



St. Francis Hospice



St. Francis Hospice Dublin

JOB DESCRIPTION

**(CLINICAL NURSE SPECIALIST
COMMUNITY PALLIATIVE CARE
– GRADE CODE 2632)
(FULL TIME, PERMANENT) (37.50 HRS P.W.)**



TABLE OF CONTENTS

Section	Page
1. JOB PURPOSE	3
2. REPORTING RELATIONSHIP	3
3. KEY WORKING RELATIONSHIPS	3
4. HEALTH AND SAFETY	6
5. MANAGEMENT / ADMINISTRATION	7
6. OPERATING ENVIRONMENT	8
7. SALARY SCALES, ANNUAL LEAVE & PENSION SCHEME	8
8. ELIGIBILITY CRITERIA QUALIFICATIONS AND/OR EXPERIENCE	9



1. JOB PURPOSE

Two teams provide Community Palliative Care services in St Francis Hospice, Dublin; one team based in Raheny serving Dublin Northeast and the second team based in Blanchardstown serving Dublin Northwest. However, staff contracts contain a flexibility clause and you may be requested to provide cover to the second team, when necessary. The CPC Team provides a seven-day service, from 8am until 9pm every day that includes on call and standby at weekends and bank holidays. Services are provided in patient's homes, Nursing homes and Community settings. In CPC, the Nurses work closely with the GP and the primary care team.

The CNS will, when required, act as a Specialist Palliative Care resource for the primary care team in the community and all other Community settings. The CNS is a key member of the multidisciplinary team providing an effective and efficient Specialist Palliative Care Service in North Dublin City and County. The CNS will be working in conjunction with the multidisciplinary team and will have extensive experience and advance expertise in the delivery of Specialist Palliative Care.

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

2. REPORTING RELATIONSHIP

The position reports to and is accountable to the CNM3 and the Director of Nursing/Assistant Director of Nursing or other designated officer in all matters relating to the job. This position is accountable to the medical consultant for clinical governance.

3. KEY WORKING RELATIONSHIPS TO INCLUDE BUT NOT LIMITED TO:

The CNS will work collaboratively with a range of internal and external stakeholders including:

- Director of Nursing
- Assistant Director of Nursing
- CNM3
- Multidisciplinary team
- Patients/families and/or carers
- Nursing and Midwifery Board of Ireland
- Educational Bodies
- Nursing and Midwifery Planning and Development Units
- Centres of Nursing and Midwifery Education
- National Clinical Leadership Centre
- Other relevant statutory and non-statutory organisations

4. PRINCIPLE DUTIES AND RESPONSIBILITIES

Clinical Focus

Clinical Nurse Specialist in Community Palliative Care 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. He/she will practice alongside the Level 3 Palliative Care Competencies, (HSE, 2014, <https://www.hse.ie/eng/about/who/cspd/ncps/palliative-care/resources/competence-framework/palliative-care-competence-framework-2411.pdf>)

Direct Care

The CNS will:

- Provide a specialist nursing palliative care service for patients with a diagnosis of a life limiting condition who require support and treatment through the continuum of care.
- Undertake comprehensive patient assessment to include physical, psychological, social and spiritual elements of care using best evidence-based practice in palliative care.
- Use the outcomes of nursing assessment to develop and implement care plans for patients, their families/carers and the MDT.
- Monitor and evaluate the patient's response to treatment and amend the plan of care accordingly in collaboration with the MDT and patient, family and/or carer as appropriate.



- Make alterations in the management of patient condition in collaboration with the MDT and the patient in line with the nursing aspect of agreed pathways and policies, procedures, protocols and guidelines (PPPG's).
- Accept appropriate referrals from MDT colleagues.
- Co-ordinate investigations, treatment therapies and patient follow-up.
- Communicate with patients, family and/or carer as appropriate, to assess patient needs and provide relevant support, information, education, advice and counselling as required.
- Where appropriate, work collaboratively with MDT colleagues across Primary and Secondary Care to provide a seamless service delivery to the patient, family and/or carer as appropriate.
- Participate in medication reconciliation taking cognisance of poly-pharmacy and support medical and pharmacy staff with medication reviews and medication management.
- Identify and promote specific symptom management strategies as well as the identification of triggers, which may cause exacerbation of symptoms. Provide patient with appropriate self-management strategies and escalation pathways.
- Manage nurse led Specialist Palliative Care clinics in collaboration with the MDT.
- Identify health promotion priorities for the patient, family and/or carer and support patient self-care in line with best evidence. This will include the provision of educational and health promotion material which is comprehensive, easy to understand and meets patient's needs.

