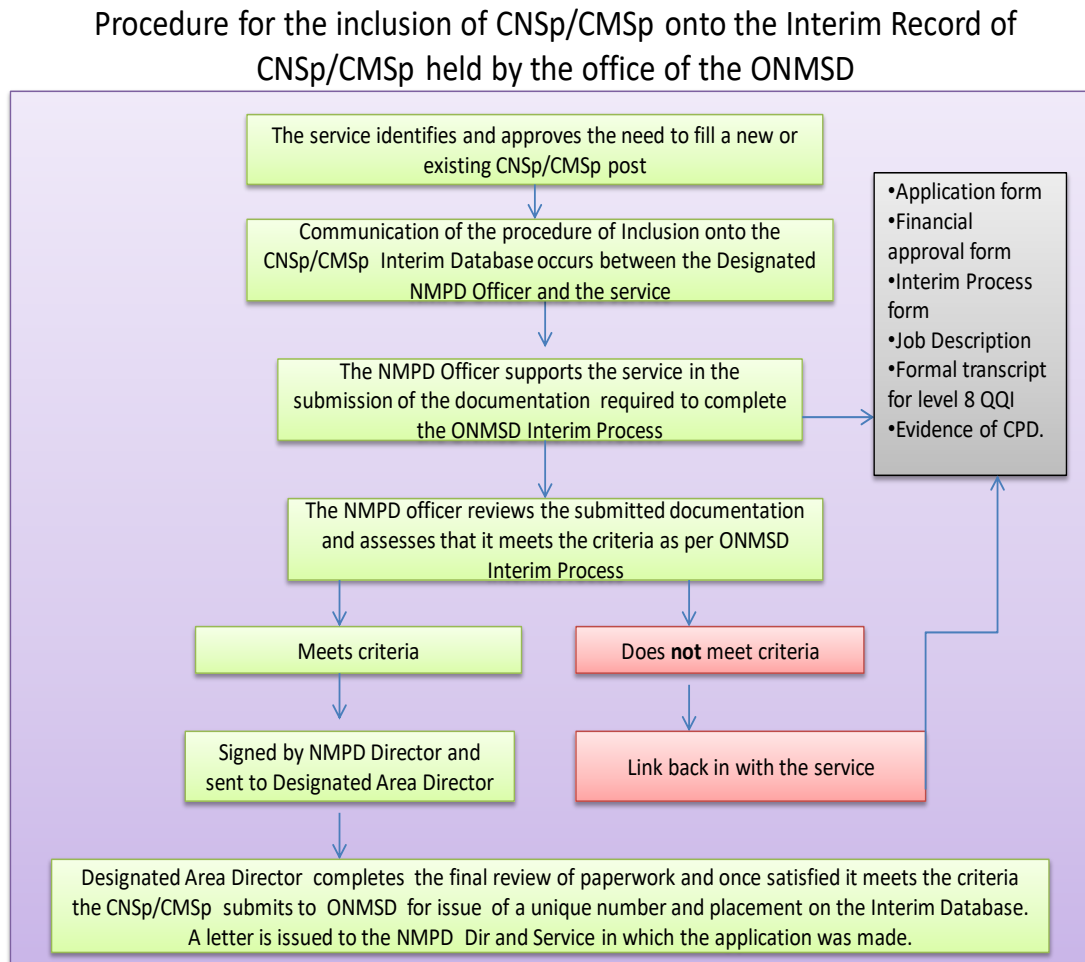
1. Respond as appropriate to a request from health services (Director of Nursing (DoN)/Director of Midwifery (DoM)/Service Manager/Delegated other) in relation to approval of CNSp./CMSp. for new and established post holders within services.
2. Communicate the ONMSD interim approval process to the relevant DON/DOM/Service Manager/delegated other.

This includes:

- 2.1 Contribute and support the development and agreement of the CNSp./CMSp. Job description as per nationally agreed template (ONMSD)
<https://healthservice.hse.ie/about-us/onmsd/advanced-and-specialist-practice/specialist-practice.html> (Appendix III)
- 2.2 Support DON/DOM/Service Managers and teams to complete the ONMSD Interim approval process documentation which includes:
 - 2.2.1 CNSp./CMSp. Post and Postholder Application Form
<https://healthservice.hse.ie/about-us/onmsd/advanced-and-specialist-practice/specialist-practice.html> (Appendix II)
 - 2.2.2 Financial Approval Form for CNSp./CMSp Posts (Appendix IV)
 - 2.2.3 ONMSD Interim Approval Process Employee Details Form (Appendix V)
 - 2.2.4 Agreed job description as per national template
<https://healthservice.hse.ie/about-us/onmsd/advanced-and-specialist-practice/specialist-practice.html> (Appendix III)

