

APPENDIX 2

Recruitment & Selection Process

Should you wish to update your personal details after the closing date, please contact the NRS PHN Sponsorship Team by emailing recruitment.phnsponsorship@hse.ie

Queries for the National Recruitment Service can be sent to our help desk by email at asknrs@hse.ie or by phone on 0818 473677 (dial +35341 6859506 for calls from outside Ireland).

How to apply?

You must apply online through PAC (Postgraduate application centre) <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.

Applicants experiencing technical difficulties in making an application should contact the Postgraduate Application Centre (PAC) pachelp@pac.ie

We will not be able to process applications by CV or any other method. This means that if you apply by any method other than the approved online application you will not proceed to the next stage of the recruitment process.

This is a competency based online application. In order for your application to be considered, the supplementary section of the online application, i.e. the competency based questions, must be fully completed. If you do not complete all questions, we will be unable to process your application further. You are required to complete each example in no less than 300 words.

Candidates please note the National Recruitment Service review applications after the closing date. This is due to the high volume of applications. The National Recruitment Service can only accept applications and relevant uploaded documentation submitted to PAC by the closing date and time of **12 noon on Friday 10th February 2023**.

Please note contact up to offer stage will mainly be made by email and via your PAC account. Therefore it is your responsibility to ensure that you visit your Pac account on a regular basis. Some communications may be sent by SMS and email.

It is your responsibility to ensure you have access to your mobile voice mails, text messages and emails. This means that if you choose to use your work mobile phone and work email address you may receive communications that have a time deadline requirement when working away or on leave.

Who can apply?

- a. You must be suitably qualified (see Appendix 1 Eligibility Criteria) You should pay due attention to the "Professional Experience" section of your application with regard to demonstrating your eligibility. If you do not provide sufficient evidence of your eligibility

your application will not be processed further. If you accept a Sponsorship placement you will be required to **submit verification of your service to our contracting department.**

- b. A shortlisting exercise may apply based on the information you provide in your online application. This means that a shortlisting board comprised of Directors/ Assistant Directors of Public Health Nursing will shortlist applicants based on information put forward in the online application. Please note the criteria for shortlisting is based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of the job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.
- c. Appointment to the sponsorship programme will be subject to your verification of service form, satisfactory references, Garda/Security clearance, Occupational Health and other clearance requirements.

Interview Location:

Interviews will be held face to face. Proposed interviews dates are from mid March to mid April 2023. Interview locations will be advised at a later date.

If you are deemed eligible for interview, you will be invited to select your preferred time and date for interview through the online PAC application system. A list of all available interview slots will be included in the invite to interview message. (Please note once you select and submit your preferred slot it is not possible to request a change to your selection)

You will be required to bring some form of photographic identification with you to the interview i.e. Driver's licence, passport or student I.D.

Formation of Panels

Marking System

Candidates are given marks for skill areas during the interview. These elements are clearly indicated in the Application Form and Competency Based Questions.

Where two or more candidates score the same marks, a further ranking process will apply. A previously agreed skill area of the interview will be chosen to further rank successful candidates e.g. Karen and Mary are both successful at interview. They both score 121 at interview, which would place them at joint number 3 on the panel. If Professional Knowledge has been the secondary ranking chosen then the candidate who has scored highest in this area will be ranked highest.

Karen scored 19 in the Professional Knowledge element and Mary scored 18. Karen will be number 3 a. on the panel and Mary will be number 3 b. on the panel.

Where candidates have the same mark on the secondary ranking, an additional ranking will be applied and so forth. Please note in order to be deemed successful for a panel you must be awarded a minimum score of 40 for each competency area.

What is a panel?

A panel is a list of candidates successful at interview placed in order of merit. Candidates are awarded a mark during the interview process and the candidate who scores the highest mark is placed first on the panel.

Will I get a sponsorship place through this campaign?

- 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).
- 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.

N.B Sponsorship placements (if available) CH02 geographical areas Mayo / Galway will include a placement on the Offshore Islands

Residual panel:

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 programme and may be offered to those on the Residual panel.

Acceptance / Refusal of Sponsorship Offers

Offers of sponsorship will be issued through your PAC Account

Should you be offered a sponsorship placement:

You will be notified of your LHO/HEI (College) place via your PAC account.

It is your responsibility to ensure you have access to your PAC account, mobile voice mails, text messages emails.

Should you be offered a sponsorship you will be offered only one Higher Education Institute (HEI) place and one Geographical (LHO) Area . **If you decline this offer you will be moved to the end of the residual panel. You will no longer retain your original panel placement.**

You will have **48 hours** in which to accept a sponsorship offer. Should there be subsequent rounds of offers the timeframes for accepting sponsorship offers may be shorter and will be clearly indicated at offer stage.

It is the successful candidates' responsibility to ensure that all relevant immunisations are up to date **prior** to the commencement of the programme. Individual HEIs will advise on specific requirements on acceptance of the programme place. Please note that clinical placements may be delayed significantly if immunisations are not current.

What happens at the end of my sponsorship?

The HSE will offer permanent employment on qualification to nurses who successfully complete the Public Health Nursing course. Successful candidates must commit to an 18 month, full-time-or pro-rata/part time capacity, initial assignment in their sponsoring Geographical Area. Please note the initial assignment as a full time or part time pro rata capacity Public Health Nurse will be undertaken in the sponsoring Geographical Area.

