**Advanced Nurse Practitioner, candidate (cANP), Gynae Oncology and Survivorship**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Advanced Nurse Practitioner, candidate (cANP), Gynae Oncology and Survivorship  (Grade Code: 2272) |
| **Remuneration** | The salary scale for the post as of **01/03/2025** is:  70,025 71,410 74,913 76,291 77,677 79,081  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. |
| **Campaign Reference** | G10673 |
| **Closing Date** | Monday 8th September 2025 at 10am via Rezoomo only. |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week’s notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | The successful candidate will be based in GUH Gynae Oncology service and may be required to have an outreach service as the need arises.  There is currently one whole-time post available for the post of cANP to progress to ANP within 3 years  A panel may be formed as a result of this campaign for Galway University Hospitals from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | We welcome enquiries about the role.  Contact Olive Gallagher, Director of Nursing, Cancer Managed and Clinical Academic Network, HSE West North West.  **Email:** Olive.Gallagher2@hse.ie for further information about the role. |
| **Details of Service** | The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.  The region comprises of 7 hospitals across 8 sites:   * Letterkenny University Hospital (LUH) * Mayo University Hospital (MUH) * Portiuncula University Hospital (PUH) * Roscommon University Hospital (RUH) * Sligo University Hospital (SUH) incorporating Our Lady’s Hospital Manorhamilton (OLHM) * Galway University Hospitals (GUH) incorporating University Hospital Galway (UHG) and Merlin Park University Hospital   The region’s Academic Partner is University of Galway.  The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff  **Vision**  Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.  **Guiding Principles**  Care – Compassion – Trust – Learning  Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:   * Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population. * Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity. * Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners.   Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment.  Galway University Hospital is one of the 8 Cancer Centres under the National Cancer Control Programme (NCCP) with a satellite centre located at Letterkenny University Hospital. An extensive Cancer Programme is provided with a range of services available across the West North West Regional Health Area involving diagnosis, staging and all aspects of treatment. Cancer surgery and the Gynae Oncology and survivorship Programme are located at UHG and the Medical Oncology Programme occurs across multiple hospital sites: Letterkenny University Hospital, Sligo University Hospital, Mayo University Hospital and Portiuncula University Hospital as well as at the cancer centre at Galway University Hospitals.  The HSE West North West – University of Galway Cancer Network was accredited by the Organisation of European Cancer Institutes (OECI) in 2024.  OECI is an organisation of European cancer centres founded in 1979 to provide patients equal access to high quality cancer care through cooperation and knowledge exchange. HSE West North West – University of Galway Cancer Network is only the 20th such network to achieve cancer centre accreditation across Europe.  Our multidisciplinary provides a collaborative, cohesive and evidence-based approach to decision making regarding treatment of all Gynae Oncology patients.  The department of Gynaecological Oncology in Galway University Hospital is a tertiary referral centre for the West North West Regional Health Area and is a designated NCCP referral centre for gynaecological oncology services. Services provided include surgery, medical oncology, radiotherapy, and a multidisciplinary team of radiologists, pathologists, nurse specialists, psychologists, dieticians, physiotherapists and research nurses. Our multidisciplinary team provides a collaborative, cohesive and evidence-based approach to decision making regarding treatment of all patients diagnosed with Gyneacological cancer.  The c/RANPs caseload will be from this population with a focus on gynaecological cancer. In particular, caseload will be adult patients aged 18 and over and are within RANP scope of practice. |
| **Mission Statement** | Patients are at the heart of everything we do. Our Mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.  **OUR GUIDING VALUES**  **Respect** - We are an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more.  **Compassion** - we treat patients and family members with dignity, sensitivity and empathy.  **Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity.  **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research.  **Learning** - we nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential.  **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions.  **Team working** – we engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | * Is professionally accountable to the Assistant Director/Director of Nursing * Clinically accountable to the Clinical Lead / Supervising Consultant Operationally and professionally reports to department/directorate ADON. |