- 2.2.5 Formal transcript from the conferring Higher Education Institute (HEI) detailing the required and specific QQI Level 8 or higher major academic award.
- 2.2.6 Educational Addendum: Where the applicant does not meet the educational criteria, there is an addendum which outlines the required process and criteria to follow (Appendix VI).
- 2.2.7 Submission Document Checklist (Appendix VII)
- 2.3 Review the submitted application documentation and ensure that it meets the criteria as per ONMSD Interim approval process.
- 2.4 Communicate with the services (DON/DOM/Service Manager/Delegated other) in relation to the application.
- 2.5 In collaboration with Director NMPDU, prepare the necessary documentation for submission to Area NMPD Director.
 - 2.5.1 Prepare the CNSp./CMSp. Data Input Form (eForm) (Appendix VIII)
 - 2.5.2 Review all application documentation with NMPD Director in preparation for sign-off and onward submission to Area NMPD Director.
 - 2.5.3 Retain applicant's original documents and send a copy to relevant Area NMPD Director. All original records and correspondence relating to the posts and post holders will be held by the submitting Director NMPDU in the area that the post is located.
 - 2.5.4 The ONMSD designated officer will enter the name and details onto the ONMSD interim record and will then issue a confirmation letter to the DON/DOM/Service Manager and copied (cc'd) to the reviewing Area NMPD Director and Director NMPDU (*see Roles and Responsibilities 3.2*).
 - 2.5.5 In the event of a post becoming vacant, during the interim approval process period, a record of the vacant post will be maintained until such time as the person is replaced.
 - 2.5.6 Figure 1 is an algorithm outlining the procedure.

Figure 1: Procedure for the inclusion of CNSp./CMSp. onto the Interim record of CNSp./CMSp. held by the ONMSD



3.0 Governance Arrangements

Roles and responsibilities

- 3.1 The Director of the ONMSD is responsible for overall compliance with this SOP.
- 3.2 The ONMSD via its Area NMPD Directors have responsibility for formally assessing suitability and agreeing the inclusion of CNSp./CMSp.'s onto the ONMSD Interim database. This includes post holders for new and existing posts. Area NMPD Directors have ONMSD designated authority for the geographical areas outlined below:
 - 3.2.1 NMPD Area Director NMPD HSE West will review applications from HSE Dublin Mid Leinster (DML)
 - 3.2.2 NMPD Area Director NMPD HSE Dublin North East (DNE) will review applications from HSE West

- 3.2.3 NMPD Area Director NMPD HSE South will review applications from HSE DNE
- 3.2.4 NMPD Area Director NMPD HSE DML will review applications from HSE South
- 3.3 The Chair of the CNSp./CMSp. Support Network is responsible for ensuring knowledge and compliance with this SOP is operationalised and the review process is undertaken as directed.
- 3.4 The Chair of the CNSp./CMSp. Support Network is responsible for collating appropriate data and reporting as appropriate.
- 3.5 The NMPD Director is responsible for agreeing and overseeing the process at NMPDU level and also submission of the documentation to the Area NMPD Director.
- 3.6 Members of the ONMSD CNSp./CMSp. Support Network are responsible for enabling the process by interfacing with DON/DOM/Service Managers and/or delegated persons and relevant NMPDU/ONMSD colleagues.
- 3.7 Any changes to the status of the post holder, i.e., resignation, a change from full time to job sharing or a reduction in hours should be notified to the ONMSD via the Director NMPDU in writing.
- 3.8 The service provider remains responsible for ensuring WTE approval, advertisement of the post and selection of the post holder.
- 3.9 The ONMSD designated officer will enter the name and details onto the ONMSD interim record and will then issue a confirmation letter to the Director of Nursing/Midwifery and copied (cc'd) to the reviewing Area NMPD Director and Director of NMPDU.

4.0 Communication and Dissemination

The ONMSD will be responsible for the communication and dissemination of the SOP to Area NMPD Directors, Directors NMPDUs and ONMSD staff members as appropriate.

5.0 Implementation

The ONMSD will be responsible for the implementation of the SOP under delegated authority from the DoH. The ONMSD will provide final sign off and approval of this SOP.

6.0 Monitoring, Audit and Evaluation

1. The ONMSD/delegated other will review/monitor/audit and evaluate this SOP annually or sooner if directed by the DoH or as required by the ONMSD CNSp./CMSp. Support Network Group for example if changes occur.
2. Rotation of the designated Area NMPD Director will be considered as part of the review and remain the responsibility of the Director of the ONMSD.
3. A quarterly report will be presented to the ONMSD Leadership team on the CNSp./CMSp. interim record and an update on the processes, outcomes and challenges that may occur.

References/Bibliography

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Nursing and Midwifery Board of Ireland (2015) Scope of Nursing and Midwifery Practice Framework NMBI, Dublin www.nmbi.ie

Quality and Qualifications Ireland (QQI) National Framework of Qualifications [http://www.qqi.ie/Pages/National-Framework-of-Qualifications-\(NFQ\).aspx](http://www.qqi.ie/Pages/National-Framework-of-Qualifications-(NFQ).aspx)

Appendix I: Membership of the SOP Group

Please list all members of the SOP group.

NMPD Area	Name
HSE South (Cork/Kerry)	<p>Ms Carmel Buckley (Chairperson), Area Director, NMPDU, Administration Building, St Mary's Health Campus, Gurranabraher, Cork</p> <p>Ms Anne Walsh, I/Director NMPDU NMPDU, Administration Building, St Mary's Health Campus, Gurranabraher, Cork</p> <p>Dr Aoife Lane, NMPD Officer NMPDU, Administration Building, St Mary's Health Campus, Gurranabraher, Cork</p>
HSE North West	<p>Ms Liz Breslin, NMPD Officer NMPDU, HSE West, College Street, Ballyshannon, Co Donegal</p>
HSE West Mid West	<p>Ms Carmel Hoey, NMPD Officer NMPDU, West/Mid-West, Merlin Park University Hospital, Galway</p>
NMPD Dublin North East	<p>Ms Rose Lorenz, Assistant Director Nursing and Midwifery (Prescribing and Continuing Education) NMPDU, HSE Dublin North East, Mellifont Unit, St Brigid's Complex, Ardee, Co Louth</p>
HSE Dublin Mid Leinster	<p>Ms Margaret Williams Project Officer NMPD, NMPDU, Dublin South, Kildare & Wicklow, HSE, Mill Lane, Palmerstown, Dublin</p>
HSE South East	<p>Ms Michelle Waldron, Designated Midwifery Officer (Carlow, Kilkenny, South Tipperary)/Project Officer, NMPDU, HSE South (Carlow, Kilkenny, South Tipperary, Waterford, Wexford) Kilcreene Hospital Campus, Kilkenny</p>
HSE Dublin North	<p>Ms Emma Fleming, NMPD Officer NMPDU, HSE Dublin North, Unit 7 Swords Business Campus, Balheary Road, Swords, Co Dublin</p>
HSE Dublin Mid Leinster	<p>Ms Mary O'Connor, NMPD Project Officer NMPDU, HSE, 1st Floor, Scott Building, Midland Regional Hospital Tullamore Campus, Arden Road, Tullamore, Co Offaly</p>

