



Job Description and Person Specification

**Candidate Clinical Nurse Specialist / Clinical Nurse Specialist
– Melanoma 0.5 WTE**

Permanent Vacancy

Reference: HR26E034

Closing Date for Applications: Friday, 13th February 2026

Interview Date: Thursday, 26th February 2026

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

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

Section 1: Accountability and Working Relationships

Job title:	Candidate Clinical Nurse Specialist (cCNS) / Clinical Nurse Specialist (CNM2) Melanoma
Grade:	Clinical Nurse Specialist/ Candidate Clinical Nurse Specialist
Professionally accountable to:	Director of Nursing
Key reporting relationships:	Assistant Director of Nursing, Clinical Nurse Manager 3 where applicable
Key working relationships:	Consultant Physicians and Surgeons, Members of the Multidisciplinary team, Ward Staff, Advanced Nurse Practitioners, Clinical Nurse Specialists, clinical and non-clinical personnel, GPs and community PHNs.
Working Hours:	18.75 per week working as required while maintaining a flexible schedule to be available to staff in out of hours as deemed necessary.

Section 2: Job Summary and Purpose

The Purpose of the Clinical Nurse Specialist Melanoma post:

The main purpose of this role is to contribute to the continued development of a robust and sustainable multidisciplinary team structure in the delivery of rapidly expanding skin cancer service. The melanoma Clinical Nurse specialist will contribute to the overall management of the patients with melanoma by working as part of the multi-disciplinary team. The role will involve engagement with all specialties involved in management of melanoma and development of collaborative patient referral treatment pathways.

The CNS will provide expert care and support patients and their families through melanoma diagnosis and treatment. The post holder will contribute to advancing the body of knowledge through education research and audit. The role will also involve pathway development, review and redesign of services which are responsive on relevant to patient need. The post holder will we play a key role within the multi-professional team in order to ensure a seamless, co-ordinated approach to care. The post holder will also act as a support liaison to staff working in all areas where melanoma is managed and will lead out initiatives within day-care assigned by the assistant director of nursing.

The post holder we'll have a key role in the development of service within the hospital and the Ireland east network in alignment with the strategic direction of services and requirements for patients with skin cancer within the hospital and network group. The primary focus of the post holder will be to ensure that patients receive timely and appropriate care through assessment, planning, implementation and evaluation of care delivery.

Caseload

The CNS in Melanoma will focus initially on the following patient groups applicable to their scope of practice:

- Patients with Melanoma over the age of 16.

Principal Duties and Key Responsibilities

The primary purpose of the Clinical Nurse Specialist position is to provide high-quality care consistent with the five core concepts defined in the *Framework for the Establishment of Clinical Nurse/Midwife Specialist Posts* (4th edition, National Council for the Professional Development of Nursing and Midwifery, 2008).

In this role, the post holder will actively engage in patient and family management, education, and counselling. They will also play a key role in supporting the continuous professional development of relevant staff. These responsibilities will be delivered across the following domains:

- Diagnosis
- Treatment
- Survivorship

The post holder's practice is based on the five core concepts of Clinical Nurse Specialist Melanoma 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

Clinical Focus

Candidate Clinical Nurse Specialist / Clinical Nurse Specialist Melanoma will have a strong patient focus whereby the specialty defines itself as nursing and subscribes to the overall purpose, functions and ethical standards of nursing. 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.

Direct Care

The Candidate Nurse Specialist in Melanoma will:

- Provide a specialist nursing service for patients with a working or provisional diagnosis of malignant melanoma, supporting them throughout the continuum of care.
- Undertake comprehensive assessments of patients—addressing physical, psychological, social, and spiritual needs—using best evidence-based practice in malignant melanoma care.

- Use assessment outcomes to develop and implement individualised care plans and/or case management strategies in collaboration with the multidisciplinary team (MDT) and the patient, family, and/or carer as appropriate.
- Monitor and evaluate patients' responses to treatment and adjust care plans accordingly, in partnership with the MDT and the patient, family, and/or carer.
- Make modifications to patients' management plans in collaboration with the MDT and the patient, in line with agreed pathways, policies, procedures, protocols, and guidelines (PPPGs).
- Accept appropriate referrals from MDT colleagues.
- Coordinate investigations, treatment modalities, therapies, and follow-up care.
- Communicate effectively with patients, families, and/or carers to assess needs and provide support, information, education, advice, and counselling as required.
- Work collaboratively with MDT colleagues across primary and secondary care to ensure seamless and coordinated service delivery for patients, families, and/or carers.
- Participate in medication reconciliation, taking into account the complexities of polypharmacy, and support medical and pharmacy colleagues with medication reviews and medication management.
- Identify and promote symptom management strategies, including recognition of triggers that may exacerbate symptoms, and provide patients with appropriate self-management techniques and escalation pathways.
- Manage nurse-/midwife-led malignant melanoma clinics with MDT input.
- Identify health promotion priorities for patients, families, and/or carers, and support self-care in line with best evidence. This includes providing educational and health-promotion materials that are comprehensive, easy to understand, and responsive to patient needs.