Indirect Care

The CNS will:

- Identify and agree appropriate referral pathways for patient with a life limiting illness.
- Participate in patient case reviews with MDT colleagues.
- Use a case management approach to patient complex needs in collaboration with MDT in both Primary and Secondary Care as appropriate.
- Take a proactive role in the formulation and provision of evidence based PPPGs relating to specialist palliative care.
- Take a lead role in ensuring the nursing service for patient with a life limiting condition is in line with best practice guidelines and the Safer Better Healthcare Standards (HIQA, 2012).

Patient/Client Advocate

The CNS will:

- Communicate, negotiate and represent patient, family and/or carer values and decisions in relation to their condition to 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 carers.
- Establish, maintain and improve procedures for nursing collaboration and cooperation between Acute Services, Primary Care and Voluntary Organisations as appropriate.
- Proactively challenge any interaction, nursing or otherwise, which fails to deliver a good quality service to patient.

Education and Training

Clinical Nurse Specialist will:

- Maintain clinical competence in patient management within specialist palliative care 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, education and other supportive interventions to increase their knowledge, skill and confidence and autonomy in managing their life limiting condition.
- Contribute to the design, development and implementation of education programmes and resources for the patient, family and/or carer
- Provide mentorship and preceptorship for nursing colleagues and students on clinical placement as appropriate.
- Participate in training programmes for nursing, MDT colleagues and stakeholders as appropriate.
- Collaborate with the education team in the provision of education internally and externally.
- Create exchange of learning opportunities within the MDT in relation to evidence based palliative 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 Specialist Palliative Care.
- In tandem with the line management structure, be responsible for addressing own continuing professional development needs and engage in professional development reviews with your line manager.
- Use agreed protected time for research, education and professional development.



- With the line manager, use the Professional Development Planning Framework for Nurses and Midwives to plan and self-assess additional CPD needs.

Audit and Research

Clinical Nurse Specialist will:

- Establish and maintain a register of patients with a life limiting condition within the CNS Caseload.
- Maintain a record of clinically relevant data aligned to National Key Performance Indicators (KPI's) as directed and advised by the DON.
- Identify, initiate, and conduct nursing audit and research relevant to the area of practice and take part in MDT audit and research.
- Identify, critically analyse, disseminate and integrate into practice, best evidence relating to care in palliative care
- Contribute to nursing research on specialist palliative care.
- Use the outcomes of audit to improve nursing service provision and advocate, when appropriate, for improvement of non-nursing services
- Contribute to service planning and budgetary processes through use of audit data and specialist knowledge.
- Monitor, access, utilise and disseminate current relevant research to advise and ensure the provision of informed evidence-based nursing practice.

Audit expected outcomes including:

- Collate data for HSE agreed KPIs/clinical targets which will provide evidence of the effectiveness of the CNS interventions. Refer to National KPIs associated with the specialty. KPI's should have a clinical nursing focus as well as a breakdown of activity - patients seen and treated.
- Evaluate nursing audit results and research findings to identify areas for quality improvement in collaboration with nursing management and MDT colleagues (Primary and Secondary Care).

Consultant

Clinical Nurse Specialist will:

- Understand leadership in clinical practice with the aim of acting as a resource and role model for nursing specialist palliative care practice.
- Contribute the expanding nursing knowledge/expertise to the development of clinical standards and guidelines and support implementation
- Use growing specialist knowledge to support and enhance own nursing practice and practice of colleagues.
- Develop collaborative working relationships with local palliative care CNS's, Registered Advanced Nurse Practitioner/MDT colleagues as appropriate, contributing to person centred care pathways to promote the integrated model of care delivery.
- With the support of the DON/line manager, attend integrated care planning meetings as required.
- Where appropriate, develop and maintain relationships with specialist services in voluntary organisations which support patients in the community.
- Liaise with other health service providers in the development and on-going delivery of the National Clinical and Integrated Programme model of care.
- Network with other CNSs in specialist palliative care and in related clinical and professional areas of practice.

Other

- 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.
- Leadership, change management and team management skills including the ability to work with MDT colleagues.
- Comply with the Mission Statement, Ethos and Core Values of St. Francis Hospice Dublin.
- Carry out any other reasonable duties, appropriate to the office that may be required from time to time.

5. HEALTH AND SAFETY

These duties must be performed in accordance with local organisational and the SFHD's health and safety policies. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health,



Safety and Welfare at Work Act (2005). Staff must carry out their duties in a safe and responsible manner in line with the local policy documents and as set out in the local safety statement, which must be read and understood.

