**Advanced Nurse Practitioner, Candidate (cANP) (Epilepsy)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Advanced Nurse Practitioner, Candidate (cANP) (Epilepsy)  **Ard-Altra Liachleachta (Ginearálta)**    Grade Code 2272 |
| **Remuneration** | The salary scale for the post is (01/03/2025):  €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** | SLIGO 0589 via <https://www.rezoomo.com/job/83228/> |
| **Closing Date** | 12 noon on Thursday 14th August 2025 |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' 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** | Sligo University Hospital  Ospidéal Ollscoile Shligigh  There is currently one permanent whole-time vacancy available in Neurology  A panel may be formed as a result of this campaign for cANP (Epilepsy) from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | **Name:** Jennifer Flannery, Assistant Director of Nursing  **Tel**: 0873425261  **Email:** jennifer.flannery@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 cANP (Epilepsy) will work as part of the Regional Neurology service to provide person centred, evidence based care to patients with Epilepsy. The cANP post has a pivotal role in service planning, co-ordinating, and managing activity and resources within the clinical area. The main responsibilities are: quality assurance, resource management, staff development, practice development, facilitating communication and professional / clinical leadership.  The successful candidates will work within the in the Regional Neurology Department and the cANP will have a regional remit supporting the Consultant Neurologists in the North West.. This role involves working with multidisciplinary teams in the hospital and community settings to ensure a holistic patient journey.  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) * [Merlin Park University Hospital (MPUH)](https://saolta.ie/hospital/merlin-park-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) * [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway)   **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 Saolta Group Hospitals, 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.   The formation of the hospitals regions, which will transition to independent hospital trusts, will change how hospitals relate to each other and integrate with the academic sector. Over time, the Region will deliver:   * Higher quality service * More consistent standards of care * More consistent access to care * Stronger leadership   Greater integration between the healthcare agenda and the teaching, training, research and innovation agenda.  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 VISION STATEMENT**  Our Vision is to build on excellent foundations already laid, further developing and integrating our Region, fulfilling our role as an exemplar, and becoming the first Trust in Ireland.  **OUR GUIDING VALUES**  **Respect** - We aim to be 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 will 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 will nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfill 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.  **Teamworking** – we will engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we aim to 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 Post Holder will be professionally accountable to the Director of Nursing /  Designated Assistant Director of Nursing and will work closely with Consultant Neurologists in Sligo University Hospital. |
| **Purpose of the Post** | The purpose of the Sligo University Hospital Regional cANP Epilepsy Service is to provide safe, person focused, and timely, evidenced based care to patients with epilepsy at an advanced nursing practice level.  This service will be delivered in accordance with:   1. Criteria stated by the Nursing and Midwifery Bord of Ireland (NMBI) in the Advanced Practice (Nursing) Standards and Requirements (NMBI, 2017). 2. Agreed cANP scope of practice and role responsibilities. 3. Agreed and approved Policies, Procedures, Protocols and Guidelines (PPPGs) for cANP role.   Involves the following of the cANP Epilepsy:   1. Undertaking and documenting complete episodes of care (assess, diagnose, plan, treat and discharge patients) according to collaboratively agreed PPPGs, and/or agreed Clinical Supervision Service Level Agreements/Memorandum of Understanding within in the cANP scope of practice (caseload) within the clinical setting. 2. Demonstrating advanced clinical and theoretical knowledge, critical thinking, clinical leadership and complex decision-making abilities. 3. Practicing 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 acknowledges Values for Nurses and Midwives in Ireland (Department of Health 2016). 4. Providing 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. 5. Contributing to nursing research that shapes and advances nursing practice, education and health care policy at local, national and international levels.   In conjunction with the above, the main objectives of the cANP (Epilepsy) are:     1. To develop and advance the practice of Epilepsy nursing care and help improve clinical outcomes, standards and safe quality of care for Epilepsy patients and their families. 2. To act as a resource for the continuing professional development of under-graduate and post graduate nurses, members of the multidisciplinary team and other allied health professionals in the Epilepsy Service through leadership, mentoring, education and learning with the application of research and evidence-based practice (EBP). 