



**Graduate/ Postgraduate Diploma (Nursing/Public Health Nursing)
Job Specification and Terms and Conditions**

Job Title and Grade	Student Public Health Nurse Graduate/ Postgraduate Diploma (Nursing/Public Health Nursing) (Grade Code 2836)
Remuneration	The student Public Health nurse will be paid the salary at the minimum point of the staff nurse scale while studying for the graduate /post graduate diploma nursing/Public Health Nursing and at 80% of the minimum point of the PHN scale for the duration of the clinical placement period: €37,189 per annum (rates at 01/03/2023) Normal travel arrangements will apply.
Competition Reference	NRS14125
Closing Date	Application is through http://www.pac.ie/ and must be submitted before 12 noon on Wednesday 07th February 2024
Proposed Interview Date(s)	Week Commencing 25 th March 2024 Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Location of Sponsorship(s)	All <u>eligible</u> applicants will be notified of the LHO sponsorship locations within CHOs at a later date and will be invited to choose their LHO & HEI preferences. Please refer to Appendix 2 Recruitment & Selection Process
Details of Service	<p>The Public Health Nursing Service is a generalist nursing service underpinned by the principles and values of primary care and public health, including those of equity and accountability. The service is delivered within a range of settings: in the home, health centres, schools and in a variety of community settings. As pivotal team members, Public Health Nursing staff work in collaboration and partnership with other members of the primary care team and also with acute / community hospital services, voluntary bodies and statutory and non statutory agencies.</p> <p>The Public Health Nursing Services are provided at the level of the individual delivering personalised care includes the family and the community, focusing the collective health, well-being, social and nursing care needs of the population. The service has a broad remit with multiple client groups and the focus of care incorporates primary, secondary, tertiary and end-of-life care.</p> <p>The Public Health Nursing service provides care to:</p> <ul style="list-style-type: none"> • Antenatal and postnatal mothers • Infants, preschool and school age children • Adults and older persons • Persons of all ages with a physical, sensory, and /or intellectual disability • Clients with an acute, chronic or terminal illness • Ethnic minority groups eg the Traveller Community, those seeking asylum in Ireland and clients with diverse cultural backgrounds. <p>The staff appointed will work within Primary Care; the Public Health Nurse will be expected to provide a broad based integrated prevention, education and health promotion service. S/he will actively participate with other relevant care professionals in planning patient care and will attend case conferences, working as part of a multi-disciplinary primary care team delivering a co-ordinated approach to eligible client care.</p>

	<p>Within the context of the HSE reform programme the reconfiguration of Primary Care services into primary care teams, the Public Health Nurse will maintain a high standard of nursing care and the patient's environment and to maintain a high standard of professional and ethical responsibility.</p>
Reporting Relationship	Director of Public Health Nursing and/or designate
Purpose of the Post	The Student Public Health Nurse, under the direction of the Director of Public Health Nursing and/or designate, will be expected to develop the skills and knowledge, which will enable them, upon registration, to provide a range of nursing interventions in primary and community nursing settings, which includes prevention, education and health promotion.
Principal Duties and Responsibilities	<p>The Student Public Health Nurse, in exercising his/her professional accountability, will be expected to successfully attain the five domains of competence on completion of the Public Health Nursing education programme as specified by Nursing & Midwifery Board of Ireland (NMBI) in the Requirements and Standards document March 2005.</p> <p>The competencies encompass five domains:</p> <ol style="list-style-type: none"> 1. Professional / Ethical practice 2. Holistic approaches to care and the integration of knowledge 3. Interpersonal relationships 4. Organisational and management of care 5. Personal and professional development
Eligibility Criteria Qualifications and/or experience	<p>Eligible applicants for the Student PHN Sponsorship Postgraduate Programme must at the closing date for the competition:</p> <p>1. Professional Qualifications, Experience, etc.</p> <p>A. i. Be registered in the General Nursing Division of the Register of Nurses maintained by the Nursing & Midwifery Board of Ireland (NMBI) or entitled to be so registered and ii. have a minimum of 2 years post registration general nursing experience.</p> <p style="text-align: center;">OR</p> <p>B. i. Be registered in the General Nursing Division and another Division of the Register (including Registered Midwife (RM), Registered Children's Nurse (RCN), Registered Nurse Intellectual Disability (RNID) or Registered Psychiatric Nurse (RPN) Divisions of the Register of Nurses and Midwives) maintained by the Nursing & Midwifery Board of Ireland (NMBI) or entitled to be so registered and ii. have a minimum of 12 months post registration general nursing experience as an RGN, and iii. have a minimum of 12 months post registration experience as an RM or RCN or RNID or RPN.</p> <p style="text-align: center;">AND</p> <p>C. Meet the HEI academic criteria set by the relevant Higher Education Institutes: as outlined below:</p> <p>Academic Transcript</p>