CNS/CMS Application Form - Post and Post-Holder

To be completed by the Director of Nursing/Midwifery or employer and submitted to the Nursing and Midwifery Planning and Development Unit to process and send to the National Council

Post Details

National Council Post No:
(if known)

Title of Post:

Indicate if this is: (A) A new post

☐

(B) A previously approved post

☐

If (B) state name of previous post holder:

Whole time equivalent hours:

Job description and person specification enclosed:

YES

☐

Name of organisation:

Address of organisation:

Name of HSE area:

**Post-Holder Details**First name (s): Last name (s): Maiden name (if applicable): Date of birth: Gender: MALE ☐ FEMALE ☐Grade of previously held post: STAFF NURSE ☐ CNM1 ☐ CNM2 ☐Other (please indicate): **Registerable qualifications** (please insert year of initial registration in each division of the register as applicable): Division (please tick)

RGN	<input type="checkbox"/>	Year	<input type="text"/>
RPN	<input type="checkbox"/>	Year	<input type="text"/>
RM	<input type="checkbox"/>	Year	<input type="text"/>
RCN	<input type="checkbox"/>	Year	<input type="text"/>
RNID	<input type="checkbox"/>	Year	<input type="text"/>
PHN	<input type="checkbox"/>	Year	<input type="text"/>
RNT	<input type="checkbox"/>	Year	<input type="text"/>

Number of years post-registration experience, must have a minimum of five years post registration:
(in the division of the register in which the applicant is currently practising) Number of years experience in the specialist area, must have a minimum of two years in the specialist area:
(in the speciality in which the person is currently practising and that apply to this application) The applicant has a relevant post-registration Level 8 NQAI major academic award: YES ☐



Please give details of all post-registration academic awards (Service Managers should have verified original academic awards)

Title of award	NQAI Level	Duration of the programme	Awarding body	Year of award

Evidence of continuing professional development (please use additional sheets of paper as required):

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Signature of Director of Nursing/Midwifery or employer

Date:

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Address:

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Signature of Director of Nursing and Midwifery Planning and Development Unit

Date:

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Address:

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Appendix III: CNSp./CMSp. Job description as per nationally agreed template (ONMSD)



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

SAMPLE CLINICAL NURSE SPECIALIST/CLINICAL MIDWIFE SPECIALIST (CNSp/CMSp) JOB DESCRIPTION

Note: This example uses the NRS Terms and Conditions; these should be reviewed for individual organisations. Some of the responsibilities may not apply depending on the service offered by the organisation and the proposed CNSp/CMSp¹ post; some of these are “bolded” for convenience.

In the qualifications section, the Nurse/Midwife Medicinal Product Prescribing and Prescribing of Medical Ionising Radiation are included, these are not strictly essential, but should be considered at this level of nursing/midwifery. Appropriate references should be added to the reference list. The abbreviation CNSp or CMSp should be used as appropriate.

Sample Job Description of a Clinical Nurse Specialist/Clinical Midwife Specialist (CNSp/CMSp) (NNN²Care) Job Description, Specification and Terms and Conditions

Examples of Job Title, Grade, Grade Code	Clinical Nurse Specialist (CNSp) (General) NNN Grade Code 2632 Clinical Midwife Specialist (CMSp) NNN Grade Code 2313 Clinical Nurse Specialist (Children's) NNN Grade Code 2626 Clinical Nurse Specialist (Community/Primary Care) NNN Grade Code 2628 Clinical Nurse Specialist (Intellectual Disability) NNN Grade Code 2627 Clinical Nurse Specialist (Psychiatry/Mental Health) NNN Grade Code 2625 (Select as appropriate)
Whole Time Equivalent Hours	39 hours per week, minimum 0.5 WTE
Campaign Reference	
Closing Date	
Proposed interview Date:	
Taking up Appointment:	
Location of post	
Organisational Area	
Reporting Relationship	The post holder's reporting relationship is to the relevant Director/Assistant Director of Nursing/Midwifery (The CNSp/CMSp must have a nursing/midwifery line management reporting and professional relationship)
Details of the service/Background to the post	Include the relevant evidence relating to the need for the development of the post, making reference to seminal documents, statistics or research which supports its development. The current health service reform and the “fit” within this agenda should be outlined. International, and national guidelines relevant to the post should also be mentioned
Purpose of the Post	The purpose of this CNSp/CMSp. post is to: Deliver care in line with the five core concepts of the role set out in the Framework for the Establishment of Clinical Nurse/Midwife Specialist Posts, 4 th edition, National Council for the Professional Development of Nursing and Midwifery (NCNM) 2008 Caseload e.g. Patients - adults over 16 years of age. The CNSp/CMSp. will focus initially on the following patient groups: List caseload – reference Scope of Practice of the CNSp/CMSp