- 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.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Quality, Risk and Safety Responsibilities

It is the responsibility of all staff to:

- Participate and cooperate with legislative and regulatory requirements with regard to quality, risk and safety.
- Participate and cooperate with local quality, risk and safety initiatives as required.
- Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
- Participate and cooperate with internal and external evaluations of the organisation's structures, services and processes as required, including but not limited to, The National Hygiene Audit, National Decontamination Audit, Health and Safety Audits and other audits specified by the HSE or other regulatory authority.
- Initiate, support and implement nursing quality improvement initiatives in their area which are in keeping with local organisational quality, risk and safety requirement.
- Contribute specialist expertise to the development of PPPGs and safe professional practice and adhere to relevant legislation, regulations and standards.
- Comply with SFHD's Complaints Policy.
- Respond immediately and appropriately to ensure the safety of any patient that you are aware has been put at risk.
- Ensure completion of incident/near miss forms and clinical risk reporting.
- Adhere to department policies in relation to the care and safety of any equipment supplied and used to carry out the responsibilities of the CNS in specialist palliative care.

Specific Responsibility for Best Practice in Hygiene

Hygiene is defined as: "The practice that serves to keep people and environments clean and prevent infection. It involves the study of preserving one's health, preventing the spread of disease, and recognising, evaluating and controlling health hazards. In the healthcare setting it incorporates the following key areas: environment and facilities, hand hygiene, catering, management of laundry, waste and sharps, and equipment" (HIQA, 2008; P2). It is the responsibility of all staff to ensure compliance with local organisational hygiene standards, guidelines and practices.

6. Management / Administration:

- Provide an efficient, effective and high-quality nursing service, respecting the needs of each patient, family and/or carer.
- Effectively manage time and caseload in order to meet changing and developing service needs.
- Continually monitor the nursing service to ensure it reflects current patient and organisational needs.
- Implement and manage identified changes.
- Ensure that confidentiality in relation to patient records is maintained.
- Understand the need to represent the specialist nursing 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 nursing specialist care and ensure that this service is in line with HSE requirements.
- Contribute to the service planning process as appropriate and as directed by the Director of Nursing/Line Manager



7. OPERATING ENVIRONMENT

Contractual Hours: 37.50 hours per week.

Hours of work: Normal working week will be over a seven day spread, inclusive of weekends, on call and evenings up until 9.00pm. Details of starting and finishing times, which may vary in accordance with Hospice needs will be notified by your line manager. There will be times when you will be required to work outside of the normal office hours.

Location: This position is based in SFHD, which operates across two sites: Raheny & Blanchardstown. In the interest of patient care and changing needs, candidates are required to be flexible and are obliged to carry out duties in any department or location of the Hospice or associated locations when required to do so by the Leadership team.

As St. Francis Hospice Dublin is an expanding service, the demands for services can change and it will be necessary to meet these changes throughout the organisation. In such circumstances, it may be necessary to review the work location for this post and, on behalf of the Board of Directors, the Leadership Team reserves the right to change the terms and conditions as necessary. However, notification will be given of any such changes.

Garda Vetting: The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to a formal job offer being made.

8. SALARY SCALES, ANNUAL LEAVE & PENSION SCHEME

Salary Scale: Department of Health - Consolidated Salary Scale 1st August 2025 – Clinical Nurse Specialist (General) & Salary scale € 61,463 - €77,666 per annum pro rata.
This position is eligible for the Specialist allowance.

Annual Leave: 28 day per annum.

Pension Scheme: Pension Scheme (the “SPSPS”).

You will become a member of the appropriate pension scheme. Employees appointed for the first time on or after 1st January 2013 or persons returning to public service employment after a break of more than 26 weeks will be members of the Single Public Service Pension Scheme.