	<p>Applicants must provide evidence of study at Irish National Framework of Qualifications (NFQ) Level 8 (Honours Degree/Level 8 Higher Diploma) or above (Level 9 award) by providing an academic transcript.</p> <p>An academic transcript is an official document from a college or university showing the final marks achieved and awarded (total final grade and grades for each module completed over the course of the programme). It is only available to students following the completion of an academic programme. Only official university academic transcripts will be accepted. If the document does not state 'Academic Transcript' the applicant must submit a supporting letter from the university or college confirming the submitted document is equivalent to an academic transcript. The parchment that graduates receive on a graduation day is not an academic transcript. (Please refer to Appendix 1 Eligibility Criteria for further information & examples of what we can & cannot accept)</p> <p>The academic transcript provided by the applicant will be used as evidence to verify the level of academic course(s) previously undertaken. It must be complete and must demonstrate that the applicant has studied at Irish National Framework of Qualifications (NFQ) Level 8 or above and has been awarded an Irish NFQ Level 8 Honours Degree or Level 8 Higher Diploma or a Level 9 award (minimum of 10 ECTS for Level 9 award). It is the applicant's responsibility to ensure the programme of study they are presenting is equivalent to Irish NFQ Level 8 or above, please refer to http://www.nqai.ie or http://www.nfq.ie for further information.</p> <p>NB. If an applicant's award is from a university outside of the Republic of Ireland it is their responsibility to ensure the award is equivalent to Irish NFQ Level 8 or above by submitting a supporting letter from the university.</p> <p>2. Health A candidate 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.</p> <p>3. Character Each candidate for and any person holding the office must be of good character.</p> <p>Registration with An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland):</p> <p>Candidates successful at interview will be eligible to receive offers but will not be able to take up a sponsorship place until they can submit evidence of their NMBI registration. Therefore if you are interested in attaining a place on the PHN Sponsorship Postgraduate Programme, we strongly recommend that you commence the registration process now. On receipt of your registration, it is your responsibility to contact this office in writing at recruitment.phnsponsorship@hse.ie to update your status.</p> <p>Seeking registration is the responsibility of the applicant. Please note registration can take a period of time. For all information regarding the process and/or completed applications please visit www.nmbi.ie</p>
Post Specific Requirements	Access to appropriate transport to fulfil the requirements of the role