¹ Abbreviation as per HSE (2010) Code of Practice for Healthcare Records Management

² NNN to be replaced with the name of the speciality

Role Responsibilities	<p>The post holder's practice is based on the five core concepts of the CNSp/CMSp role as defined by the NCNM 4th edition (2008) in order to fulfil the role. The concepts are:</p> <ul style="list-style-type: none"> • Clinical Focus • Patient/Client Advocate • Education and Training • Audit and Research • Consultant <p>Clinical Focus – The CNSp/CMSp. will have a strong patient focus whereby the specialty defines itself as nursing/midwifery and subscribes to the overall purpose, functions and ethical standards of nursing/midwifery. The clinical practice role may be divided into direct and indirect care. Direct care comprises the assessment, planning, delivery and evaluation of care to the patient, family and/or carer. Indirect care relates to activities that influence and support the provision of direct care.</p> <p>Direct Care</p> <p><i>The CNSp/CMSp. will:</i></p> <ul style="list-style-type: none"> • Provide a specialist nursing/midwifery service for patients with a diagnosis of nnn who require support and treatment through the continuum of care • Undertake comprehensive patient assessment to include physical, psychological, social and spiritual elements of care using best evidence based practice in nnn care • Use the outcomes of patient assessment to develop and implement plans of care/case management in conjunction with the multi-disciplinary team (MDT) and the patient, family and/or carer as appropriate. • Monitor and evaluate the patient's response to treatment and amend the plan of care accordingly in conjunction with the MDT and patient, family and/or carer as appropriate. • Make alterations in the management of patient's condition in collaboration with the MDT and the patient in line with agreed pathways and policies, procedures, protocols and guidelines (PPPG's). • Accept appropriate referrals from MDT colleagues • Co-ordinate investigations, treatment therapies and patient follow-up • Communicate with patients, family and /or carer as appropriate, to assess patient's needs and provide relevant support, information, education, advice and counselling as required • Where appropriate work collaboratively with MDT colleagues across Primary and Secondary Care to provide a seamless service delivery to the patient, family and/or carer as appropriate • Participate in medication reconciliation taking cognisance of poly-pharmacy and support medical and pharmacy staff with medication reviews and medication management • Identify and promote specific symptom management strategies as well as the identification of triggers which may cause exacerbation of symptoms. Provide patients with appropriate self-management strategies and escalation pathways. • Manage nurse/midwife led nnn clinics with MDT input • Identify health promotion priorities for the patient, family and/or carer and support patient self-care in line with best evidence. This will include the provision of educational and health promotion material which is comprehensive, easy to understand and meets patients needs <p>Indirect Care</p> <ul style="list-style-type: none"> • Identify and agree appropriate referral pathways for patients with nnn • Participate in case review with MDT colleagues • Use a case management approach to patients with complex needs in
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	<p>collaboration with MDT in both Primary and Secondary Care as appropriate</p> <ul style="list-style-type: none"> • Take a proactive role in the formulation and provision of evidence based PPPGs relating to nnn care • Take a lead role in ensuring the service for patients with nnn condition is in line with best practice guidelines and the Safer Better Healthcare Standards (HIQA, 2012) <p><u>Patient/Client Advocate</u></p> <ul style="list-style-type: none"> • Communicate, negotiate and represent patient's family and/or carer values and decisions in relation to their condition in collaboration with MDT colleagues in both Primary and Secondary Care as appropriate • Develop and support the concept of advocacy, particularly in relation to patient participation in decision making, thereby enabling informed choice of treatment options • Respect and maintain the privacy, dignity and confidentiality of the patient, family and/or carer • Establish, maintain and improve procedures for collaboration and cooperation between Acute Services, Primary Care and Voluntary Organisations as appropriate • Proactively challenge any interaction which fails to deliver a quality service to patients <p><u>Education & Training:</u></p> <ul style="list-style-type: none"> • Maintain clinical competence in patient management within nnn nursing/midwifery, keeping up-to-date with relevant research to ensure the implementation of evidence based practice. • Provide the patient, family and/or carer with appropriate information and other supportive interventions to increase their knowledge, skill and confidence in managing their nnn condition. • Contribute to the design, development and implementation of education programmes and resources for the patient, family and/or carer in relation to nnn thus empowering them to self manage their condition. • Provide mentorship and preceptorship for nursing/midwifery colleagues as appropriate. • Participate in training programmes for nursing/midwifery, MDT colleagues and key stakeholders as appropriate • Create exchange of learning opportunities within the MDT in relation to evidence based nnn care delivery through journal clubs, conferences etc. • Develop and maintain links with Regional Centres for Nursing & Midwifery Education (RCNMEs), the Nursing and Midwifery Planning and Development Units (NMPDUs) and relevant third level Higher Education Institutes (HEIs) in the design, development and delivery of educational programmes in nnn care. • Be responsible for addressing own continuing professional development needs <p><u>Audit & Research:</u></p> <ul style="list-style-type: none"> • Establish and maintain a register of patients with nnn within the CNSp/CMSp. Caseload. • Maintain a record of clinically relevant data aligned to National Key Performance Indicators (KPI's) as directed and advised by the DoN/M. • Identify, initiate and conduct nursing/midwifery and MDT audit and research projects relevant to the area of practice. • Identify, critically analyse, disseminate and integrate best evidence relating to care nnn into practice • Contribute to nursing/midwifery research on all aspects of nnn care.
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	<ul style="list-style-type: none"> • Use the outcomes of audit to improve service provision • Contribute to service planning and budgetary processes through use of audit data and specialist knowledge • Monitor, access, utilise and disseminate current relevant research to advise and ensure the provision of informed evidence based practice <p><i>Audit expected outcomes including:</i></p> <ul style="list-style-type: none"> • Collate data (insert agreed KPIs/clinical targets) which will provide evidence of the effectiveness of the CNSp/CMSp interventions undertaken 3 or 4 - Refer to the National Council for the Professional Development of Nursing and Midwifery final report - <i>Evaluation of Clinical Nurse and Midwife Specialist and Advanced Nurse and Midwife Practitioner roles in Ireland</i> (SCAPE Report, 2010) and refer to the National KPIs associated with the speciality. They should have a clinical nursing/midwifery focus as well as a breakdown of activity - patients seen and treated. • Evaluate audit results and research findings to identify areas for quality improvement in collaboration with nursing/midwifery management and MDT colleagues (Primary and Secondary Care). <p><u>Consultant:</u></p> <ul style="list-style-type: none"> • Provide leadership in clinical practice and act as a resource and role model for nnn practice. • Generate and contribute to the development of clinical standards and guidelines and support implementation • Use specialist knowledge to support and enhance generalist nursing/midwifery practice • Develop collaborative working relationships with local nnn CNSp/CMSp's/Registered Advanced Nurse/Midwife Practitioner/MDT colleagues as appropriate, developing person centred care pathways to promote the integrated model of care delivery. • With the support of the DoN/M, attend integrated care planning meetings as required • Where appropriate develop and maintain relationships with specialist services in voluntary organisations which support patients in the community. • Liaise with other health service providers in the development and on-going delivery of the National Clinical Programme model of care. • Network with other CNSp/CMSp's in nnn and in related professional associations.
Health & Safety	<p>These duties must be performed in accordance with local organisational and the HSE health and safety policies. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act (2005). Staff must carry out their duties in a safe and responsible manner in line with the local policy documents and as set out in the local safety statement, which must be read and understood.</p> <p>Quality, Risk and Safety Responsibilities</p> <p>It is the responsibility of all staff to:</p> <ul style="list-style-type: none"> • Participate and cooperate with legislative and regulatory requirements with regard to quality, risk and safety • Participate and cooperate with local quality, risk and safety initiatives as required • Participate and cooperate with internal and external evaluations of the organisation's structures, services and processes as required, including but not limited to, The National Hygiene Audit, National Decontamination Audit, Health and Safety Audits and other audits specified by the HSE or other regulatory authorities • Initiate, support and implement quality improvement initiatives in their area which are in keeping with local organisational quality, risk and safety requirements • Contribute to the development of PPPGs and safe professional practice and

