



## **Job Description and Person Specification**

### **Clinical Nurse Specialist/ Candidate Clinical Nurse Specialist – Psycho Oncology**

**Permanent Vacancy**

**Reference: HR26E026**

**Closing Date for Applications: Thursday, 12<sup>th</sup> February 2026**

**Interview Date : To be confirmed**

HR Business Services,  
St Vincent's University Hospital,  
Elm Park,  
Dublin 4.

Contact: +353 (1) 221 6062 or [recruitment@svuh.ie](mailto:recruitment@svuh.ie)

## **Section 1: Accountability and Working Relationships**

Job title:	Clinical Nurse Specialist/ Candidate Clinical Nurse Specialist - Psycho Oncology
Grade:	Clinical Nurse Specialist/ Candidate Clinical Nurse Specialist
Professionally accountable to:	Director of Nursing
Key reporting relationships:	Clinical Nurse Manager 3 Assistant Director of Nursing Directorate Nurse Manager
Key working relationships:	All Palliative Consultants and CNS in the palliative team, Members of the multidisciplinary teams, Emergency Department, ICU and all inpatient wards, Consultants of all specialities, Bed management, Patient flow team
Working Hours:	37.5 hours per week

## **Section 2: Job Summary**

A diagnosis of cancer can cause significant emotional distress and psychological upheaval. Research indicates that up to one third of all patients with cancer will experience prolonged and high levels of distress that contribute to on-going adjustment difficulties and can interfere with treatment compliance (Sellick and Edwardson, 2007; Vitek et al, 2007). Failing to assess and treat increased levels of distress can jeopardise the outcomes of cancer treatments, decrease patients overall quality of life and increase healthcare costs in the long term (Zabora et al, 2001).

The National Cancer Strategy 2017-2026 places significant emphasis on the importance of the development of Psycho-Oncology Multi-disciplinary Teams in acute hospitals over the life of the strategy and includes Psychology, Psychiatry, Nursing and Social work. The National mental health policy report, Sharing the Vision (DoH, 2020) promotes early access to psychological support in various settings, promoting the provision of individualised care to those who need help as soon as possible. The National Cancer Strategy 2017 Psycho-Oncology Model of Care reflects these aims.

### **The purpose of this Clinical Nurse Specialist (CNS) Psycho-oncology post:**

The CNS will work as part of the multi-disciplinary psycho-oncology service in promotion of a patient centred approach to the psychosocial wellbeing and mental health of cancer patients and their families in St Vincent's University Hospital (SVUH). The psycho-oncology service provides care to inpatients and outpatients with a diagnosis of cancer through the continuum of care from diagnosis, survivorship and end of life.

The CNS will contribute to the multi-disciplinary clinical assessment and management of all patients referred to the service in collaboration with other team members.

The successful candidate will be involved in the following:

- Providing a biopsychosocial assessment of needs and risk of the individual.
- Planning patient care, working closely alongside the patient, their family/carer and MDT to develop an individualised care plan.
- The CNS or other representative from the Psycho-oncology MDT will attend weekly Oncology and Haematology MDMs, where appropriate, to ensure there is liaison between medical and Psycho-Oncology teams.
- Working in collaboration with the person as experts in their own care, promoting the principles of recovery, choice and personalisation.
- Supporting, educating and empowering the person in decision-making regarding coping mechanisms and resilience building.

The CNS will lead on developing and delivering group psycho-education programmes e.g. Cancer Thriving and Surviving (CTS) survivorship programme.

The CNS will be expected to contribute to nurse-led quality initiatives which meet national, regional and local standards in cancer, supportive and palliative care.

The CNS will deliver care in line with the five core concepts as set out in the Framework for the establishment of Clinical Nurse/Midwife Specialist Post, 4th edition, National Council for the Professional Development of Nursing Midwifery (NCNM 2008).

The Clinical Nurse Specialist will work within their scope of practice and be clinically supervised by the Principal Clinical Psychologist and Psycho-oncology Liaison Psychiatry Consultant.

