

Job Description and Person Specification

Clinical Nurse Specialist / Candidate Clinical Nurse Specialist Head and Neck (0.5 WTE)

Permanent Vacancy

Reference: HR26E048

Closing Date for Applications: Friday, 27th February 2026

Interview Date: Wednesday, 18th March 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:	Clinical Nurse Specialist (CNS) / Candidate Clinical Nurse Specialist (cCNS) – Head and Neck
Grade:	Clinical Nurse Specialist / Candidate Clinical Nurse Specialist
Professionally accountable to:	Director of Nursing
Key reporting relationships:	Director of Nursing Directorate Nurse Manager 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

The ENT service provides comprehensive assessment, treatment and management of patients with head and neck conditions across inpatient, day case and outpatient settings. Services encompass elective and emergency care, diagnostic pathways, surgical and non-surgical management, and integrated follow-up with community and primary care services.

The Purpose of the Clinical Nurse Specialist Head and Neck post:

The purpose of the Clinical Nurse Specialist Head and Neck post is to deliver expert, evidence-based care in line with the five core concepts of the CNS role as defined by the National Council for the Professional Development of Nursing and Midwifery (NCNM):

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

Caseload

Patients aged 16 years and over with conditions, including but not limited to:

- Head and neck cancer pathways (as appropriate)
- Acute and chronic ENT disorders
- Airway, voice and swallowing disorders
- Post-operative ENT patients

The CNS Head and Neck will:

Provide specialist clinical advice, education and support to Head and Neck patients and families
Act as a clinical resource for ward, outpatient, emergency department and theatre staff
Support ENT outpatient clinics, nurse-led services and day case pathways

Section 3: Principal Duties and Key Responsibilities

The post holders practice is based on the five core concepts of Clinical Nurse Specialist role as defined by the NCNM 4th edition. The concepts are:

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

Clinical Focus

The Clinical Nurse Specialist in Head and Neck will have a strong patient-centred focus and provide both direct and indirect care.

Direct Care

The Clinical Nurse Specialist Head and Neck will:

- Undertake comprehensive patient assessment including physical, psychological, social and spiritual elements of care using best evidence-based ENT practice.
- Plan, deliver and evaluate specialist nursing care for patients with ENT conditions in inpatient, outpatient and day case settings.
- Support pre-operative assessment and post-operative management of ENT patients in collaboration with the MDT.
- Participate in airway assessment and management in line with agreed protocols and escalation pathways.
- Coordinate and monitor investigations, treatments and follow-up for ENT patients.
- Monitor and evaluate patient response to treatment and amend care plans accordingly in collaboration with the MDT.
- Accept and manage appropriate referrals from MDT colleagues.
- Provide clear communication, education, advice and counselling to patients, families and carers.
- Participate in medication reconciliation with awareness of polypharmacy and patient safety.
- Support self-management planning and health promotion for patients with chronic ENT conditions.

Indirect Care

The Clinical Nurse Specialist Head and Neck will:

- Identify and agree appropriate referral pathways for patients with complex ENT needs across primary and secondary care.
- Participate in MDT meetings, case reviews and clinics.

- Use a case management approach for patients with complex or long-term ENT conditions.
- Take a proactive role in the formulation, review and provision of evidence-based policies, procedures, protocols and guidelines (PPPGs) relating to ENT care.
- Support service development to ensure safe, effective and high-quality ENT services.

Patient/Client Advocate

The Clinical Nurse Specialist Head and Neck will:

- Communicate, negotiate and represent patient, family and/or carer values and decisions in collaboration with MDT colleagues across care settings.
- Promote patient participation in shared decision-making and informed choice of treatment options.
- Respect and maintain patient privacy, dignity and confidentiality at all times.
- Establish, maintain and improve collaboration between acute services, primary care and voluntary organisations.
- Proactively challenge practices or interactions that fail to deliver a quality service to patients.

Education and Training

The Clinical Nurse Specialist Head and Neck will:

- Maintain clinical competence in ENT nursing practice, keeping up to date with relevant research and national guidelines.
- Provide patients, families and carers with appropriate education and supportive interventions to enhance knowledge, skills and confidence in managing their condition.
- Contribute to ENT and hospital-wide continuing professional development (CPD) programmes.
- Contribute to the design, development and delivery of education programmes and resources for patients and staff related to ENT care.
- Provide mentorship, supervision and preceptorship to nursing colleagues as appropriate.
- Participate in education and training programmes for nursing staff, MDT colleagues and key stakeholders.
- Develop and maintain links with nursing education departments, Higher Education Institutions (HEIs) and professional development units.
- Be responsible for addressing own continuing professional development needs.