Indirect Care

- Identify and agree appropriate referral pathways for patients with malignant melanoma, in line with national guidelines.
- Participate in case review with MDT colleagues to support coordinated, high-quality care.
- Apply a case-management approach for patients with complex needs, working collaboratively with the MDT across both primary and secondary care as appropriate.
- Take a proactive role in the development, review, and dissemination of evidence-based policies, procedures, protocols, and guidelines (PPPGs) related to malignant melanoma care.
- Lead efforts to ensure that services for patients with malignant melanoma are aligned with best practice standards, including *Safer Better Healthcare* (HIQA, 2012) and relevant National Clinical Care Programmes.

Patient/Client Advocate

The Clinical Nurse Specialist Melanoma will:

- 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

Education & Training:

The Clinical Nurse Specialist Melanoma will:

- Maintain clinical competence in patient management within malignant melanoma nursing, 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 condition.
- Contribute to the Dermatology CPD Programme.
- Contribute to the design, development and implementation of education programmes and resources for the patient, family and/or carer in relation to Palliative care thus empowering them to self-manage their condition.
- Provide mentorship and preceptorship for nursing colleagues as appropriate.
- Participate in training programmes for nursing, MDT colleagues and key stakeholders as appropriate
- Create exchange of learning opportunities within the MDT in relation to evidence based specialist nursing care delivery through journal clubs, conferences etc.
- Develop and maintain links with SVUH Nurse Education & Practice Development Department, the relevant third level Higher Education Institute (HEI) and the Nursing and Midwifery Planning and Development Unit (NMPDU) in the design, development and delivery of educational programs in malignant melanoma care.
- Be responsible for addressing own continuing professional development needs.

Audit & Research:

The Clinical Nurse Specialist will:

- Establish and maintain a register of patients with malignant melanoma within the CNS service.
- Maintain clinically relevant data aligned with National Key Performance Indicators (KPIs), as directed by the ADON/DON/Lead Consultant.
- Identify, initiate, and conduct nursing, midwifery, and MDT audit and research projects relevant to the specialty.
- Identify, critically analyse, disseminate, and integrate best evidence related to malignant melanoma care into practice.
- Contribute to nursing and midwifery research across all aspects of malignant melanoma care.
- Use audit outcomes to inform and improve service provision.
- Contribute to service planning and budgetary processes by using audit findings and specialist knowledge.
- Monitor, access, utilise, and disseminate current evidence and research to promote informed, evidence-based practice.

Audit Expected Outcomes

- Collate data through regular auditing to demonstrate the effectiveness of CNS interventions, referring to:
 - the National Council for the Professional Development of Nursing and Midwifery final report, *Evaluation of Clinical Nurse and Midwife Specialist and Advanced Nurse and Midwife Practitioner Roles in Ireland (SCAPE Report, 2010)*, and
 - the National KPIs associated with the specialty.
 Audit data should include both clinical nursing/midwifery indicators and activity metrics (e.g., patients seen and treated).
- Evaluate audit findings and research outcomes to identify opportunities for quality improvement in collaboration with nursing/midwifery management and MDT colleagues across primary and secondary care.

Consultancy:

The Clinical Nurse Specialist in Melanoma will:

- Provide leadership in clinical practice and act as a resource and role model for malignant melanoma practice.
- Generate and contribute to the development of clinical standards and guidelines and support implementation
- Use specialist knowledge to support and enhance generalist nursing practice
- Develop collaborative working relationships with local Clinical Nurse Specialist's/Registered Advanced Nurse Practitioners /MDT colleagues as appropriate, developing person centred care pathways to promote the integrated model of care delivery.
- Where appropriate develop and maintain relationships with specialist services in voluntary organizations 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 Clinical Nurse Specialist in the area and in related professional associations.

