



**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)
Competition Reference	NRS13462
Closing Date	Application is through http://www.pac.ie/ Friday 10th February 2023 at 12 noon
Proposed Interview Date(s)	TBC
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 on PAC. Please see Appendix 2
Organisational Area	National
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 teams 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

	<ul style="list-style-type: none"> • 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>To apply for the Student PHN sponsorship Postgraduate Programme candidates must meet the below criteria:</p> <p>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 have a minimum of 3 years post registration general nursing experience.</p> <p style="text-align: center;">OR</p> <p>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</p>

	<p>Register of Nurses and Midwives maintained by the Nursing & Midwifery Board of Ireland (NMBI) or entitled to be so registered and have a minimum of 18 months post registration general nursing experience as an RGN, and 18 months post registration experience as an RM or RCN or RNID or RPN.</p> <p style="text-align: center;">AND</p> <p>Meet the HEI academic criteria set by the relevant Higher Education Institutes:</p> <p>Applicants must provide evidence of study at NFQ Level 8 or above and proof that they have been awarded a Level 8 Honours Degree or Level 8 Higher Diploma or a Level 9 award (Academic Transcripts)</p> <p style="text-align: center;">OR</p> <p>If you do not hold a NFQ Level 8 or above or a Level 8 Honours Degree or Level 8 Higher Diploma or a Level 9 award, you must complete and submit an APEL document as part of your application.</p> <p>IELTS, DET if applicable</p> <p>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>Character Each candidate for and any person holding the office must be of good character</p> <p>Age 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> <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 Ireland)</p>
<p>Post Specific Requirements</p>	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • 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 Primary Care Strategy and key developments within the Primary Care service • Demonstrate knowledge of the HSE Transformation Programme • 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>Code of Practice</p>	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commissioners for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, feedback facilities for applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, Information For Candidates".</p>

	Codes of practice are published by the CPSA and are available on http://www.hse.ie/eng/staff/Jobs/ in the document entitled "Recruitment Licence" or on www.cpsa-online.ie .
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The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.

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.



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.</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>€36,460 per annum (rates at 01/10/2022) Normal travel arrangements will apply.</p>
Working Week	<p>College Hours as assigned by HEI The standard working week as a student PHN on clinical placement is 37.5 hours</p>
Annual Leave	<p>The annual leave associated with the post is: 24 days</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.</p>

	<p>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>
Probation	<p>Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.</p>
Mandated Person Children First Act 2015	<p>As a mandated person under the Children First Act 2015 you will have a legal obligation:</p> <ul style="list-style-type: none"> • To report child protection concerns at or above a defined threshold to TUSLA. • To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report. <p>You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.</p>
Protection of Persons Reporting Child Abuse Act 1998	<p>As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.</p>
Infection Control	<p>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.</p>



**Public Health Nurse
Job Specification & Terms and Conditions**

Job Title and Grade	Public Health Nurse (Grade Code: 2828)
Campaign Reference	N/A
Closing Date	N/A
Proposed Interview Date (s)	N/A
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	<p>There is currently permanent / specified purpose / part time / whole-time vacancy available</p> <p>A panel may be formed as a result of this campaign for Public Health Nurse from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.</p>
Informal Enquiries	N/A
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 teams 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>
<p>Reporting Relationship</p>	<p>Your professional reporting relationship for clinical governance and clinical supervision will be to the Director of Public Health Nursing through the line management structure.</p>
<p>Purpose of the Post</p>	<p>The Public Health Nurse will deliver and coordinate a broad based integrated prevention, education and health promotion nursing service as part of the Primary Care Team, delivering an integrated model of care in accordance with national agreements.</p>
<p>Principal Duties and Responsibilities</p>	<p>The Public Health Nurse will:</p> <p><u>Professional Responsibilities</u></p> <ul style="list-style-type: none"> • Practice Nursing according to the Code of Professional Conduct and Practice as laid down by the Nursing & Midwifery Board of Ireland (NMBI) and Professional Clinical Guidelines. • Comply with national, regional and local Health Service Executive (HSE) guidelines, policies, protocols and legislation. • Work within their scope of practice and take measures to develop and maintain the competence necessary for professional practice. • Maintain the highest standard of professional behaviour and be accountable for their practice. • Be aware of ethical policies and procedures which pertain to their area of practice. • Respect and maintain the privacy, dignity and confidentiality of the client / patient subject to the safety, health and welfare of the client/family not being put at risk. • Follow appropriate lines of authority within the Nurse Management structure. • Be on the Nursing & Midwifery Board of Ireland (NMBI) live register for PHN. <p><u>Clinical Practice</u></p> <ul style="list-style-type: none"> • Fulfil their statutory obligations within the legislation and HSE policies as appropriate to the role. • Promote the health, welfare and social wellbeing of the community (children, family, older persons, persons with disabilities, the chronically ill etc.). • Manage a defined caseload based on primary care teams and evaluate and develop services within this caseload through a population health approach.