If the sponsored candidate ceases employment or does not complete the programme, he/she will be required to repay both the tuition fee and the portion of the salary received during the theory element of the programme. Such repayments shall be made to the HSE. Please see HSE HR Circular 08/2015.

In exceptional circumstances all the above repayments may be waived, reduced or deferred at the discretion of the HSE.

A student public health nurse, failing to obtain the Public Health Nursing qualification on completion of the course may, at the discretion of the Health Service Executive, be retained on probation to afford him/her one further opportunity of securing the qualification at repeat examination but in any event no later than the end of the following academic year. During this repeat period the student will be remunerated as a Student Public Health Nurse, No funding will be provided for repeat tuition or examination fees; such costs must be borne by the student concerned.

In the event of failure to secure the qualification, assignment as a Public Health Nurse will not be ratified.

A public health service employee who is sponsored in accordance with the terms of the circular (HSE HR Circular 008/2015) will retain the permanent status of their existing substantive post for the duration of the training programme. On successful completion of the course, any entitlement to return to their previous substantive post within the public health service shall cease.

Who cannot apply?

Applications received from candidates who fall under the below categories will not be processed further in the selection process; this means that you will not be invited to interview.

Persons in receipt of a pension from specified Superannuation Schemes

The HSE has implemented a policy which prohibits the rehire of retired members of HSE staff in all grades. You will not be eligible to compete for posts to be filled in this campaign if you have previously worked for the HSE/former Health Boards and are now in receipt of a pension awarded under the terms of one 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

Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed by the Health Service Executive before 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.

Security Clearances

All appointments will require satisfactory security clearances

Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

When a panel member accepts a post they will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). This process will be initiated by National Recruitment Service for the confirmed successful candidate recommended for any post engaged in relevant work.

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 it will be mandatory to provide security clearance for each jurisdiction in which you have resided stating that you have no convictions recorded against you while residing there. All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

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 (e.g. UK excluding Northern Ireland, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now.

Note: Candidates who studied outside of the Republic of Ireland or Northern Ireland e.g. in the UK (excluding Northern Ireland), please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated **after** you left the UK.

The following websites may be of assistance to you in this regard:

United Kingdom

https://www.acro.police.uk/police_certificates.aspx

<http://www.police.uk/forces/> website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.

<https://www.gov.uk/browse/working/finding-job> (This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau).

Australia

www.afp.gov.au This website will provide you with information on obtaining a national police clearance certificate for Australia

New Zealand

www.police.govt.nz This website will provide you with information on obtaining police clearance in New Zealand.

United States of America

Please note that valid Security/Overseas Clearance from the USA must be obtained from the **FBI only**,

<https://www.fbi.gov/about-us/cjis/identity-history-summary-checks>

Information for Non EEA Applicants

(i) EEA Nationals and UK Nationals

EEA nationals who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, Republic of Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, United Kingdom, Liechtenstein, Switzerland, Bulgaria and Romania.

Applicants who are EEA nationals or Swiss nationals or British nationals do not require an employment permit.

(ii) NON-EUROPEAN ECONOMIC AREA APPLICANTS WHO RESIDE WITHIN THE STATE

In order that we can process your application it will be necessary for you to submit the following scanned documentation:

A scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration stamp showing you have permission to be in this State.

and

A scanned copy of your current Certificate of Registration which is also known as an Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 1G, Stamp 4, Stamp4D, Stamp4S, Stamp 4EUfam, Stamp 5, Stamp 6.

or

** A scanned copy of your current Certificate of Registration which is also known as an Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 1.*

OR

A scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration stamp showing you have permission to be in this State

and

A scanned copy of your current Certificate of Registration which is also known as an Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 3 and scanned copies of the following (mandatory)

and

Marriage/Civil Partnership Certificate

And

Spouse's passport showing their identification and current immigration stamp **and** a copy of their Critical Skills Employment Permit (CSEP).

or

** Spouse's passport showing their identification and current immigration stamp **and** their current Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 1, 1G, 4, 5 or 6*.*

or

** If your spouse holds a Stamp 2 for the purposes of **PhD study**, please include a copy of their passport showing their identification and current immigration stamp **and** their current Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 2 **and** documentary evidence from the relevant educational institution showing that they are a **PhD student***

** Candidates successful at interview and who are not in possession of an employment permit will remain dormant on the panel until Labour Market Testing has been completed. Please note that you cannot start a job or enter employment until the HSE has obtained an employment permit for you.*

Applications that are not accompanied by the above documents where necessary will be considered incomplete and will not be processed any further.

This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview. For more details on EEA countries please see visit the Department of Business, Enterprise and Innovation website <https://dbei.gov.ie/en/>

EEA Nationals (definition)

EEA nationals who do not require employment permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Norway, Iceland, and Liechtenstein

*Although Switzerland is not a member of the EU or the EEA, Swiss nationals do not require employment permits to work in Ireland. This is in accordance with the terms of the European Communities and Swiss Confederation Act, 2001, which came into operation on 1 June 2002.

UK Nationals do not require employment permits to work in Ireland. This is in accordance with the Common Travel Area Agreement.

Please note:

The HSE welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.