9. ELIGIBILITY CRITERIA QUALIFICATIONS AND/OR EXPERIENCE

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Be registered in the General division of the active Register of Nurses as maintained by NMBI. Have a post- registration level 9 QQI (Quality and Qualifications of Ireland) major academic award on the NFQ (National Framework of Qualifications) in Palliative Care or Oncology* Have undertaken or agree to undertake, within an agreed timeframe, the Nurse Prescribing of Medicinal Products Certificate. 	<ul style="list-style-type: none"> MSc in Palliative care
Experience	<ul style="list-style-type: none"> One years post registration general nursing experience. One years' experience in Palliative Care or Oncology Experience with participation within an MDT Competent and confident IT skills - Word, Excel, Power Point and e-mail Have the ability to practice safely and effectively fulfilling his/her professional responsibility within his/her scope of practice Demonstrates evidence of continuing professional development. 	<ul style="list-style-type: none"> Experience of working in a Oncology or other relative setting
Health	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none">
Character	<ul style="list-style-type: none"> Candidates for and any person holding the office must be of good character. <p>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 Patient Safety Assurance Certificate (PSAC)</p>	<ul style="list-style-type: none">
Other	<ul style="list-style-type: none"> Full driving license 	

* For Nurses who express an interest in CNS 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.

Professional Knowledge and Experience

The CNS will:

- Practice in accordance with relevant legislation and with regard to The Scope of Nursing & Midwifery Practice Framework (Nursing and Midwifery Board of Ireland, 2015) and the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (Nursing and Midwifery Board of Ireland, 2021)
- Maintain a high standard of professional behaviour and be professionally accountable for actions/omissions. Take measures to continuously develop and maintain the competences required for specialist practice
- Adhere to the Nursing & Midwifery values of Care, Compassion and Commitment (DoH, 2016)
- Adhere to SFHD PPPGs
- Demonstrate practitioner competence and professionalism as it related to CNS.
- Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the clinical/specialist area.
- Demonstrate the ability to relate nursing research to nursing practice.
- Demonstrate an awareness of HR policies and procedures including disciplinary procedures.



- Demonstrate an awareness of relevant legislation and policy e.g., health and safety, infection control etc.
- Demonstrate a commitment to continuing professional development.
- Demonstrate a willingness to develop IT skills relevant to the role.

Demonstrate:

- An in-depth knowledge of the role of the CNS in Specialist Palliative Care.
- An in-depth understanding of the full spectrum of trajectories of life-limiting conditions (including prognostic factors, symptoms, and problems).
- The ability to undertake a comprehensive assessment of the patient including taking an accurate history of their life limiting condition and presenting problem.
- The ability to employ appropriate diagnostic interventions and demonstrate advanced knowledge of disease processes, treatments, concurrent disorders and likely outcomes 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 patient/client to take greater control over decisions and actions that affect their health and wellbeing.
- An understanding of the principles of clinical governance and risk management as they apply directly to the 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, E- mail, PowerPoint.

Communication and Interpersonal Skills

Demonstrate:

- Emotionally intelligent communication skills.
- Ability to build and maintain relationships particularly in the context of personal and team relationships.
- Ability to present information in a clear and concise manner.
- Ability to provide constructive feedback to encourage future learning.
- Demonstrates the ability to influence others effectively.

Organisation and Management Skills:

Demonstrate:

- Evidence of effective organisational skills including awareness of appropriate resource management and the importance of value for money.
- Ability to plan and organise effectively.
- Ability to attain designated nursing service targets, manage deadlines and multiple activities.
- Ability to work autonomously.
- A willingness to be flexible in response to changing local/organisational requirements.

Building & Maintaining Relationships including Team and Leadership skills

Demonstrate:

- The ability to work on own initiative as well as the ability to build and maintain relationships with MDT colleagues.
- With the required support, demonstrate leadership in clinical practice.
- A knowledge of change management and team management skills.
- Adopts a collaborative approach to patient care by co-ordination of care/interventions and interdisciplinary team working.

Commitment to providing a quality service:

Demonstrate:

- Awareness and respect for patient and family/carers' views in relation to their care.
- A strong commitment to providing quality improvement programmes.
- The ability to conduct audits.
- Demonstrates integrity and ethical stance.
- Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change.

Analysing and Decision Making



Demonstrate:

- Adopts an overview of complex problems before generating solutions and anticipates implications.
- Effective analytical, problem solving and evidenced-based decision-making skill.
- Uses a range of information sources and knows how to access relevant information to address issues.

Diversity, Equality and Inclusion

SFHD is an equal opportunities employer.

Employees of the SFHD bring a range of skills, talents, diverse thinking and experience to the organisation. SFHD believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the SFHD so that it reflects the diversity of SFHD patients and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved patient and employee experience.

SFHD is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. SFHD aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.

SFHD welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.

For further information on Diversity, Equality and Inclusion, please visit the HSE Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/>

The successful candidate will be required to update their knowledge and skills to fit the changing requirements of the post. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs.

Signature of Job Holder:	Signature of Line Manager or Designated Officer:
Job Title:	Job Title:
Date:	Date: