



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

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**11<sup>th</sup> January 2007.**

**HSE HR Circular 001/2007**

**To: Each Hospital Network Manager**

**Cc: Each Assistant National Director of Human Resources  
Mr. John O'Brien, Director, National Hospitals Office (Temporary)  
Mr. Liam Woods, National Director of Finance.**

**Re: Out-of-Hours Nurse Managers in Acute Hospitals**

I refer to the grading level of Out of Hours Nurse Managers. The Labour Court, in LCR 18595, has recommended that Clinical Nurse Manager 3's who are either "Site Managers with out-of-hours responsibilities" or "Out-of-Hours Nurse Managers" should be evaluated vis-à-vis Assistant Directors of Nursing who are working as Night Superintendents in Band 1 and Band 2 Hospitals.

This evaluation has now been completed and recommends that **'Site Managers Out-of-Hours' and 'Out-of-Hours Manager' positions which fulfil all of the following criteria should be graded at the same level as Night Superintendents.'**

- a) Were specifically recruited, based on advertisement for Site Manager or Out-of-Hours Manager, to manage the Hospital when no other senior manager is on site
- b) Carry hospital-wide responsibility for evenings weekends and public holidays
- c) May rotate or be interchangeable with Night Superintendents and/or Assistant Directors of Nursing
- d) Function at the same level as Night Superintendent

- e) Primarily work out of hours i.e. in the period between the day shift and night shift, weekends and public holidays.
- f) Do not undertake CNM3 clinical or administrative duties when not engaged as Out of Hours Manager

Approval is now given for an upgrading where a Clinical Nurses Manager 3 level post fulfils all of the criteria above to Assistant Director of Nursing level, with effect from 1<sup>st</sup> December 2006.

Any queries regarding the matter should be addressed to Mr. Gerry Bellew, Senior IR/HR Executive, HSE – Employers Agency, 63 – 64 Adelaide Road, Dublin 2, Telephone 01 6626966.

**Yours sincerely,**



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**Martin Mc Donald,**  
**National Director of Human Resources.**