<p>Skills, competencies, and/or knowledge</p>	<ul style="list-style-type: none"> • Demonstrate practitioner competence and professionalism – demonstrates a high level of clinical knowledge to carry out the duties and responsibilities of the role e.g. knowledge and experience of current nursing practice including individualised care planning and case management, concept of clinical audit • Display evidence-based clinical knowledge in making decisions regarding client / patient care • Demonstrate knowledge of health, social and childcare legislation as appropriate to the role • Demonstrate understanding and/or experience of health promotion and disease prevention • Demonstrate a commitment to continuing professional development • Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money • Demonstrate the ability to build and maintain relationships including the ability to work effectively in a multidisciplinary team environment • Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect • Demonstrate leadership and team management skills • Demonstrate effective analytical, problem solving and decision making skills • Demonstrate initiative and innovation, identifying areas for improvement, implementing and managing change • Demonstrate effective communication skills • Demonstrate an awareness of the Slainte Care Strategy • Demonstrate a willingness to engage and develop IT skills relevant to the role • Knowledge and understanding of the requirements of the public health nursing programme
<p>Campaign Specific Selection Process</p> <p>Eligibility Checking / Shortlisting / Interview</p>	<p>Eligibility screening will be carried out on the basis of information supplied in your PAC application form and supporting documents.</p> <p>Shortlisting may apply on the basis of the information supplied in your application form.</p> <p>The criteria for eligibility and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification.</p> <p>Therefore, it is very important that you think about your experience in light of those requirements.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p>
<p>Diversity, Equality and Inclusion</p>	<p>The HSE is an equal opportunities employer.</p> <p>Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.</p> <p>The HSE 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. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.</p>

	<p>The HSE 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.</p> <p>For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at https://www.hse.ie/eng/staff/resources/diversity/</p>
Code of Practice	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.</p> <p>The CPSA Code of Practice can be accessed via https://www.cpsa.ie/.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.</p> <p>This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p>	



HEALTH SERVICES EXECUTIVE
Terms and Conditions of Sponsorship/ Employment
Student Public Health Nurse
Graduate/ Postgraduate Diploma (Nursing/Public Health Nursing)

Tenure	<p>The successful student will be appointed in a temporary capacity as a student Public Health Nurse attached to one of the designated colleges. The student will be assigned to the Geographical Area for their clinical placements, with the exception of the Maternal and Child Health Module.</p> <p>The Geographical Area within the Community Health Organisation of the Health Service Executive will offer sponsorship and permanent employment on qualification and registration with Nursing & Midwifery Board of Ireland (NMBI) as a Public Health Nurse, for nurses who successfully complete the Public Health Nursing Course.</p> <p>In return for sponsorship successful candidates must commit to a one year college placement and must commit to an initial assignment in their sponsoring geographical area in a full time or part time/pro rata capacity as a Public Health Nurse for a period of not less than 18 months from the date of registration with NMBI. Applications for reduced working will be considered in line with service exigencies. Please note any application for pro rata or reduced hours is in line with the normal Line Management approval process based on service requirements.</p> <p>Should the Student hold a permanent post within the public health service he/she will retain the permanent status of their substantive post while training as a student Public Health Nurse. On successful completion of the programme, any entitlement to return to their previous substantive post within the public health service shall cease.</p>
Remuneration	<p>The student Public Health nurse will be paid the salary at the minimum point of the staff nurse scale while studying for the graduate /post graduate diploma nursing/Public Health Nursing and at 80% of the minimum point of the PHN scale for the duration of the clinical placement period:</p> <p>€37,189 per annum (rates at 01/03/2023) Normal travel arrangements will apply.</p>
Working Week	<p>The standard working week applying to the post is to be confirmed at Job Offer stage.</p>
Annual Leave	<p>The annual leave associated with the post will be confirmed at Contracting stage.</p>
Superannuation	<p>This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004</p>
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p>* <u>Public Servants not affected by this legislation:</u> Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p>

Probation	A probationary period of six months may apply from commencement of employment, during which the contract may be terminated by either party in accordance with the Minimum Notice & Terms of Employment Act, 1973-2005. The probationary period may be extended at the discretion of management.
Protection of Children Guidance and Legislation	<p>The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.</p> <p>Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.</p> <p>For further information, guidance and resources please visit: HSE Children First webpage.</p>
Infection Control	Have a working knowledge of 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.
Health & Safety	<p>It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

¹ A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

² See link on health and safety web-pages to latest Incident Management Policy