	<p>adhere to relevant legislation, regulations and standards</p> <ul style="list-style-type: none"> • Comply with Health Service Executive (HSE) Complaints Policy • Ensure completion of incident/near miss forms and clinical risk reporting • Adhere to department policies in relation to the care and safety of any equipment supplied and used to carry out the responsibilities of the role of CNSp/CMSp. in nnn care <p>Specific Responsibility for Best Practice in Hygiene Hygiene is defined as: <i>"The practice that serves to keep people and environments clean and prevent infection. It involves the study of preserving ones health, preventing the spread of disease, and recognising, evaluating and controlling health hazards. In the healthcare setting it incorporates the following key areas: environment and facilities, hand hygiene, catering, management of laundry, waste and sharps, and equipment"</i> (HIQA, 2008; P2) It is the responsibility of all staff to ensure compliance with local organisational hygiene standards, guidelines and practices.</p>
Management / Administration:	<p><i>The CNSp/CMSp. (nnn) will:</i></p> <ul style="list-style-type: none"> • Provide an efficient, effective and high quality service, respecting the needs of each patient, family and/or carer • Effectively manage time and caseload in order to meet changing and developing service needs • Continually monitor the service to ensure it reflects current needs • Implement and manage identified changes • Ensure that confidentiality in relation to patient records is maintained • Represent the specialist service at local, national and international fora as required • Maintain accurate and contemporaneous records and data on all matters pertaining to the planning, management, delivery and evaluation of care and ensure that this service is in line with HSE requirements. • Contribute to the service planning process as appropriate and as directed by the DoN/M <p>To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</p> <p>The above Job Description 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.</p>
PERSONAL SPECIFICATION	
Eligibility Criteria	Applicants must have at the latest date for receipt of completed applications for the post:
Qualifications	<p>i. Be a registered nurse/midwife on the active Register of Nurses/Midwives held by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland)</p> <p style="text-align: center;">and</p> <p>ii. Be registered in the division in which the application is being made. In exceptional circumstances which must be individually appraised, this criterion may not apply</p> <p style="text-align: center;">and</p>