3. To meet the quality key performance indicators (KPIs) for the Sligo University Hospital regional epilepsy service while contributing nationally to the strategic agenda. 4. To lead in health promotion within the Sligo University Hospital regional epilepsy service as outlined above, supporting staff, patients and families/carers achieve better epilepsy health outcomes. 5. To assess, diagnose and treat patients requiring advanced epilepsy nursing care. 6. To manage women with an established diagnosis of Epilepsy under the care of Sligo University Hospital Regional Epilepsy services. In relation to preconception support, supporting those who are actively considering pregnancy and management of the women with epilepsy who are pregnant. 7. To network with key stakeholders locally, nationally and internationally. 8. To enhance effective discharge planning.   **Epilepsy cANP Specific Competencies**   1. Demonstrate the Ability to perform a comprehensive health assessment interview 2. Ability to take a detailed account of what occurred during a seizure including establishing and recording collateral eye-witness accounts. 3. Ability to carry out a full and systematic physical examination 4. Ability to critically analyse patient data and prioritise patient problems. 5. Ability to describe in the appropriate terminology the findings from the health assessment interview and the physical examination. 6. Ability to recommend appropriate investigations, order those within scope of practice and understand implications of results 7. Ability to prescribe appropriate medications for patients with epilepsy as per the collaborative practice agreement. 8. Ability to provide information and complete an epilepsy education checklist to patient/family/ carer on all aspects of epilepsy care and management. 9. Ability to manage the review of a patient with epilepsy or unclassified seizure events in Out Patient clinics. 10. Ability to refer patients as appropriate in a timely manner to services.   Ability to refer patients to be registered on the Irish Epilepsy Pregnancy registrar. |
| **Principal Duties and Responsibilities** | The cANP (Epilepsy) 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 (NMBI 2017[[1]](#endnote-2)) 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 (Epilepsy) has a duty and responsibility to demonstrate and practise.  **Domain 1: Professional Values and Conduct**  Standard 1  The cANP (Epilepsy) 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 in the care of patients with epilepsy.   The caseload and scope of practice for the cANP (Epilepsy) is agreed and outlined in the following.  **Referrals to the cANP Epilepsy are via the Consultant Neurologist within the** **Sligo University Hospital Regional epilepsy service via the referral pathway.**  **Patient Inclusion criteria for cANP (Epilepsy)**  **Divided into three elements:**  **Element 1: In Hospital Patients Sligo University Hospital.**   1. Patients under the care of the Sligo University Hospital Regional neurology service. 2. Primary admission related to seizures and/or epilepsy management.   **Element 2: Outpatient cANP Epilepsy Service.**   1. Patients must be at a minimum age of 16 years. 2. Patients will be referred to the cANP Epilepsy service by the Consultant Neurologist. 3. Patients under the care of Sligo University Hospital Regional Neurology service. 4. Patients with an established diagnosis of Epilepsy. 5. Patients with a diagnosis of Epilepsy and stable co-morbidities. 6. Patients with investigations requested as appropriate 7. Patients with an Intellectual Disability and an established diagnosis of Epilepsy. 8. Women with Epilepsy with an established diagnosis of Epilepsy under the care of Sligo University Hospital Regional Neurology service. In relation to preconception support, supporting those who are actively considering pregnancy and management of the women with epilepsy who are pregnant.   **Element 3: Epilepsy Nurse Telephone Advice Line:**   1. Patients under the care of Sligo University Hospital Regional Neurology service. 2. Patients must be at a minimum age of 16 years.   **Patient Exclusion criteria for the cANP (Epilepsy) are as follows:**    **Element 1: In Hospital Patients Sligo University Hospital.**   1. Non epilepsy related issues.   **Element 2: Outpatient cANP Epilepsy Service.**   1. Patients who are under 16 years old. 2. Patients with alcohol related seizures. 3. Patients requiring additional acute medical support for other medical conditions eg, Diabetes Mellitus. 4. Adults who are having events that have been diagnosed as non-epileptic and with/without a diagnosis of epilepsy. 5. Adults with a dual diagnosis of epilepsy and other neurological conditions. 6. Patients taking Warfarin therapy. 7. Patients receiving Chemotherapy.   **Element 3: Epilepsy Nurse Telephone Advice Line:**   1. Non-epilepsy related issues 2. Emergency situations requiring immediate acute care and management.   The caseload and scope of practice for the Registered Advanced Nurse Practitioner service will evolve to reflect changing service 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 agreed policies, procedures, protocols and guidelines. * The cANP epilepsy will demonstrate 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 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. * Articulating and promoting the cANP Epilepsy role in clinical, political and professional contexts by presenting key performance outcomes locally and nationally; contributing to the service’s annual report; participating in local and national committees such as the National Clinical Care Programme in Epilepsy.   **Location of the service:**  The cANP (Epilepsy) service is based in Sligo University Hospital with a regional remit as outlined above.  Sligo University Hospital in-patient service will be provided to patients referred to the cANP Epilepsy service by the Neurology Consultants as outlined in the referral pathway in the following clinical areas including:   * Medical 5 (Neurology Ward) * Any of the Adults wards * Out Patient Department which may include patients from any area within the regional remit. * Acute assessment Unit * Emergency Department.   The cANP (Epilepsy) out-reach service will support an outreach service across the region to Donegal patients and future service plans may facilitate more integrated approach to care between LUH and SUH specialist nursing teams.  The following are a list of the agreed Policies, Procedures, Protocols and Guidelines:   * *Standard operational procedure for effective triage of patients with suspected epilepsy.* * *Standard operating procedure for epilepsy telephone advice line service.* * *Standard operating procedure for requesting blood/urine investigations for patients with epilepsy.* * *Policy for epilepsy telephone advice line service.* * *Policy for provision of information and education for people who have a diagnosis of epilepsy.* * *Policy for visit to the cANP epilepsy clinic* * *Policy for effective management of women with epilepsy.* * *Group guideline on managing the care of women with epilepsy.*   **Domain 2: Clinical-Decision Making Competences**  Standard 2  The cANP (Epilepsy)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, agreed 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 * Timely use of diagnostic investigations / additional evidence-based advanced assessments to inform clinical-decision making in relation to patient care * 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 policy, procedure, protocols, guidelines and referral pathways.   **Domain 3: Knowledge and Cognitive Competences**  **Standard 3**  The cANP (Epilepsy) 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 through acting as a resource and utilises clinical and critical thinking skills to influence the development of the practice for the staff nurse, clinical nurse manager and clinical nurse specialist(s). * Dissemination of information which is evidence-based is an essential part of the clinical leadership role of the cANP as information and evidence regarding the management of clinical conditions will contribute to the delivery of optimum care to the patient. The cANP epilepsy will achieve this by engaging in ongoing education and skill development, regular review of the literature and being involved in a hospital wide network (attending study days and mandatory training). * Identifying areas of clinical practice that require development and act accordingly. * Striving to improve links with community partners/primary care/ multidisciplinary teams to enhance and support safe patient care delivery in relation to Epilepsy. * Providing leadership in the implementation of HSE strategies e.g. National Epilepsy Clinical Care programme (HSE, 2012). * Building a close working relationship with Nurse Practice development departments and wider as appropriate and in doing so target areas encompassing regional support. This will include research and clinical audit. * Contribute to ongoing service planning. * Facilitating clinical supervision and acting as a mentor to nursing staff, undergraduate and post graduate nursing students and other members of the healthcare team in the clinical area. * Providing education/awareness and teaching sessions: formal and informal. * Risk identification and risk management. * Maintaining and promoting inter-professional relationships and networks, thereby advancing the delivery of care. * Demonstrating professional and clinical leadership that will initiate and implement changes in healthcare in response to the needs of the patient with Epilepsy, their families/carers and service needs. * Having a vision and commitment to identify areas within epilepsy care and management where the scope of practice will be further developed to meet the needs of patients with epilepsy and their families. * Committing and actively involved in the advancement of nursing as a profession and epilepsy nursing as a specialty. * The cANP (Epilepsy) serving as a role model and exhibiting transformational leadership skills will advise and guide other members of the multidisciplinary team in acquiring clinical skills and knowledge. * Empower nursing staff in aspects of clinical decision making in direct patient care and motivate the Neurology team to improve care through innovation and change * Having an active role in practice development and research. * Promoting and fostering relationships with other professionals and promote shared practice by participating and attending national and international conferences, seminars and workshops. * Developing and maintaining links with partners in third level educational institutions. * Participating in audit and review of clinical practice through departmental meetings. * 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.   **Domain 4: Communication and Interpersonal Competences**  **Standard 4**  The cANP (Epilepsy)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 5**  The cANP (Epilepsy)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.   **Domain 6: Leadership and Professional Scholarship Competences**  Standard 6  The cANP (Epilepsy)will lead in multidisciplinary team planning for transitions across the continuum of care by:   * Participating in research for the Epilepsy services. * Demonstrating clinical leadership in the design and evaluation of services. * Completing and reviewing existing PPPGs depending on emerging new evidence or practices. * Engaging in health policy development, implementation, and evaluation. * Initiate audits from a nursing perspective and also undertake audits in collaboration with the multidisciplinary team for example. * Health promotion activities. * 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.  1. **Risk Management, Quality, Health & Safety**  * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * 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.  1. **Education & Training**  * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **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.** |