| **Key Working Relationships** | * Director/Assistant Director of Nursing * Director of Midwifery in GUH * Assistant Director of Midwifery in GUH * RANPs and other nursing grades * Nurse Practice Development Co-ordinator * Prescribing site co-ordinator(s) * Medical colleagues, * Gynae Oncology Consultants /NCHDS * Multidisciplinary Team * Interprofessional colleagues * Patient Flow * Patients/service users/families and/or carers * Nursing and Midwifery Board of Ireland * Higher Education Institution * Nursing and Midwifery Planning and Development Unit * Centres of Nursing and Midwifery Education * National Clinical and Integrated Care Programme * National Leadership and Innovation Centre * National Cancer Care Programme (NCCP) * HSE West North West Cancer Network * HSE Women’s & Children’s Network * Other relevant statutory and non-statutory organisations |
| **Purpose of the Post** | The main purpose of the post is to develop the job description and supporting documentation under the direction of the Health Care Provider’s Advanced Practice Stakeholder Governance Group, to enable the individual nurse to meet the NMBI Criteria for Registration as an Advanced Nurse Practitioner as set out in Advanced Practice (Nursing) Standards and Requirements (NMBI, 2017).  The individual will undertake the academic preparation and develop the clinical and leadership skills, competencies and knowledge required to meet the criteria to be registered as a RANP with NMBI. The scope of the cANP role must reflect the incremental development of expertise and as such, the cANP cannot deliver care as an autonomous practitioner.  Furthermore, the cANP will develop and submit their personal portfolio and all other necessary documentation to NMBI in order to register as a RANP.    The value of the nursing contribution as a distinct profession must be safeguarded and articulated in the development of new services led by advanced nurse practitioners, complementing rather than replacing current services delivered by doctors (NMBI 2017 p.9).  The overall purpose of the post is to provide safe, timely, evidenced based nurse-led care to patients at an advanced nursing level. This involves undertaking and documenting a complete episode of patient care (assess, diagnose, plan, treat and discharge patients) according to collaboratively agreed protocols and scope of practice in the clinical setting; demonstrating advanced clinical and theoretical knowledge, critical thinking, clinical leadership and decision making skills.  The advanced practice role demonstrates a high degree of knowledge, skill and experience that is applied within the nurse-patient/client relationship to achieve optimal outcomes through critical analysis, problem solving and accurate decision-making (NMBI, 2017).  Central to this is the provision of quality care, a safe environment and processes for patients by the use of evidence based clinical guidelines that address patient expectations, promote wellness and evaluate care given.  The role will provide clinical leadership and professional scholarship in order to develop nursing practice and health policy at local, regional and national level.  The role will contribute to nursing research to shape and advance nursing practice, education and health care policy at local, national and international levels. |
| **Principal Duties and Responsibilities** | * The post holder will support the principle that care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree * Maintain awareness of the primacy of the patient in relation to all hospital activities. * Performance management systems are part of the role and you will be required to participate in the hospital performance management programme   The post holder’s practice is based on developing a higher level of capability across the six domains of competences as defined by Bord Altranais agus Cnáimhseachais na hÉireann Advanced Practice (Nursing) Standards and Requirements (NMBI 2017)  The domains are:   * Professional Values and Conduct * Clinical-Decision Making * Knowledge and Cognitive Competences * Communication and Interpersonal Competences * Management and Team Competences * Leadership and Professional Scholarship Competences   **Professional Values and Conduct**  The cANP Gynae Oncology and survivorship will gain increased competence in applying ethically sound solutions to complex issues related to individuals and populations by:   * Demonstrating accountability and responsibility for professional practice as a lead healthcare professional in the care of patients who present to Acute hospital * Collaborating with his/her supervisor and local stakeholder group to scope the caseload and scope of practice for the RANP Gynae Oncology and survivorship * Collaborating with his/her supervisor and local stakeholder group to determine the inclusion criteria for the RANP Gynae Oncology and survivorship * Collaborating with his/her supervisor and local stakeholder group to determine the exclusion criteria for the RANP Gynae Oncology and survivorship * Articulating safe boundaries and engaging in timely referral and collaboration for those areas outside his/her scope of practice, experience, and competence by establishing, in collaboration with key stakeholders, referral pathways and locally agreed policies, procedures, protocols and guidelines to support and guide the RANP Gynae Oncology and survivorship. * Demonstrating leadership by practising compassionately to facilitate, optimise, promote and support the health, comfort, quality of life and wellbeing of persons whose lives are affected by altered health, chronic disorders, disability, distress or life-limiting conditions. * The c/RANP practices according to a professional practice model that provides latitude to control their own practice, focusing on person