	<p>iii. Have acquired a level 8 post registration Quality and Qualifications Ireland (QQI), National Framework of Qualifications (NFQ) major academic award relevant to the specialist area – name the area prior to application.</p> <p>**Where the applicant does not meet the educational criteria, please refer to Appendix 1 for guidance.</p> <p>Nurse/Midwife Medicinal Product Prescribing and Prescribing of Medical Ionising Radiation are not strictly essential, but desirable if relevant to the role and should be considered at this level of nursing/midwifery.</p> <p>Note: It is the policy of the HSE to require nurses and midwives to certify registration with NMBI annually, by way of the Patient Safety Assurance Certificate (PSAC)</p>
Experience	<p>i. Have extensive experience and clinical expertise i.e. minimum of 5 years (full-time or an aggregate of 5 years full time) post registration experience (following registration in the division of the register in which the application is being made)</p> <p style="text-align: center;">and</p> <p>ii. Have a minimum of 2 years experience in the specialist area of nnn Care</p> <p style="text-align: center;">and</p> <p>iii. Have the ability to practice safely and effectively fulfilling his/her professional responsibility within his/her scope of practice</p> <p style="text-align: center;">and</p> <p>iv. Have evidence of continuing professional development</p>
Competencies	<p>Professional Knowledge</p> <p><i>The CNSp/CMSp. will:</i></p> <ul style="list-style-type: none"> • Practice in accordance with relevant legislation and with regard to The Scope of Nursing & Midwifery Practice Framework (Nursing and Midwifery Board of Ireland, 2015) and the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (Nursing and Midwifery Board of Ireland, 2014) • Maintain a high standard of professional behaviour and be professionally accountable for actions/omissions. Take measures to develop and maintain the competences required for professional practice • Adhere to the Nursing & Midwifery values of Care, Compassion and Commitment (DoH, 2016) • Adhere to national, regional and local HSE PPPGs • Adhere to relevant legislation and regulation • Adhere to appropriate lines of authority within the nurse/midwife management structure. <p>Demonstrate:</p> <ul style="list-style-type: none"> • An in-depth knowledge of the role of the CNSp/CMSp nnn. • In-depth knowledge of the pathophysiology of nnn • The ability to undertake a comprehensive assessment of the patient with

	<p>nnn, including taking an accurate history of their nnn condition and presenting problem</p> <ul style="list-style-type: none"> • The ability to employ appropriate diagnostic interventions including (name some of these) to support clinical decision making and the patients' self- management planning • The ability to formulate a plan of care based on findings and evidence based standards of care and practice guidelines • The ability to follow up and evaluate a plan of care • Knowledge of health promotion principles/coaching/self management strategies that will enable people to take greater control over decisions and actions that affect their health and wellbeing • An understanding of the principles of clinical governance and risk management as they apply directly to the CNSp/CMSp. role and the wider health service • Evidence of teaching in the clinical area • A working knowledge of audit and research processes • Evidence of computer skills including use of Microsoft Word, Excel, E-mail, Powerpoint <p>Communication and Interpersonal Skills</p> <p>Demonstrate:</p> <ul style="list-style-type: none"> • Effective communication skills • Ability to build and maintain relationships particularly in the context of MDT working • Ability to present information in a clear and concise manner • Ability to manage groups through the learning process • Ability to provide constructive feedback to encourage future learning • Effective presentation skills. <p>Organisation and Management Skills:</p> <p>Demonstrate:</p> <ul style="list-style-type: none"> • Evidence of effective organisational skills including awareness of appropriate resource management • Ability to attain designated targets, manage deadlines and multiple tasks • Ability to be self directed, work on own initiative • A willingness to be flexible in response to changing local/organisational requirements. <p>Building & Maintaining Relationships including Team and Leadership skills</p> <p>Demonstrate:</p> <ul style="list-style-type: none"> • Leadership, change management and team management skills including the ability to work with MDT colleagues. <p>Commitment to providing a quality service:</p> <p>Demonstrate:</p> <ul style="list-style-type: none"> • Awareness and respect for the patient's views in relation to their care • Evidence of providing quality improvement programmes • Evidence of conducting audit • Evidence of motivation by ongoing professional development. <p>Analysing and Decision Making</p> <p>Demonstrate:</p>
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	<ul style="list-style-type: none"> Effective analytical, problem solving and decision making skills
Other requirements specific to the post	Post holder must have access to transport as post will involve travel
Competition Specific Selection Process Shortlisting / Interview	<p>Competency based application form. Competency based interview.</p> <p>Short listing may be carried out on the basis of information supplied in your application form. The criteria for short listing 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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>Those successful at the shortlisting stage of this process (where applied) will be called forward to interview.</p>
Code of Practice	<p>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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Codes also specifies the responsibilities placed on candidates, feedback facilities for candidates 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".</p> <p>Codes of Practice are published by the CPSA and are available on www.hse.ie in the document posted with each vacancy entitled "Code of Practice, Information For Candidates" or on www.cpsa-online.ie.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.</p> <p>This job description 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</p>	



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Clinical Nurse Specialist (NNN Care)

Terms and Conditions of Employment

Tenure	<p>The initial vacancies for this post are permanent whole time. This post is pensionable. A panel will be formed from this recruitment campaign and future permanent or specified purpose vacancies of whole-time or part-time duration will be filled from this panel. The tenure of these posts will be indicated at "expression of interest" stage</p> <p>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.</p>
Remuneration	The Salary scale for the post is: as current consolidated pay scales
Working Week	<p>The standard working week applying to the post is: 39 hours</p> <p>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).</p>
Annual Leave	The annual leave associated with the post is to be confirmed at job offer stage.
Superannuation	<p>Membership of the HSE Employee Superannuation Scheme applies to this appointment.</p> <p>Existing Members who transferred to the HSE on 1st 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 to which they were entitled at 31st December 2004.</p> <p>Appointees to posts in the Mental Health Services which formerly attracted fast accrual of service should note that the terms of Section 65 of the Mental Treatment Act 1945 do not apply to New Entrant Public Servants as defined by Section 12 of the Public Service Superannuation (Miscellaneous Provisions) Act 2004.</p>
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 Persons Reporting Child Abuse Act 1998	<p>This post is one of those designated in accordance with Section 2 of the Protection of Persons Reporting Child Abuse Act, 1998. You will remain a designated officer for the duration of your appointment in this post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. Such officers will, on receiving a report of child abuse, formally notify the Senior Social Worker in the community care area in which the child is living.</p>