### **Principal Duties and Key Responsibilities**

- Comply with An Bord Altranais Code of Professional Conduct and Scope of Practice for Nursing.
- Be aware of and act on guidance from the National Council for the Professional Development of Nursing and Midwifery on matters relating to the role of the Clinical Nurse Specialist, with particular reference to the Clinical Nurse/Midwife Specialist Role Resource Pack published by the Nursing and Midwifery Planning and Development Unit SEHB 2003.
- Accept referrals for patients with cancer referred to the Psycho-oncology Service.
- Undertake initial assessment of patients referred to the service, paying attention to biopsychosocial elements of care using best evidence, based practice in Psycho-Oncology Nursing care.
- Use the outcomes of screening and assessment to formulate a plan of care /case management in conjunction with the Psycho-Oncology team, patient, family and or carer and to evaluate the plan.
- Demonstrate appropriate expertise in the speciality of Psycho-Oncology. Have in-depth awareness of the psychological experience for individuals who have been diagnosed with cancer and the impact on their identity, relationships, education, career and multiple other aspects of their life.
- In-depth knowledge of the pathophysiology of psychological distress and psychiatric issues for people with cancer.
- Where appropriate and with consent, the ability to work closely with family members and other agencies in obtaining collateral.
- Ability to engage with patients in distress, demonstrate understanding and empathy.
- Use a case management approach with patients with complex needs in collaboration with Psychology, Psychiatry and other mental health colleagues in both primary and secondary care as appropriate.

- Elicit the health related concerns (physical, psychological, social, financial and spiritual) that may be impacting psychologically on patients and families. Refer patients and families to specialist services as appropriate (e.g. Dietician, Medical Social Worker, Palliative Care etc.)
- Ensure patients have access to relevant information enabling understanding of psychological distress and support options. Identify the educational needs of these patients and ensure that these are met through service provision.
- To provide a first line contact for all staff with queries relating to the speciality. Provide support to MDT colleagues; nursing and other professionals in developing an understanding of the causes and maintenance of psychological distress in the cancer context.
- Implement initiatives which enable team members to ensure efficient and effective treatments are commenced in a timely manner in line with NCCP (2017) and sharing the Vision (2020) requirements.
- Have a working knowledge of Mental Health Legislation as applied to clinical practice including the Mental Health Act 2001 (as amended) and association regulations, rules and code of practices.
- Advance education within the MDT teams, around the challenges for people with pre-existing mental health difficulties and patients experiencing sustained psychological distress in the cancer context. To increase awareness of the roles and responsibilities of clinician's to identify psychological distress and mental health. Review, evaluate and improve educational programmes regularly to optimise patient services and care delivery.
- Establish clear lines of communication with Medical staff, Nursing staff and relevant professionals (e.g. Community Mental Health Services, Community Psychiatric Nurses, General Practitioners, Tertiary Mental Health Services; voluntary services) and act as an expert practitioner aimed at improving outcomes and overall experience for patients experiencing psychological distress and Mental Health challenges.
- Ability to work autonomously and independently and attend regular meetings to review service performance, hospital and business plan.
- Demonstrate responsibility for professional growth by ensuring personal and educational development within an agreed personal development plan.
- Support the concept of advocacy, particularly in relation to patient participation (service user involvement) in decision making, in service design and research design. In so doing enabling informed choice of treatment options. Act as a patient advocate within the multidisciplinary team, respecting patients' values and promoting patients voices.
- Ensure patient confidentiality is respected and the dignity of the patient is assured and maintained at all times having regard to the philosophy and ethical code of the Hospital.
- Regularly attend multi-disciplinary meetings to maintain an up to date clinical knowledge base.
- Have a good insight into the elements needed to support effective and innovative ways of changing clinical methods of working within established practices. Where necessary make recommendations to improve service. Be aware of budgetary constraints and cost implications.
- To ensure hospital policies and procedures and National Guidelines pertaining to the Services are adhered to and in line with the Clinical Nurse Manager 3 and Assistant Director of Nursing.
- Be actively aware of current procedures, policies and standards in relation to the speciality and contribute where appropriate in formulating or updating policies and procedures that comply with agreed best practice.
- Provide a safe environment for patients/ other staff/ self; with due regard to Health, Safety and Risk Management issues.
- Identify the educational needs of; current staff; new staff and students. Liaise with training and academic departments in the delivery of an ongoing programme of education both in the hospital and in the community.