- Manage the care of an assigned caseload following a best practice and evidence based framework.
- Assess, plan, implement and evaluate individual care plans within an agreed framework and in accordance with best practice.
- Maintain and manage appropriate and accurate records and reports regarding client care in accordance with the Nursing Board Nursing & Midwifery Board of Ireland (NMBI) guidelines, child health and child care legislation, mental health legislation and other legal and local requirements.
- Monitor and evaluate outcomes of care and health promotion interventions for individual clients / patients.
- Report and consult with senior nursing management on clinical/social issues as appropriate.
- Refer clients / patients to other services as required.
- Promote, monitor and supervise care to ensure that it is carried out in an empathetic and ethical manner and that the dignity, spiritual and cultural needs of the client / patient are respected.
- Actively participate as a multi-disciplinary team member in all aspects of service delivery and lead on issues as required within Primary Care.
- Promote good interpersonal relationships with clients/patients, their family, social and community network supports in the promotion of person-centred care.
- To initiate collaborative working with the client / patient, their family and the multi-disciplinary team, external agencies and services to facilitate the development of an appropriate care plan to ensure continuity of care.
- Provide education and information to the client / patient, their family as required and be an advocate for the individual patient / client and for their family
- Delegate and supervise the work of appropriate staff in accordance with the nursing aspects of the care plan.
- Participate in clinical team meetings, case conferences and strategy meetings, taking a lead role when required / work as a key worker for particular cases, as required.
- Participate in innovation and change in the approach to client / patient care delivery particularly in relation to new research findings, evidence based practice and advances in treatment.
- Promote a positive health concept with clients and colleagues and contribute to the health promotion and disease prevention initiatives of the Health Service Executive.
- Develop services to communities based on the assessed needs of that community in conjunction with the multi-disciplinary team and with input and participation from the community (depending on national eligibility criteria).
- Provide nursing support to persons with a disability and their carers on an on-going basis.
- Provide nursing support to families following bereavement, family disharmony or break-up within scope of practice.
- Liaise with hospitals on discharge planning and perform home assessments prior to discharge from hospital or other institution where need identified.
- Effectively manage requests for home nursing following discharge from hospital or other institutions.
- Promote and participate as required in the primary and booster immunisation programmes.
- Visit homes following early discharge/birth notification and for on-going child maternal and family health services.
- Liaise with and advise parents or guardians on all aspects of child health with particular emphasis on the benefits of breast-feeding.

- Provide and participate in developmental screening/examination and pre-school health service.
- Participate as required in the school health service and in subsequent follow-up activities.
- Provide regular preventative services for older people with a view to maintaining older people in dignity and independence at home in accordance with the wishes of the older person.
- Initiate and operate clinics which provide a nursing service to clients and to participate in relevant and appropriate medical clinics as required.
- Identify and assess the need for the home help service.
- Identify and assess the need for the supervision of the home care attendant service.

Education, Training & Development

- Keep abreast of the latest developments in nursing practice as far as possible.
- Develop and use reflective practice techniques to inform and guide practice.
- Participate in the clinical / workplace induction of new nursing and support staff.
- Contribute to the identification of training needs pertinent to the clinical area.
- Develop teaching skills and participate in the planning and implementation of orientation, training and teaching programmes for nursing students and the nursing element of education for other health-care staff as appropriate.
- Identify and contribute to the continual enhancement of learning opportunities within a population health framework.
- Participate in regular performance / clinical reviews with their line manager, identifying key performance objectives to achieve areas for improvement and appropriate plans / measures to achieve them in a supportive environment.
- Provide preceptorship to junior colleagues when required.

Health & Safety

- Participate in the development of policies/procedures and guidelines to support compliance with current legal requirements for the safe administration and storage of medicines and other clinical products where existing.
- Participate in the development of policies/procedures and guidelines with health and safety risk management personnel and participate in their development in conjunction with relevant staff and in compliance with statutory obligations.
- Observe, report and take appropriate action on any matter which may be detrimental to client / patient care or well-being or inhibit the efficient operation of the assignment.
- Be aware of the principles of risk management and be individually responsible for risk management and health and safety issues in their area of work.
- Comply with HSE policies to minimise risk with particular reference to domiciliary visits and lone working.
- 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.