Appendix 1

Guidance on Eligibility Criteria and Qualifications where the applicant does not meet the educational criteria

Where the applicant has not acquired a level 8 post registration Quality and Qualifications Ireland (QQI), National Framework of Qualifications (NFQ) major academic award relevant to the specialist area – **name the area** prior to application, the following guidance may be applied:

1. Where applicants are in the process of completing a relevant Masters Degree or Post Graduate Diploma/Higher Diploma level (QQI) major award, relevant to the area of specialist clinical practice at level 8 or above, he/she will be required to furnish HEI formal transcripts detailing the modules they have successfully completed. The applicant must demonstrate that they have successfully completed the required number of relevant modules that equates to a formal recognised post-registration qualification at Post Graduate Diploma/Higher Diploma level (QQI), or ECTS Credits equivalent to Post Graduate Diploma level as deemed by the HEI, relevant to the area of specialist clinical practice at level 8 or above. Refer to your local Director NMPD for guidance in relation to assessing individual cases.

2. In exceptional circumstances where such a course of study relevant to the specialist area has not been developed and is not available, the following guidance should apply:

Where the applicant has achieved a formal recognised **post-registration** major award in nursing/midwifery practice at level 8 or above, not in the area of specialist practice, the applicant must additionally demonstrate the following:

(i) The applicant must have successfully undertaken formal recognised post-registration clinical education and have acquired a QQI award e.g. certificate, module at level 8 or above relevant to the area of specialist practice – **name the area** prior to application.

or

(ii) In very exceptional circumstances where a QQI award relevant to the area of specialist practice is not available, the applicant must demonstrate that he/she has successfully undertaken a substantial course/programme relevant to the specialist practice prior to application, which should be either academically accredited or endorsed by a relevant professional association.

and

(iii) The applicant must demonstrate relevant and ongoing continuous professional development (CPD).

Note: Refer to your local NMPD for guidance in relation to assessing individual cases

References

- Department of Health (2015) *National Healthcare Quality Reporting System 1st Annual Report* www.doh.ie
- Department of Health (2016) *Position Paper One. Values for Nursing and Midwifery in Ireland*. Dublin, Available at; <http://health.gov.ie/future-health/office-of-chief-nursing-officer/values-of-nursing-and-midwifery/>
- Health and Safety Authority (2005) *Safety, Health and Welfare at Work Act* ISBN No.1-84496-028-5 [http://www.hsa.ie/eng/Legislation/Acts/Safety Health and Welfare at Work/](http://www.hsa.ie/eng/Legislation/Acts/Safety%20Health%20and%20Welfare%20at%20Work/)
- Health Information Quality Authority (2008) *National Hygiene Services Quality Review: Standards and Criteria*. <https://www.hiqa.ie/standards/healthcare>
- Health Information Quality Authority (2012) *National Standards for Safer Better Healthcare* <https://www.hiqa.ie/standards/health/safer-better-healthcare>
- Health Service Executive (2010) *Health Service Executive Code of Practice for Healthcare Records Management Abbreviations*, Dublin, Available at: https://hse.ie/eng/about/Who/qualityandpatientsafety/resourcesintelligence/Quality_and_Patient_Safety_Documents/abbreviations.pdf
- National Council for the Professional Development of Nursing and Midwifery (2008) *Framework for the Establishment of Clinical Nurse/Midwife Specialist Posts* (4th Ed) NCNM, Dublin
- National Council for the Professional Development of Nursing and Midwifery (2010) *Evaluation of Clinical Nurse & Midwife Specialist and Advanced Nurse & Midwife Practitioner roles in Ireland*. NCNM Dublin
- Nursing and Midwifery Board of Ireland (2014) *Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives* NMBI, Dublin www.nmbi.ie
- Nursing and Midwifery Board of Ireland (2015) *Scope of Nursing and Midwifery Practice Framework* NMBI, Dublin www.nmbi.ie
- Quality and Qualifications Ireland (QQI) *National Framework of Qualifications* [http://www.qqi.ie/Pages/National-Framework-of-Qualifications-\(NFQ\).aspx](http://www.qqi.ie/Pages/National-Framework-of-Qualifications-(NFQ).aspx)

Appendix IV: Financial Approval Form for CNSp./CMSp. Posts

Financial Approval Form for CNS/CMS Posts

All applications must be accompanied by a financial approval form which has been signed by the authorised budget holder.

Title of CNS/CMS post:

Name of Hospital/Service:

Has funding for this post been
approved at the level of Clinical
Nurse/Midwife Manager II? ☐ YES ☐ NO

Whole-time equivalent hours:

Authorised budget holder
signature:

Title:

Date:

This declaration must be submitted by the hospital/service to the National Council together with the application form via the Nursing & Midwifery Planning & Development Unit.

DATA PROTECTION ACT: Information submitted will be held on computer. Personal information will not be disclosed to any third party.

