



**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | G7438 Candidate Advanced Nurse Practitioner - Ard-Altra Liachleachta, Iarrthóir (cANP), Inflammatory Arthritis, Rheumatology Service, Galway University Hospitals *Grade Code: 2272*  |
| **Campaign Reference** | G7438  |
| **Closing Date** | 10:00am on Monday the 22nd of September 2025 – **Upload provided Application Form via Rezoomo only. CV’s submitted will not be progressed.**  |
| **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** | To be agreed at job offer stage  |
| **Organisational Area** | HSE West & North West Region |
| **Location of Post** | Rheumatology Service Galway University Hospitals, Saolta University Health Care Group There is currently one whole-time post available in the following site: Merlin Park University Hospital for the position of cANP Inflammatory Arthritis, Rheumatology Service**.** The Candidate ANP is required to progress to registration with Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) (NMBI) as a Registered Advanced Nurse Practitioner (RANP) within **3 years** of commencement of this post.A panel may be formed for Candidate Advanced Nurse Practitioner (cANP) Inflammatory Arthritis, Rheumatology Service, Galway University Hospitals from which current and future permanent and specified purpose vacancies of full time or part time duration may be filled.  |
| **Informal Enquiries** | Ms Imelda Mathews, Assistant Director of Nursing, Office of the Assistant Director of Nursing, Galway University Hospitals - Email: Imelda.mathews@hse.ie |
| **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)](https://saolta.ie/hospital/letterkenny-university-hospital)
* [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital)
* [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital)
* [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital)
* [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Lady’s Hospital Manorhamilton (OLHM)
* Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital

The region’s Academic Partner is NUI 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 – LearningOur 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. |
| **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** | The cANP is professionally accountable to: * The Director of Nursing
* Clinically accountable to the supervising Consultant/Clinical Lead
* Operationally and professionally reports to department/directorate ADON
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| **Purpose of the Post**  | The advanced practice service is provided by nurses who practice at a higher level of capability as independent, autonomous and expert advanced practitioners who work closely with the Rheumatology team and Clinical Lead and within agreed Rheumatology National Standards & Guideline Frameworks.The cANP Inflammatory Arthritis Rheumatology will have a role in the development and management in the following areas. * Patient and staff education programmes
* Management care pathways plans-- There should be communication between the Rheumatology team, Clinical Lead , the referring clinician, the patient’s general practitioner and community nursing services (as appropriate)
* Data Collection / infection specific Factors / Patient specific factors / Audit review and updates of local policy and procedure Guidelines for the site.
* Development of Care pathways on patient selection and assessment.
* Develop and ongoing review of criteria selection of Rheumatology patients along with clinical lead.
* Safety on discharge and care transition
* Follow up, monitoring
* Outcome Measurement and audit reviews.
* Nurse led clinics –Assessment, reviews and discharge of patients.

The overall purpose of the service is to provide safe, timely, evidenced based nurse-led care to patients at an advanced nursing level.* This involves undertaking and documenting complete episodes of patient care, which includes comprehensively assessing, diagnosing, planning, treating and discharging patients in accordance with collaboratively agreed local policies, procedures, protocols and guidelines and/or service level agreements/ memoranda of understanding.
* The cANP for Inflammatory Arthritis, Rheumatology demonstrates advanced clinical and theoretical knowledge, critical thinking, clinical leadership and complex decision-making abilities.
* The cANP for Inflammatory Arthritis, Rheumatology practices in accordance with the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (NMBI 2014), the Scope of Nursing and Midwifery Practice Framework (NMBI 2015), Advanced Practice (Nursing) Standards and Requirements (NMBI 2017), and the Values for Nurses and Midwives in Ireland (Department of Health 2016).
* The cANP Inflammatory Arthritis, Rheumatology **service** provides clinical leadership and professional scholarship in the delivery of optimal nursing services and informs the development of evidence based health policy at local, regional and national levels.
* The cANP Inflammatory Arthritis, Rheumatology contributes to nursing research that shapes and advances nursing practice, education and health care policy at local, national and international levels.
* The post requires a cANP Inflammatory Arthritis, Rheumatology with the scope of practice that represents the diverse inpatient population of this Level three hospital; reflecting across age groups
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| **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
* 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.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