- Membership and participation in appropriate course, conferences and professional organisations, to ensure personal continuing education and professional development using national and local guidelines.
- To initiate and take part in research relevant to the speciality, aimed at optimising patient care/services.
- Facilitate, develop and monitor quality initiatives in line with local and national requirements or guidelines. Assist the MDT with updating and maintenance of a database containing clinically relevant data for use locally and for submission as directed to the NCCP for national comparison.
- Assist the department head in the collection and correlation of statistical information and data in order to audit the service. Additionally to aid the planning of future patients/service improvements/initiatives. This should include service user feedback.
- Act as a resource nurse for matters relating to speciality and attend managerial and clinical meetings that require specialist-nursing input.
- In all aspects of work demonstrate leadership, change management capacity and an ability to work across organisational and professional boundaries.
- Ensure and in co-operation with the Lead Clinicians, the most effective and efficient use of developments in information technology for both patient care and administrative support in a manner which integrates well with systems throughout the organisation.
- Create exchange of learning opportunities within the MDT in relation to evidence based Psycho-Oncology 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 Psycho-Oncology care.
- Be aware of emerging evidence, new mandates and advances in clinical practice for this patient cohort.
- To actively engage with projects to improve current services as deemed appropriate by the Principal Clinical Psychologist/Psycho-oncology Liaison Psychiatry consultant.
- Ability/willingness to be flexible in response to changing local and organisational requirements.
- Ability to be self-directed, work on own initiative under the supervision of the Principal Clinical Psychologist Principal Clinical Psychologist/Psycho-oncology Liaison Psychiatry consultant.

The post holder's practice is based on the five core concepts of Clinical Nurse Specialist role as defined by the NCNM 4th edition (2008) in order to fulfil the role. The concepts are:

- Clinical Focus
- Patient/Client Advocate
- Education and Training
- Audit and Research
- Consultancy

### **Section 3: Competencies**

#### **Clinical Focus**

- Articulates and demonstrates the concept of nursing and midwifery specialist practice within the framework of relevant legislation, the Scope of Nursing and Midwifery Practice Framework (NMBI 2015), The Code of Professional Conduct and Ethics (NMBI 2014) and Guidelines for Midwives (An Bord Altranais 2001).

- Possesses specially focused knowledge and skills in a defined area of nursing or midwifery practice at a higher level than that of a staff nurse/midwife. In this case, mental health nursing, psychotherapy and/or psycho-oncology.
- Performs a nursing/midwifery assessment, plans and initiates care and treatment modalities within agreed interdisciplinary protocols to achieve patient/client-centered outcomes and evaluates their effectiveness.
- Identifies health promotion priorities in the area of specialist practice.
- Implements health promotion strategies for patient/client groups in accordance with public health agenda.

### **Patient Client/Advocacy**

- Enables patients/clients, families and communities to participate in decisions about their health needs.
- Articulates and represents patient/client interests in collaboration with the interdisciplinary team.
- Implements changes in healthcare service in response to patient/client need and service demand.

### **Education and Training**

- Provides mentorship, preceptorship, teaching, facilitation and professional supervisory skills for nurses and midwives training and other healthcare workers.
- Educates patients/clients, families and communities in relation to their healthcare needs in the specialist area of practice.
- Identifies own Continuing Professional Development (CPD) needs and engages accordingly.

### **Audit and Research**

- Identifies, critically analyses, disseminates and integrates nursing/midwifery and other evidence into the area of specialist practice.
- Initiates, participates in and evaluates audit.
- Uses the outcomes of audit to improve service provision.
- Contributes to service planning and budgetary processes through use of audit data and specialist knowledge.

### **Consultancy**

- Provides leadership in clinical practice and acts as a resource and role model for specialist practice.
- Generates and contributes to the development of clinical standards and guidelines.
- Uses specialist knowledge to support and enhance generalist nursing/midwifery practice.

### **Section 4: Training and Education**

- Organize and ensure the provision of continuing nursing education of all staff and participation in teaching, guidance and assessment of staff and students.

- Ensure that patient care is based on the latest research findings and constitutes best practice and act as an expert clinical resource for nursing, medical and AHP staff particularly in the specialist area of nursing.
- Keep abreast of research and developments in nursing and facilitate and contribute to nursing research.
- In association with staff members, develop and implement an orientation programme for new nursing and ancillary staff.
- Attend regular study days and conferences to maintain current knowledge of critical care patients.
- Work closely with Practice Development Co-ordinator, Clinical Placement Co-coordinators, and the staff in the Nurse Education Centre in leading and supporting relevant education and training programmes.