Appendix V: ONMSD Interim Approval Process Details Form



Seirbhís Sláinte
Níos Fearr
á Forbairt

Building a
Better Health
Service



Office of the
Nursing & Midwifery
Services Director

Form 3 CNSp./CMPSp. Approval

Additional Employee Details for CNSp/CMSp Approval under ONMSD Interim Process for statutory and voluntary organisations of the Health Service Executive (HSE) under delegated Authority from the Department of Health.

Applicants Name:	
Nurse/Midwife NMBI Pin Number:	

For completion by organisations using SAP HR System

SAP HR Position Number:	
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SAP HR Employee Number:	
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For completion by organisations not using the SAP HR System

Employee Number:	
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Director of Nursing/Midwifery/Service Manager Signature:	
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Date:	
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Appendix VI: Educational Criteria for CNSp./CMSp. Applicants

Guidance on Eligibility where a post-registration programme in Nursing/Midwifery clinical practice relevant to the specialist area, at level 8 or higher, has not been developed.

Where the applicant has achieved a formal recognised post-registration major award in Nursing/Midwifery clinical practice at level 8 or above, not in the area of specialist practice, the applicant must additionally demonstrate the following:

- I The applicant must have successfully undertaken formal recognised post-registration clinical education and have acquired a relevant QQI award at (i) Higher Certificate or higher or (ii) provide written evidence from the Higher Education Institute that they have achieved the number of ECTS credits equivalent to a Level 8 or above, relevant to the area of specialist practice – **name the area** prior to application.

Or

- II In circumstances where a QQI award or modules relevant to the area of specialist practice is not available, the applicant must demonstrate that he/she has successfully undertaken a substantial course/programme relevant to the specialist practice prior to application*, which should be either academically accredited or endorsed by a relevant professional association.

And

- III The candidate must demonstrate relevant and ongoing continuous professional development (CPD).

***Note:** Services can refer to their local NMPDU for guidance in relation to assessing individual cases.

Appendix VII Submission Checklist

Checklist			
Name:			
Position:			
Organisation:			
Existing position:		If yes NCNM Number:	
New Position:			

Documents required	Yes	No	Comment
<i>Application Form Signed by DON/M</i>			
<i>Form 3 CNSp./CMSp. Approval signed by DON/M</i>			
<i>Final Approval Form signed by budget holder</i>			
<i>Evidence of relevant Level 8 in Speciality</i>			
<i>Evidence of CPD</i>			
<i>5 years post registration experience</i>			
<i>2 years minimum experience in specialist area</i>			
<i>Complete Job Specification and Description</i>			
<i>Evidence of NMBI Registration</i>			
NMPDU only:			
<i>Application form signed by Director NMPDU</i>			
<i>Complete EN data input form</i>			

Appendix VIII: CNSp./CMSp. Data Input Form

Interim Record of Details (maintained by ONMSD) of all Posts and Post Holders Approved (form updated 14.01.2019)

Post Details:

Type of Specialist Post (*)	CNSp <input type="radio"/> CMSp <input type="radio"/>
Title of Clinical Nurse/Midwife Specialist Post (*)	
Speciality (*)	
NCNM Post Number (if available)	
ONMSD Post Number (if available)	
Is this a new post or a change of post holder or an additional post holder? (*)	New Post (a) <input type="radio"/> Change in Post-Holder (b) <input type="radio"/> Additional Post-Holder (c) <input type="radio"/>
If (b) name of previous Post-Holder or if (c) name of existing Post-Holder	Title
	Forename
	Surname
	Email address
SAP HR Position Number (if available)	
WTE for Post (*)	

Organisation Details:

Name of organisation (*)			
Address of organisation (*)	Address1 (*)		
	Address2 (*)		
	Address3		
	Address4		
HSE Division (*)			
Statutory or Voluntary? (*)	Statutory <input type="radio"/> Voluntary <input type="radio"/>		
Name of Director of Nursing and Midwifery (*)	Title (*)		
	Forename (*)		
	Surname (*)		
	Job Title (*)		
	Email address (*)		
Name of HSE Area (*)			
Name NMPDU (*)			

Post-Holder Details:

Name of Post Holder (*)	Title (*)		
	Forename (*)		
	Middle Name		
	Surname (*)		
Maiden Name (if applicable)			
Date of Birth (*) [dd/mm/yyyy]			
Employee Number (*)			
SAP HR Employee Number (if available)			
Gender of Post Holder (*)	Male <input type="radio"/> Female <input type="radio"/>		
Amount of WTE being utilised by post holder (as fraction of WTE – eg 0.5) (*)			

NMBI Registration and Verification

Post holder's NMBI PIN (*)		
Division of the Nursing/Midwifery register held by Bord Altranaís agus Cnáimhseachais na hÉireann (NMBI) (*)	Registered General Nurse (RGN)	<input type="checkbox"/>
	Registered Midwife (RM)	<input type="checkbox"/>
	Registered Nurse Intellectual Disability (RNID)	<input type="checkbox"/>
	Registered Psychiatric Nurse (RPN)	<input type="checkbox"/>
	Registered Children's Nurse (RCN)	<input type="checkbox"/>
	Registered Public Health Nurse (RPHN)	<input type="checkbox"/>
	Registered Nurse Tutor (RNT)	<input type="checkbox"/>
Registration Verification (*)	Registered Nurse Prescriber (RNP)	<input type="checkbox"/>
	Verified by (*)	
	Position (*)	
	Date (*) [dd/mm/yyyy]	

I _____ approve this application and forward details to the designated officer ONMSD for entry in the record of interim approvals

Submit by Email

Appendix IX: The Internal Process for CNSp./CMSp. ONMSD Level

