

Appendix 6 Frequently Asked Questions

What is the Student Public Health Nurse Recruitment Scheme?

The HSE has ongoing opportunities for Public Health Nurses. In order to meet this requirement it is the intention of the National Recruitment Service (NRS) to form a panel as a result of this recruitment campaign from which sponsorship places on the 2024 Higher Diploma in Public Health Nursing Programme will be filled.

Successful candidates will undertake the Post Registration Higher Diploma in Public Health Nursing Programme at University College Dublin (UCD), University College Cork (UCC) or University Galway (UG).

Successful applicants for sponsorship will be required to give a written undertaking that, following successful completion of the programme, he/she will immediately register as a Public Health Nurse with the Nursing & Midwifery Board of Ireland (NMBI) and accept 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 the NMBI. Please note any application for pro rata or reduced hours is in line with the normal Line Management approval process based on service requirements.

What is the course commencement date?

The course start dates for UCD/UCC/UG will be end of August/beginning September 2024. This will be confirmed when the campaign goes live.

Where are the sponsorship places located?

As part of the programme, students will be obliged to undertake their clinical placements as specified by their Sponsoring Geographical Area. Further details in relation to the locations of the Sponsoring Geographical Areas will be provided to eligible applicants at a later stage of the selection process. The NRS will then invite eligible applicants to indicate their geographical (LHO) areas & HEI preferences. Candidates will be given the opportunity to apply for a maximum of three geographical (LHO) areas and three Higher Education Institutions (HEI's). The HEI's are UCC, UCD & UG.

How are student PHN sponsorships allocated?

Candidates who successfully complete all stages of the selection process are placed on the panel in order of merit. Your total score at interview will determine your order of merit on the panel. Posts are then offered out to the panel as follows:

- First criterion - order of merit on the interview panel.
- Second criterion - sponsorship place available in your chosen geographical area (you can identify a maximum of 3 geographical areas).
- Third criterion - your choice of HEI. For student PHN's without a midwifery qualification the number of maternal & child module placements is directly related to the availability of a placement in the maternity service aligned to each of the 3 HEI's (see relevant appendix on PAC landing page).
- If you are successful, you will be offered your highest preference placement.
- If your highest preference is not available, you will be offered your next identified preference (if available).
- This process will be repeated until all your preferences are exhausted.
- Please note that the option to defer sponsorship is not available.

Please note: to maximise your prospect of securing a sponsorship, you should identify more than one geographical area and more than one HEI.

- Candidates on a panel that do not receive a sponsorship offer are placed on a residual panel, in order of merit.

- Candidates who decline a sponsorship placement do not retain their panel placement and move to the bottom of the residual panel
- If a candidate declines a sponsorship placement, an 'expression of interest' is issued to candidates on the residual panel. The person highest placed, who expresses an interest, will be offered the sponsorship placement.
- Candidates' original preferences are not considered at this stage.
- Occasionally, new sponsorship places may be identified at a later stage in the recruitment process and may be offered to those on the Residual panel.

What happens at the end of my sponsorship?

The HSE will offer permanent employment to nurses who successfully complete the Higher Diploma in Public Health Nursing. Successful candidates register as a Public Health Nurse with the Nursing & Midwifery Board of Ireland (NMBI) and accept 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 the NMBI. Please note any application for pro rata or reduced hours is in line with the normal Line Management approval process based on service requirements.

How and when can I apply for the programme?

Information for this campaign will be advertised on <https://www.hse.ie/eng/staff/jobs/job-search/nursing/phn-sponsorship/> when the campaign goes live on Wednesday 10th January 2024.

You must apply online through PAC (Postgraduate application centre) at the link below:

<https://v2.pac.ie/institute/8>

There is an application fee of €50 paid by credit/debit card or €55 euro if paid by bank transfer/bank draft payable to PAC. The closing date for receipt of completed applications & relevant supporting documentation is 12 noon on Wednesday 07th February 2024.

What documentation do I need to submit?

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.

If an applicant has not studied at Irish NFQ Level 8 or above, **or** is unable to submit a complete academic transcript, **or** is unsure of the level of their award as detailed above **or** is unable to confirm the level of their award is equivalent to Irish NFQ Level 8 or above they must complete an Accreditation of Prior Experiential Learning (APEL) document.

Applicants whose first language or language of primary expression is **not** English must provide evidence that their English language ability meets the required standard for admission by providing an in-date* English language examination certification, e.g. IELTS.

Please refer to Appendix 1 Eligibility Criteria for more information.

Do I need to submit Proof Registration or Verification of Service Forms with my application?

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.

Applicants are not required to submit proof of registration with NMBI or verification of service forms at application stage however you must tick the General Declaration Box on the PAC online application declaring that you meet the requirements for the post including the HSE eligibility criteria. Please note that Proof of Registration & Verification Forms verifying the HSE Eligibility Criteria will be requested and checked at contracting stage if offered a placement. Failure to provide this evidence or failure to meet the HSE Eligibility Criteria will result in the offer being rescinded.

Can I submit documentation after the closing date?

No you can only submit documentation to PAC by the closing date and time of 12 noon on Wednesday 07th February.

I am experiencing technical difficulties with my PAC application – who do I contact?

Candidates experiencing technical difficulties in submitting an application or accessing PAC, should email their query to the Postgraduate Applications Centre's Helpdesk at pachelp@pac.ie

How do I update my personal details after the closing date?

If you need to update your personal details after the closing date, please email the PHN Sponsorship Recruitment team at recruitment.phnsponsorship@hse.ie

Where can I get more information?

Further information on course content, entry requirements, duration, terms of agreement and terms and conditions are all available in the relevant Appendices posted with the campaign advert.

Further information on the HSE PHN Service can be found at the link below:

<https://www.hse.ie/eng/services/list/2/primarycare/national-phn-service/>