The cANP practices to a higher level of capability across six domains of competence as defined by Bord Altranais agus Cnáimhseachais na hÉireann Advanced Practice (Nursing) Standards and Requirements (NMBI 2017). The six domains of competence are as follows: * Professional Values and Conduct
* Clinical-Decision Making
* Knowledge and Cognitive Competences
* Communication and Interpersonal Competences
* Management and Team Competences
* Leadership and Professional Scholarship Competences

Each of the six domains specifies the standard which the cANP Inflammatory Arthritis, (Rheumatology) has a duty and responsibility to demonstrate and practise. **Domain 1: Professional Values and Conduct** Standard 1 The cANP inflammatory Arthritis, Rheumatology will apply ethically sound solutions to complex issues related to individuals and populations by:* Demonstrating accountability and responsibility for professional practice as a lead healthcare professional for Rheumatology patient care needs
* Articulating safe boundaries and engaging in timely referral and collaboration for those areas outside his/her scope of practice, experience, and competence using established referral pathways as per locally agreed policies, procedures, protocols and guidelines
* 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 cANP Rheumatology practices according to 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 should reflect the individual needs of a diverse client group which emphasises a caring therapeutic relationship between the cANP and his/her patients, recognising that cANPs work in partnership with their multidisciplinary colleagues
* Articulating and promoting the cANP role in clinical, political and professional contexts by (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).

**Domain 2: Clinical-Decision Making Competences** Standard 2The cANP inflammatory Arthritis, Rheumatology will utilise advanced knowledge, skills, and abilities to engage in senior clinical decision making by:* Conducting a comprehensive holistic health assessment using evidenced based frameworks, policies, procedures, protocols and guidelines to determine diagnoses and inform autonomous advanced nursing care
* Synthesising and interpreting assessment information particularly history including prior treatment outcomes, physical findings and diagnostic data to identify normal, at risk and subnormal states of health
* Demonstrating timely use of diagnostic investigations / additional evidence-based advanced assessments to inform clinical-decision making
* Exhibiting 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
* Initiating and implementing health promotion activities and self-management plans in accordance with the wider public health agenda
* Discharging patients from the service as per an agreed supporting policy, procedure, protocols, guidelines and referral pathways

**Domain 3: Knowledge and Cognitive Competences**Standard 3The cANP inflammatory Arthritis, Rheumatology will actively contribute to the professional body of knowledge related to his/her area of advanced practice by:* Providing leadership in the translation of new knowledge to clinical practice by for example, teaching sessions; journal clubs; case reviews; facilitating clinical supervision to other members of the team
* Educating others using an advanced expert knowledge base derived from clinical experience, on-going reflection, clinical supervision and engagement in continuous professional development
* Demonstrating 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
* Demonstrating accountability in considering access, cost and clinical effectiveness when planning, delivering and evaluating care (for example key performance areas, key performance indicators, and metrics).

**Domain 4: Communication and Interpersonal Competences**Standard 4The cANP inflammatory Arthritis, Rheumatology will negotiate and advocate with other health professionals to ensure the beliefs, rights and wishes of the person are respected by:* Communicating effectively with the healthcare team through sharing of information in accordance with legal, professional and regulatory requirements as per established referral pathways
* Demonstrating 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
* Facilitating clinical supervision and mentorship through utilising one’s expert knowledge and clinical competences
* Utilising information technology, in accordance with legislation and organisational policies, procedures, protocols and guidelines to record all aspects of advanced nursing care.

**Domain 5: Management and Team Competences**Standard 5The cANP inflammatory Arthritis, Rheumatology 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 quantitative and qualitative feedback from persons receiving care, families and members of the multidisciplinary team on their experiences of the service, analysing same and making suggestions for improvement
* Implementing practice changes using negotiation and consensus building, in collaboration with the multidisciplinary team and persons receiving care.
* Line management and administrative responsibilities as required to ensure the efficient running of the department.

**Domain 6: Leadership and Professional Scholarship Competences**Standard 6 The cANP inflammatory Arthritis, Rheumatology will lead in multidisciplinary team planning for transitions across the continuum of care by:* Demonstrating clinical leadership in the design and evaluation of services by for example, findings from research, audit, metrics, new evidence)
* Engaging in health policy development, implementation, and evaluation by 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 Parkinson’s care
* Identifying 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
* Leading in managing and implementing change.