**This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.**

**Section 5: Person Specification, Candidate Clinical Nurse Specialist**

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Be a registered nurse/midwife on the active Register of Nurses or Midwives held by An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or be eligible to be so registered.</p> <p><b>AND</b></p> <p>Be registered in the division(s) of the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) Register for which the application is being made or be entitled to be so registered.</p> <p><b>OR</b></p> <p>In exceptional circumstances, which will be assessed on a case by case basis be registered in another Division of the register of Nurses and Midwives.</p> <p><b>AND</b></p> <p>Have successfully completed a post registration programme of study, as certified by the education provider</p>	<ul style="list-style-type: none"> <li>• Psychotherapy qualification</li> <li>• Teaching and assessing course</li> <li>• Competence in the use of information technology</li> </ul>

<p>which verifies that the applicant has achieved a Quality and Qualifications Ireland (QQI), National Framework of Qualifications (NFQ) major academic Level 9 or higher award (equivalent to 60 ECTS or above) that is relevant to the specialist area of care and in line with the requirements for specialist practice as set out by the National Council for Nursing and Midwifery 4th ed (2008). Alternatively provide written evidence from the Higher Education Institute that they have achieved the number of ECTS credits equivalent to a Level 9 or higher standard (60 ECTS or above), relevant to the specialist area of care and in line with the requirements for specialist practice as set out by the National Council for Nursing and Midwifery 4th ed (2008). * (See **Note below).</p> <p><b>OR</b></p> <p>If the applicant does not possess the relevant QQI NFQ Level 9 qualification, the applicant will be supported to undertake the required postgraduate education, at QQI NFQ level 9 qualification (equivalent to 60 ECTS or above) relevant to the specialist area.</p> <p><b>**Note:</b></p> <p>For Nurses/Midwives who express an interest in CNS/CMS roles and who currently hold a level 8 educational qualification in the specialist area (equivalent to 60 ECTS or above), this qualification will be recognised up to September 2026. The clinical experience requirements for this cohort of nurses/midwives remain consistent with the DoH (2019) policy, i.e. a minimum of 1 years' experience in practice and a minimum of 1 years' experience in the specialist area and they could be supported to progress on a candidate CNS/CMS Pathway.</p>		
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	<p>All of the above must be achieved within 2 years for this pathway.</p> <p><b>AND</b></p> <p>Be required to demonstrate that they have continuing professional development (CPD) relevant to the specialist area or will be supported to obtain the required CPD.</p> <p><b>AND</b></p> <p>Have the ability to practice safely and effectively fulfilling his/her professional responsibility within his/her scope of practice</p> <p><b>OR</b></p> <p>Meet the requirements in Appendix 1 (see below)</p>	
<b>Experience (length and type)</b>	<p>Have a minimum of 1 years' post registration full time experience or an aggregate of 1 years' full-time experience in the division of the register in which the application is being made</p> <p><b>AND</b></p> <p>Have a minimum of 1 years' experience or an aggregate of 1 years' full time experience in specialist area</p> <p><b>OR</b></p> <p>If the applicant does not possess the relevant specialist experience, they will be supported to attain one year's clinical specialist experience</p> <p><b>AND</b></p> <p>Candidates must possess the requisite knowledge and ability, including a high standard of suitability and clinical,</p>	<ul style="list-style-type: none"> <li>• Experience in a mental health or oncology setting</li> </ul>

	<p>professional and administrative capacity for the proper discharge of the duties of the office.</p> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Meet the requirements in Appendix 1 (see below)</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of nursing guidelines, policies, procedures and protocols, applicable to speciality</li> <li>• Understanding of the requirements of the pre-registration nursing degree education programme</li> <li>• Knowledge of clinical learning objectives for pre-registration and post-registration nursing students.</li> <li>• Detailed understanding of the application of <i>Scope of Nursing Practice Framework</i></li> <li>• Broad based knowledge of current nursing research issues pertinent to the speciality</li> <li>• Understanding of clinical audit and standard setting</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of own career development and personal development plan</li> <li>• Knowledge of methods of clinical proficiency assessment</li> <li>• Understanding of acute hospital Accreditation process</li> <li>• Broad understanding of current developments in the nursing profession</li> <li>• Understanding of the psycho-oncology model of care</li> </ul>
<b>Management Competencies</b>	<p>Awareness of the role and scope of the CNS</p> <p>Possess the following generic nurse specialist competencies:</p> <ul style="list-style-type: none"> <li>• Clinical focus</li> <li>• Patient/client advocacy</li> <li>• Education and training</li> <li>• Audit and research</li> <li>• Consultancy</li> </ul>	
<b>Health</b>	Candidates 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.	
<b>Character</b>	Candidates for and any person holding the office must be of good character.	

**Informal Enquiries or Role Specific Enquiries:**

Ms Smitha Sukumaran, Assistant Director of Nursing, Email: [Ms.Sukumaran@svhg.ie](mailto:Ms.Sukumaran@svhg.ie)

**Particulars of Office:**

**The appointment is:** Wholetime, Permanent, Pensionable

**Annual Salary:**

€56,642 - €66,705 – Candidate Clinical Nurse Specialist (2697) **(01/08/2025)** per annum pro rata

€61,463 - €77,666 – Clinical Nurse Specialist (2632) LSI 1 **(01/08/2025)** per annum pro rata

These particulars are subject to change in line with overall public pay policy.

**Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.**

**Probationary Period:** The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

**Pension Scheme:** The candidate will be entered into one of the Hospital Superannuation Schemes.

**Working Hours:** The person appointed will work a 37.5 hour week based on 1.0 WTE.

**Annual leave entitlement:** 25 days per annum pro rata (26 after 5 years and 28 after 10 years qualified excluding breaks and service)

***Additional Information*****Confidentiality:**

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

**Hygiene:**

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

**Policies / Legislation:**

All Hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate.

Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

### **Protected Disclosure Policy**

See link below for more information on our Protected Disclosure Policy as per the Protected Disclosure (Amendment) Act 2022;

[Protected Disclosures - St. Vincent's University Hospital \(stvincents.ie\)](http://www.stvincents.ie)

### **Please note the following:**

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

**Application Process:** St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages:  
<http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of on-line applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

**Non-European Economic Area Applicants:** While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on [www.djei.ie](http://www.djei.ie)), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at [www.djei.ie](http://www.djei.ie).

**Former Public Service employees:** Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

**Persons in receipt of a pension from specified Superannuation Schemes:** Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme
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Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)
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Prospective candidates must satisfy themselves as to their eligibility to be employed applying / competing for posts to be filled through this recruitment campaign.

**Abatement of Pension (Section 52 of Public Service Pensions Act 2012):** Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person's pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

**Shortlisting:** Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next stage of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one weeks' notice of interview. All interviews are held remotely unless it is specifically noted otherwise in the Job Description. No subsequent or alternative dates to dates given will be offered to candidates. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

**Disability:** Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, overseas police clearance (if applicable)\*, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

*\* If you lived in any country for 6 months or more from the date of your 16<sup>th</sup> birthday other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries are the responsibility of the candidate. It is a process which can take an amount of time. Therefore we would strongly advise that you commence seeking international security clearances now.*

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

**Declaration:** Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

**This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.**

**Date: January 2026**

Appendix A:

In exercise of the powers conferred on me by Section 22 of the Health Act 2004, I hereby approve the qualifications, as set out hereunder, for the appointment and continuing as Clinical Nurse Specialist/Clinical Midwife Specialist in the Health Service Executive.

Statutory Registration, Professional Qualifications, Experience, etc

(a) Eligible applicants will be those who on the closing date for the competition:

(i) Be a registered nurse/midwife on the active Register of Nurses and Midwives held by An Bord Altranais and Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or be eligible to be so registered.

AND

(ii) Be registered in the division(s) of the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) Register for which the application is being made or be entitled to be so registered.

OR

(iii) In exceptional circumstances, which will be assessed on a case by case basis be registered in another Division of the register of Nurses and Midwives.

AND

(iv) Have a minimum of 1 years' post registration full time experience or an aggregate of 1 years' full time experience in the division of the register in which the application is being made (taking into account (ii) (iii) if relevant)

AND

(v) Have a minimum of 1 years' experience or an aggregate of 1 years' full time experience in specialist area of care.

AND

(vi) Have successfully completed a post registration programme of study, as certified by the education provider which verifies that the applicant has achieved a Quality and Qualifications Ireland (QQI), National Framework of Qualifications (NFQ) major academic Level 9 or higher award that is relevant to the specialist area of care (equivalent to 60 ECTS or above), and in line with the requirements for specialist practice as set out by the National Council for Nursing and Midwifery 4th ed (2008). Alternatively provide written evidence from the Higher Education Institute that they have achieved the number of ECTS credits equivalent to a Level 9 or higher standard, relevant to the specialist area of care (equivalent to 60 ECTS or above), and in line with the requirements for specialist practice as set out by the National Council for Nursing and Midwifery 4th ed (2008). Specialist in Area of care prior to application\* (See \*\*Note 1 below).

AND

(vii) Be required to demonstrate that they have continuing professional development (CPD) relevant to the specialist area.

AND

(viii) Have the ability to practice safely and effectively fulfilling his/her professional responsibility within his/her scope of practice

\*\*Note 1: For Nurses/Midwives who express an interest in CNS/CMS roles and who currently hold a level 8 educational qualification in the specialist area (equivalent to 60 ECTS or above), this qualification will be recognised up to September 2026.

And

(b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability and clinical, leadership, managerial and administrative capacity for the proper discharge of the duties of the office.

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) by way of the Service user Safety Assurance Certificate (PSAC).