centred care, interpersonal interactions and the promotion of healing environments. * Selecting a professional practice model that provides him/her latitude to control his/her own practice, focusing on person centred care, interpersonal interactions and the promotion of healing environments * The chosen professional practice model for nursing will emphasise a caring therapeutic relationship between the cANP/RANP Gynae Oncology and survivorship and his/her patients, recognising that cANPs/RANPs work in partnership with their multidisciplinary colleagues * Articulating and promoting the advanced practice nursing service in clinical, political and professional contexts {for example presenting key performance outcomes locally and nationally; contributing to the service’s annual report; participating in local and national committees to ensure best practice as per the relevant national clinical and integrated care programme}.   **Clinical-Decision Making Competences**  The cANP Gynae Oncology and survivorship will enhance his/her advanced knowledge, skills, and abilities to engage in senior clinical decision-making by increasing his/her capability to:   * Conduct a comprehensive holistic health assessment using evidenced based frameworks, policies, procedures, protocols and guidelines to determine diagnoses and inform autonomous advanced nursing care * Synthesise and interpret assessment information particularly history including prior treatment outcomes, physical findings and diagnostic data to identify normal, at risk and subnormal states of health * Demonstrate timely use of diagnostic investigations / additional evidence-based advanced assessments to inform clinical-decision making * Exhibit comprehensive knowledge of therapeutic interventions including pharmacological and non-pharmacological advanced nursing interventions, supported by evidence-based policies, procedures, protocols, and guidelines, relevant legislation, and relevant professional regulatory standards and requirements * Initiate and implement health promotion activities and self-management plans in accordance with the wider public health agenda * Discharge patients from the service as per an agreed supporting policy, procedure, protocols, guidelines and referral pathways   **Knowledge and Cognitive Competences**  The cANP /RANP will actively contribute to the professional body of knowledge related to his/her area of advanced practice by enhancing his/her capability to:   * Provide leadership in the translation of new knowledge to clinical practice (for example teaching sessions; journal clubs; case reviews; facilitating clinical supervision to other members of the team) * Educate others using an advanced expert knowledge base derived from clinical experience, on-going reflection, clinical supervision and engagement in continuous professional development with a particular focus on Gynae Oncology and survivorship * Demonstrate a vision for advanced practice nursing based on service need and a competent expert knowledge base that is developed through research, critical thinking, and experiential learning * Demonstrate accountability in considering access, cost and clinical effectiveness when planning, delivering and evaluating care (for example key performance areas, key performance indicators, metrics).   **Communication and Interpersonal Competences**  The cANP will negotiate and advocate with other health professionals to ensure the beliefs, rights and wishes of the person are respected by gaining increased competence and capability to:   * Communicate effectively with the healthcare team through sharing of information in accordance with legal, professional and regulatory requirements as per established referral pathways. * Demonstrate leadership in professional practice by using professional language (verbally and in writing) that represents the plan of care, which is developed in collaboration with the person and shared with the other members of the inter-professional team as per the organisation’s policies, procedures, protocols and guidelines. * Facilitate clinical supervision and mentorship through utilising one’s expert knowledge and clinical competences * Utilise information technology, in accordance with legislation and organisational policies, procedures, protocols and guidelines to record all aspects of advanced nursing care.   **Management and Team Competences**  The cANP will manage risk to those who access the service through collaborative risk assessments and promotion of a safe environment by:   * Promoting a culture of quality care * Proactively seeking feedback from persons receiving care, families and staff on their experiences and suggestions for improvement * Implementing practice changes using negotiation and consensus building, in collaboration with the multidisciplinary team and persons receiving care.   **Leadership and Professional Scholarship Competences**   * The cANP will lead in multidisciplinary team planning for transitions across the continuum of care by enhancing his/her competence and capability to: * Demonstrate clinical leadership in the design and evaluation of services (for example findings from research, audit, metrics, new evidence) * Engage in health policy development, implementation, and evaluation (for example key performance indicators from national clinical and integrated care programme/HSE national service plan/ local service need to influence and shape the future development and direction of advanced practice in Gynae Oncology and survivorship * Identify gaps in the provision of care and services pertaining to his/her area of advanced practice and expand the service to enhance the quality, effectiveness and safety of the service in response to emerging healthcare needs * Lead in managing and implementing change.   **Advanced Practice Performance Management and Evaluation**   * Performance Indicators (PI’s) are required to evaluate nursing interventions and implement initiatives to improve quality and quantity of the nursing care provided. They should have a clinical nursing focus as well as a breakdown of activity, including patients seen and treated. In addition, they identify areas of good practice that must be recognised and celebrated (HSE 2015). * The Department of Health (2017) Framework for National Performance Indicators for Nursing and Midwifery provides a guiding framework for the development of Nursing and Midwifery PI’s. * In collaboration with the Director of Nursing, the cANP will identify and develop Nursing PI’s for their area of practice, collect and collate data which will provide evidence of the impact and effectiveness of the interventions undertaken. (insert agreed PI’s/clinical targets/structure, process and outcome measures) * The cANP will evaluate audit results and research findings to identify areas for quality improvement in collaboration with nursing management and multidisciplinary team colleagues (primary and secondary care).   **Professional / Clinical**  The cANP Gynae Oncology and survivorship will practice nursing according to:   * Professional clinical guidelines * National Health Policy. * Local policies, procedures, protocols and guidelines * Current legislation * Values for Nursing and Midwifery – Care, Compassion and Commitment (DoH, 2016).   **Education and Training**  The cANP will:   * Contribute to service development through appropriate continuous education, research initiatives, keeping up to date with nursing literature, recent nursing research and new developments in nursing practice, education and management. * Provide support and advice to those engaging in continuous professional development in his/her area of advanced nursing practice.   **KPI’s**   * The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets. * The development of Action Plans to address KPI targets. * Driving and promoting a Performance Management culture. * In conjunction with line manager assist in the development of a Performance Management system for your profession. * The management and delivery of KPIs as a routine and core business objective.   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:**   * Employees must attend fire lectures periodically and must observe fire orders. * All accidents within the Department must be reported immediately. * Infection Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. * The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. * The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:   + Continuous Quality Improvement Initiatives   + Document Control Information Management Systems   + Risk Management Strategy and Policies   + Hygiene Related Policies, Procedures and Standards   + Decontamination Code of Practice   + Infection Control Policies   + Safety Statement, Health & Safety Policies and Fire Procedure   + Data Protection and confidentiality Policies * The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Region’s Risk Management Incident/Near miss reporting Policies and Procedures. * The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. * The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. * The post holders’ responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. * The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. * The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. * The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. * It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.   **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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | Candidates must on the closing date:  **Statutory Registration, Professional Qualifications, Experience, etc**  a) Eligible applicants will be those who on the closing date for the competition:  (i) Be a registered nurse with the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.  **AND**  (ii) Be registered in the division(s) of the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) Register for which the application is being made or entitled to be so registered.  **or**  In recognition of services that span several patient/client groups and/or division(s)  of the register, provide evidence of validated competences relevant to the context  of practice.  **AND**  (iii)Have a broad base of clinical experience relevant to the advanced field of practice.  **AND**  (iv)Be eligible to undertake a Master’s Degree (or higher) in Nursing or a Master’s Degree, which is relevant, or applicable, to the ***advanced field of practice.*** The Master’s programme must be at Level 9 on the National Framework of Qualifications (Quality & Qualifications Ireland), or equivalent. Educational preparation must include at least three modular components pertaining to the relevant area of advanced practice, in addition to clinical practicum.  **OR**  (v) Be currently undertaking a Master’s Degree in Nursing (Advanced Practice Pathway) or be eligible to register to undertake additional Level 9 National Framework of Qualifications (Quality and Qualifications Ireland) specific modules of a Master’s Degree in Nursing (Advanced Practice Pathway) within an agreed timeframe. Educational preparation must include at least three modular components pertaining to the relevant area of advanced practice, in addition to clinical practicum.  **OR**  (vi) Possess a Master’s Degree (or higher) in Nursing or a Master’s Degree which is relevant, or applicable, to ***the advanced field of practice***. The Master’s programme must be at Level 9 on the National Framework of Qualifications (Quality & Qualifications Ireland), or equivalent. Educational preparation must include at least three modular components pertaining to the relevant area of advanced practice, in addition to clinical practicum.  **AND**  b) Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, professional and administrative capacity to properly discharge the functions of the role.  **Annual Registration**  (i)Practitioners must maintain live annual registration on the appropriate/relevant Division of the register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (NMBI) (Bord Altranais agus Cnáimhseachais na hÉireann) for the role.  **AND**  (ii)Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).  **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.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Demonstrate depth and breadth of post registration experience in the area of Gynae Oncology as relevant to the role. * Be a registered nurse prescriber or agree to undertake, within an agreed timeframe, the Nurse Prescribing of Medicinal Products Certificate. * Have undertaken or agree to undertake, within an agreed timeframe, the Nurse Prescribing of Ionising Radiation Certificate. |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role as post will involve travel. * A flexible approach to working hours is required in order to ensure deadlines are met. |
| **Skills, competencies and/or knowledge** | Demonstrate the specialist knowledge and clinical skills in the specific area of Gynae Oncology and survivorship  Candidates must demonstrate:   * An awareness of NCCP National Cancer Strategy * NCCP National Cancer Survivorship Needs Assessment * The ability to lead on clinical practice and service quality * Promotion of evidence-based decision making * Practitioner competence and professionalism. * The ability to plan and manage effectively * The ability to build, lead and manage a team(s) * Strong interpersonal skills including the ability to build and maintain relationships * Strong communication and influencing skills * Commitment to providing a quality service * Strong problem solving and decision making skills * Initiative and innovation in the delivery of service * Resilience and composure * Openness to change * Integrity and ethical stance * A commitment to continuing professional development * The ability to relate nursing research to nursing practice * Knowledge of quality assurance practices and their application to nursing procedures * An awareness of HR policies and procedures including disciplinary procedures * An awareness of relevant legislation and policy, for example; legislation relevant to the service area, health and safety, infection control etc. * A willingness to develop IT skills relevant to the role * The ability to participate in the service planning and development process |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | 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.  Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.  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. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  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.  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.  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.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | 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 CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to 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.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification 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. | |

**Advanced Nurse Practitioner, candidate (cANP), Gynae Oncology and Survivorship**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is whole-time and candidate ANP is required to have progressed to being eligible to be registered as an ANP with NMBI within **3 years** of commencement of the post.  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.  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. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **37.5** hours per week. Your normal weekly working hours are **37.5** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | 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 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  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.  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. |
| **Probation** | 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. |
| **Protection of Children Guidance and Legislation** | 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. All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998. Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities.  You should check if you are a Mandated Person and be familiar with the related roles and legal responsibilities. Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **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:   * Developing a SSSS for the department/service[[1]](#footnote-2), 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 procedures[[2]](#footnote-3). * 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.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)