	<ul style="list-style-type: none"> • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Ensure that records are safeguarded and managed as per HSE / local policy and in accordance with relevant legislation. • Work closely with colleagues in the acute hospital services in order to provide a seamless service delivery to the client within the primary care structure. • Maintain records and submit activity data / furnish appropriate reports to the Director of Public Health Nursing as required. • Contribute to policy development, performance monitoring, business planning and budgetary control. • Maintain professional standards including patient and data confidentiality, GDPR etc. • Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements. • Contribute to ongoing monitoring, audit and evaluation of the service as appropriate. • Accurately record and report all complaints to appropriate personnel according to local service policy. <p>The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>Candidates must have at the latest date of application: -</p> <p>Candidates are required to 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 have a minimum of 3 years post-registration general nursing experience.</p> <p>Or</p> <p>Candidates should 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 have a minimum of 18 months post-registration general nursing experience as an RGN, and 18 months post-registration experience as an RM or RCN or RNID or RPN.</p> <p>And</p> <p>Candidates must have an academic level 8 (Honours Degree or Higher Diploma) course completed or provide evidence that you can perform at this level as directed on the application form. If English is not your first language, fluency must be demonstrated (IELTS 7 or higher).</p>

	<p>And</p> <p>Have the ability to practice safely and effectively fulfilling his/her professional responsibility within his/her scope of practice.</p> <p>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>Character Each candidate for and any person holding the office must be of good character.</p> <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 the Nursing and Midwifery Board of Ireland (NMBI).</p>
<p>Other requirements specific to the post</p>	<ul style="list-style-type: none"> • have access to appropriate transport to fulfil the requirements of the role
<p>Skills, competencies and/or knowledge</p>	<p>Professional Knowledge and Experience <i>For example:</i></p> <ul style="list-style-type: none"> • Practitioner competence and professionalism – demonstrates the highest 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. • The knowledge, understanding and application of the clinical skills required to provide safe, efficient and effective service. • Understanding and/or experience of health promotion and disease prevention. • Knowledge of relevant legislation (health, social and childcare), strategies and policies, as appropriate to the role. • A commitment to continuing professional development. • Demonstrate a willingness to engage with and develop IT skills relevant to the role. <p>Organising and Management Skills <i>For example:</i></p> <ul style="list-style-type: none"> • Evidence of effective planning and organising skills including awareness of resource management and importance of value for money. • The ability to manage deadlines and effectively handle multiple tasks. • Flexibility and adaptability in their approach to work. • A strong commitment to the delivery of a quality service. • Initiative and innovation, identifying areas for improvement, implementing and managing change particularly in relation to new research findings, evidence based practice and advances in treatment. <p>Building and Maintaining Relationships <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrate the ability to work on own initiative as well as part of a team.

	<ul style="list-style-type: none"> • The ability to build and maintain relationships including the ability to work effectively in a multidisciplinary team environment. • The ability to use diplomacy and tact in fraught situations and can diffuse tense situations comfortably. • An awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect. <p>Analysis, Problem Solving and Decision Making Skills <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrates sound professional judgment and evidence-based clinical knowledge regarding client / patient care. • Effective analytical, problem solving and decision making skills. • The ability to take an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions. <p>Commitment to a Quality Service <i>For Example:</i></p> <ul style="list-style-type: none"> • Demonstrate evidence of incorporating the needs of the service user into service delivery. • Demonstrate evidence of practicing and promoting a strong focus on delivering a high quality service • Demonstrate commitment to developing own knowledge and expertise. • Demonstrate evidence of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility. <p>Communication Skills <i>For example:</i></p> <ul style="list-style-type: none"> • Communicates in a clear, effective sensitive manner, listening and ensuring that messages are clearly understood / tailors the method as appropriate. • Anticipates and recognises the emotional reactions of others when delivering sensitive messages. • Demonstrates the ability to influence others effectively, is assertive as appropriate • Is able to elicit information from others in a non-threatening way and can read between the lines • Presents written information in a concise, accurate and structured manner
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<p>A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking 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. 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>Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.</p>
<p>Code of Practice</p>	<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). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the</p>

responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, Information for Candidates".

Codes of practice are published by the CPSA and are available on <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on <https://www.cpsa.ie/>.

The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.

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Public Health Nurse Terms and Conditions of Employment

Tenure	<p>The current vacancy available is permanent/temporary and whole time/part-time.</p> <p>The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at "expression of interest" stage.</p>
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	<p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
Remuneration	<p>The Salary scale for the post is (1/10/22): €53,838 - €63,678</p> <p>New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.</p>
Working Week	<p>The standard working week applying to the post is 37.5 hours.</p> <p>HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</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	<p>Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.</p>

Protection for Persons Reporting Child Abuse Act 1998	As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.
Mandated Person Children First Act 2015	As a mandated person under the Children First Act 2015 you will have a legal obligation: <ul style="list-style-type: none"> • To report child protection concerns at or above a defined threshold to TUSLA. • To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report. You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.
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	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). Key responsibilities include: <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.

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

	<ul style="list-style-type: none">• 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>
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