Audit and Research

The Clinical Nurse Specialist Head and Neck will:

- Establish and maintain relevant patient registers and datasets within the CNS caseload.
- Facilitate and coordinate data collection for local and national ENT-related audits and databases.
- Identify, initiate and participate in nursing and MDT audit and research projects relevant to ENT practice.
- Critically analyse, disseminate and integrate best available evidence into ENT nursing practice.
- Use audit and research findings to improve service quality and patient outcomes.
- Contribute to service planning and development through use of audit data and specialist knowledge.

- Monitor, access and disseminate current research to ensure evidence-based practice.

Consultancy

The Clinical Nurse Specialist Head and Neck will:

- Provide leadership in clinical practice and act as a role model for ENT nursing.
- Act as a specialist resource to nursing and MDT colleagues.
- Contribute to the development and implementation of clinical standards and guidelines.
- Use specialist knowledge to support and enhance generalist nursing practice.
- Develop collaborative working relationships with other CNSs, Advanced Nurse Practitioners and MDT colleagues to promote integrated, person-centred care pathways.
- Liaise with community and voluntary services to support continuity of care.

Management / Administration

The Clinical Nurse Specialist Head and Neck will:

- Provide an efficient, effective and high-quality service responsive to patient, family and service needs.
- Manage time and caseload effectively in response to changing service demands.
- Monitor service activity to ensure alignment with patient needs and organisational priorities.
- Maintain accurate, timely and confidential patient records and service data.
- Represent the ENT specialist service at local, national and international forums as required.
- Contribute to service planning, development and evaluation processes.
- Maintain knowledge of HIQA standards, HSE policies and infection prevention and control requirements relevant to the role.
- Maintain working knowledge of Joint Commission International (JCI) standards as applicable.
- Support and participate in sustainability initiatives to promote a low-carbon, efficient health service.

Section 4: Competencies

Professional Knowledge

Clinical Nurse Specialist Head and Neck 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.

Demonstrate:

- An in-depth knowledge of the role of the CNS Head and Neck
- In-depth knowledge of the pathophysiology of Head and Neck conditions
- The ability to undertake a comprehensive assessment of the patient with head and neck

cancers, including taking an accurate history of their condition and presenting problem.

- The ability to employ appropriate diagnostic interventions including pre and post-operative care of patients, 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 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

Factors	Essential	Desirable
<p>Qualifications</p>	<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 • Competence in the use of information technology • Management qualification or commitment to undertake the same • Post Registration Qualification in the related area

	<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> <p>Meet the requirements in Appendix 1 (see below)</p>	
<p>Experience (length and type)</p>	<p>Have at least 5 years post registration experience (or an aggregate of 5 years fulltime post registration experience) of</p>	<ul style="list-style-type: none"> • Previous management experience

	<p>which 2 years must be in the speciality or related area. A minimum of two years nursing experience in the related area</p> <p>AND</p> <p>Have the clinical, managerial and administrative capacity to properly discharge the functions of the role.</p>	<ul style="list-style-type: none"> • At least five years recent post-registration nursing experience in an acute hospital setting
Knowledge	<ul style="list-style-type: none"> • Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the functions of the role. • Knowledge of nursing guidelines, policies, procedures and protocols, applicable to clinical area / speciality • Understanding of the requirements of the pre-registration nursing degree education programme • Knowledge of clinical learning objective for pre-registration and post-registration (were relevant) nursing students. • Detailed understanding of the application of Scope of Nursing Practice Framework • Broad based knowledge of current nursing research issues pertinent to the clinical area / speciality • Experience of clinical audit and standard setting. 	<ul style="list-style-type: none"> • Evidence of own career development and personal development plan • Understanding of acute hospital Accreditation process • Broad understanding of current developments in the nursing profession
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	<p>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</p>	

	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. Ciara Hanrahan, Assistant Director of Nursing,
Email: C.hanrahan@svuh.ie

Particulars of Office:

The appointment is: Part-Time (0.5WTE), Permanent, Pensionable

A panel may be formed to fill future permanent and temporary vacancies in the next 6 months.

Annual Salary:

Candidate Clinical Nurse Specialist – General (2697) as at **(01/02/2026)** per annum pro rata.

1	2	3	4	5	6	7	8
€57,208	€58,246	€59,709	€61,198	€62,678	€64,167	€65,826	€67,372

Clinical Nurse Specialist – General (2632) as at **(01/02/2026)** per annum pro rata

1	2	3	4	5	6	7	8	9	10	LSI 1
€62,078	€63,106	€63,975	€65,394	€66,963	€68,504	€70,045	€71,779	€73,389	€76,159	€78,443

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 basic 18.75 hour week.

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

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 state 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: February 2026

Appendix 1:

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 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.