Management/Administration:

The Clinical Nurse Specialist in Melanoma will:

- Provide an efficient, effective and high-quality service, respecting the needs of each patient, family and/or carer
- Effectively manage time and caseload 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 Nursing & Midwifery Board of Ireland and HSE requirements.
- Contribute to the service planning process as appropriate and as directed by the Director of Nursing
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards

as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.

- Have a working knowledge of Joint Commission International (JCI) standards as they apply to the role in the organization.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

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 them from time to time and to contribute to the development of the post while in office.

Section 4: Competencies

Professional Knowledge

The Clinical Nurse Specialist Melanoma will:

- Practice in accordance with relevant legislation and with regard to The Scope of Nursing & Midwifery Practice Framework (NMBI, 2015) and the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (NMBI, 2014).
- Maintain a high standard of professional behaviour and be professionally accountable for actions/omissions. Take measure to develop and maintain the competencies required for professional practice.
- Adhere to the Nursing & Midwifery values of Care, Compassion and Commitment (DOH, 2016)
- Adhere to national, regional and local PPPGs
- Adhere to relevant legislation and regulation
- Adhere to appropriate lines of authority within the nurse management structure.

The successful candidate will demonstrate:

- An in-depth knowledge of the role of the CNS Melanoma
- In-depth knowledge of the pathophysiology of malignant melanoma and conditions associated with the diagnosis.
- Demonstrate competence in employing appropriate diagnostic interventions, including the provision of pre- and post-operative care for patients with Malignant melanoma, to inform clinical decision -making and support effective patient 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 well being
- An understanding of the principles of clinical governance and risk management as they apply directly to the CNS 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, Email, PowerPoint

Communication and Interpersonal Skills

Demonstrate:

- 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

Organisation and Management Skills

Demonstrate:

- 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.

Building & Maintaining Relationships including Team and Leadership skills

Demonstrate:

- Leadership, change management and team management skills including the ability to work with MDT colleagues.

Commitment to providing a quality service

Demonstrate:

- 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

Analysing and Decision Making

Demonstrate:

- Effective analytical, problem solving and decision-making skills

Section 5: Person Specification, Clinical Nurse Specialist

Factors	Essential	Desirable
Qualifications	<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>AND</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>OR</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>AND</p> <p>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 (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</p>	<ul style="list-style-type: none"> Teaching and assessing course Competent in the use of information technology Has undertaken Nurse Medicinal Product Prescribing or agree at interview to undertake within a specified timeframe.

	<p>Council for Nursing and Midwifery 4th ed (2008). * (See **Note below).</p> <p>OR</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>**Note:</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> <p>All of the above must be achieved within 2 years for this pathway.</p> <p>AND</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>AND</p> <p>Have the ability to practice safely and effectively fulfilling his/her professional responsibility within his/her scope of practice</p> <p>OR</p>	
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	Meet the requirements in Appendix 1 (see below)	
Experience (length and type)	<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>AND</p> <p>Have a minimum of 1 years' experience or an aggregate of 1 years' full time experience in specialist area</p> <p>OR</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>AND</p> <p>Candidates must possess the requisite knowledge and ability, including a high standard of suitability and clinical, professional and administrative capacity for the proper discharge of the duties of the office.</p> <p>OR</p> <ul style="list-style-type: none"> • Meet the requirements in Appendix 1 (see below) 	<ul style="list-style-type: none"> • Previous management experience • Demonstrate depth and breadth of Nursing experience in the specialist area of Melanoma
Knowledge	<ul style="list-style-type: none"> • Knowledge of nursing guidelines, policies, procedures and protocols, applicable to speciality • Understanding of the requirements of the pre-registration nursing degree education programme • Knowledge of clinical learning objectives for pre-registration and post-registration nursing students. • Detailed understanding of the application of <i>Scope of Nursing Practice Framework</i> • Broad based knowledge of current nursing research issues pertinent to the speciality 	<ul style="list-style-type: none"> • Evidence of own career development and personal development plan • Knowledge of methods of clinical proficiency assessment • Understanding of acute hospital Accreditation process • Broad understanding of current developments in the nursing profession

	<ul style="list-style-type: none"> • Understanding of clinical audit and standard setting 	
Management Competencies	<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"> • Clinical focus • Patient/client advocacy • Education and training • Audit and research • Consultancy 	
Health	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.	
Character	Candidates for and any person holding the office must be of good character.	

Informal Enquiries or Role Specific Enquiries:

Ms. Mary Clarke, Assistant Director of Nursing, Email: Mary.Clarke@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), 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.

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 week's 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 16th 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