**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 Description 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 him/her from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **1. 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 [NMBI] (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.**2. 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).**3. Health** Candidates 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.**4. Character**Candidates for and any person holding the office must be of good character |
| **Post specific Requirements** | * Demonstrate the depth and breadth of post registration nursing experience in the area of Rheumatology as relevant to the role.
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| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role.
* The successful candidate will be required to attend to patients across the hospital in all wards and areas where required.
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| **Skills, competencies and/or knowledge** | The cANP Inflammatory arthritis, Rheumatology will be required to continue to demonstrate the ability to practice at a higher level of capability across six domains of competence as defined by Bord Altranais agus Cnáimhseachais na hÉireann Advanced Practice (Nursing) Standards and Requirements (NMBI 2017), along with the specialist knowledge and clinical skills in the area *of Out-patient Parenteral Antimicrobial Therapy* practice.***The cANP Inflammatory Arthritis, Rheumatology must continue to:*****Professional/Clinical Knowledge*** Demonstrate a high degree of commitment, professionalism and dedication to the philosophy of quality health care provision.
* Demonstrate relevant knowledge, expertise and experience in order to discharge the duties of cANP inflammatory Arthritis, Rheumatology nursing service.
* Demonstrate evidence of Policy, Procedure, Protocol, Guideline (PPPG) development and the translation of PPPG into action as relevant to the cANP Rheumatology nursing service.
* Demonstrate knowledge and experience of quality audit/assurance systems in relation to the cANP Rheumatology nursing service.
* Demonstrate experience in developing, implementing and evaluating quality improvement initiatives in relation to the cANP Rheumatology service.
* Demonstrate knowledge and experience in audit, report writing and business case development.
* Demonstrate evidence and knowledge of research capability in relation to the cANP inflammatory Arthritis, Rheumatology service.

**Planning and Organising Resources*** Demonstrate ability to proactively plan, organise, deliver and evaluate the cANP Rheumatology nursing service in an efficient, effective and resourceful manner, within a model of person-centred care and value for money.
* Demonstrate ability to manage deadlines and effectively handle multiple tasks.

**Building and Maintaining Relationships: Leadership, Staff Management and Team Work*** Demonstrate empowering leadership skills and ability to influence others.
* Demonstrate the ability to provide professional support and advice on cANP Rheumatology nursing service developments to Directors of Nursing and Midwifery and relevant service managers.
* Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment.
* Support the development and implementation of effective nursing strategies within the cANP Rheumatology nursing service.
* Demonstrate the ability to communicate a change vision and engage stakeholders in a sustainable change process in relation to the cANP Rheumatology nursing service.
* Demonstrate the ability to foster a learning culture among staff and colleagues to drive continuous improvement in cANP inflammatory Arthritis, Rheumatology services to patients.
* Demonstrate ability to work effectively within multi-disciplinary teams.

**Evaluation Information and Judging Situations*** Demonstrate the ability to evaluate information and solve problems.

**Commitment to Providing Quality Services*** Demonstrate understanding of and commitment to the underpinning requirements and key processes in providing quality, person-centred care in relation to the cANP Inflammatory Arthritis, Rheumatology service.
* Demonstrate an ability to monitor and evaluate service performance.

**Communication and Interpersonal Skills*** Demonstrate effective communication and interpersonal skills including: the ability to present information in a clear and concise manner; the ability to engage collaboratively with all stakeholders; the ability to give constructive feedback.
* Demonstrate competency in the general use of information technology – computers, office functions, internet for research purposes, email, preparation of presentation materials etc.
* Demonstrate evidence of skills in data management and report writing
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| **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 being called forward 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. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/>  |
| **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 that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| 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 description 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. |





**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is pensionable, permanent and whole time. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filledAppointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The salary scale for the post is: as of the 01/10/2024 68,652 70,010 73,444 74,795 76,154 77,530 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. |
| **Working Week** | The standard working week applying to the post is 37.5 hours 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). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at job offer 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 recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants recruited since 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. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/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-1), 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-2).
* 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.  |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below: A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer. C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <https://www.sipo.ie/>. |

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)