| **Legislation, regulations, policies and guidelines** | The cANP (Epilepsy) practises nursing according to:   * The Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (NMBI 2014). * Advanced Practice Nursing Standards and Requirements (NMBI 2017). * Scope of Nursing and Midwifery Practice Framework (NMBI 2015). * Values for Nurses and Midwives in Ireland – Care, Compassion and Commitment (DoH, 2016). * National Health Policies and Procedures (latest versions) {   HSE (2013, revised 2016) National Consent Policy; Valproate pregnancy prevention programme (Health products Regulatory Authority, 2018)   * Policies, procedures, protocols and guidelines as listed above (available on Qpulse). |
| **Professional Practice Portfolio** | The cANP (Epilepsy) must maintain a professional practice portfolio, incorporating evidence of learning from continuing professional development, clinical supervision, reflective practice and review of his/her own scope of practice in accordance with regulatory requirements and service need. |
| **Eligibility Criteria**  **Qualifications and/ or experience** | Statutory Registration, Professional Qualifications, Experience, etc   1. 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 (Epilepsy)  **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).  **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.  **Character**  Candidates for and any person holding the office must be of good character.  *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 of Ireland)* |
| **Post Specific Requirements** | Demonstrate an in-depth clinical knowledge regarding the care and management of adults with a diagnosis of epilepsy.  Demonstrate a commitment to continuous professional development. |
| **Other requirements specific to the post** | Access to transport as may involve some travel |
| **Additional eligibility requirements:** | **Citizenship Requirements**  Eligible candidates must be:   1. EEA, Swiss, or British citizens   **OR**   1. Non-European Economic Area citizens with permission to reside and work in the State   Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.  To qualify candidates must be eligible by the closing date of the campaign.  **OR**   1. Suitably qualified, non-resident non-EEA citizens.   The HSE welcomes applications from suitably qualified, non-resident, non-EEA citizens and will support successful candidates in their application for a Work Permit, as applicable.  Read more about [Department of Enterprise, Trade & Employment Work Permits](https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/). |
| **Skills, competencies and/or knowledge** | The cANP **(**(Epilepsy) 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 (Epilepsy) area of practice.  The cANP (Epilepsy) 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 (Epilepsy) nursing service. * Demonstrate evidence of Policy, Procedure, Protocol, Guideline (PPPG) development and the translation of PPPG into action as relevant to the CANP (Epilepsy) nursing service. * Demonstrate knowledge and experience of quality audit/assurance systems in relation to the cANP (Epilepsy) nursing service. * Demonstrate experience in developing, implementing and evaluating quality improvement initiatives in relation to the cANP (Epilepsy) 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 (Epilepsy) service.   **Planning and Organising Resources**   * Demonstrate ability to proactively plan, organise, deliver and evaluate the cANP (Epilepsy) 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 (Epilepsy) 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 (Epilepsy) nursing service. * Demonstrate the ability to communicate a change vision and engage stakeholders in a sustainable change process in relation to the cANP (Epilepsy) nursing service. * Demonstrate the ability to foster a learning culture among staff and colleagues to drive continuous improvement in cANP (Epilepsy) 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 (Epilepsy) 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. |
| **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. |

**Registered Advanced Nurse Practitioner (cANP) (Epilepsy)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time.  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.  The standard working week applying to the post is to be confirmed at job offer stage.  \*\*Please note the hours of work include working: days, nights, week-ends, unsocial hours as required to meet service needs |
| **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.  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.  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[[2]](#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[[3]](#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. [↑](#endnote-ref-2)
2. 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)
3. [↑](#footnote-ref-3)