**Advanced Nurse Practitioner, Candidate (Forensic Mental Health)**

**National Forensic Mental Health Service (NFMHS)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Advanced Nurse Practitioner, Candidate (cANP) (Forensic Mental Health) (Grade Code: 2274) |
| **Remuneration** | The salary scale for the post is: 01/08/2025:€70,725 €72,124 €75,662 €77,054 €78,454 €79,872New 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** | NFMHSCANP1 |
| **Closing Date** | Friday 12th September 2025 @ 12.00 |
| **Proposed Interview Date (s)** | Due to the urgent requirement of this post, interviews will take place as soon as possible once the closing date has passed. This means that you may be called forward for interview at very short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Duration of the Post** | 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. |
| **Location of Post** | **National Forensic Mental Health Service**There is currently one permanent whole-time post available in the NFMHS to provide forensic mental health services in Limerick Prison.A panel may be created for the National Forensic Mental Health Service from which current and future permanent and specified purpose vacancies of full time or part time duration may be filled. |
| **Informal Enquiries**  | **Name:** Bernard English, Director of Nursing **Email:** bernard.english@hse.ie **Phone No**: 087 1952549 |
| **Details of Service** | **National Forensic Mental Health Service (NFMHS)** The NFMHS is based in the Central Mental Hospital (CMH). The CMH is the only specialist HSE Mental Health Service provider that provides Forensic Mental Health assessment and treatment in Ireland. It is the only approved and designated centre in the state that provides psychiatric care in conditions of maximum and medium security. The CMH operates as a therapeutic rather than penal institution and is part of the HSE. The CMH has transitioned to a new purpose built campus facility in Portrane, in North Co. Dublin and includes the development of additional Forensic Mental Health ServicesThe campus is designed to provide care and treatment within high and medium secure services and includes a number of shared facilities. The new facility consists of 9 in-patient units, a medical and therapy centre and an administrative complex. Adjacent but external to the main hospital is a newly constructed 10-bed forensic CAMHS unit and a 30-bed Intensive Care Rehabilitation Unit (ICRU).<https://www.hse.ie/eng/national-forensic-mental-health-service-portrane/about-the-national-forensic-mental-health-service/about-us/> |
| **Reporting Relationship** | Accountable to the Area Director of Forensic Mental Health NursingReportable to the Director of Nursing Forensic Mental Health  |
| **Key Working Relationships****(to include but not limited to)** | * Area/Director/Assistant Director of Nursing
* RANPs and other nursing grades
* Nurse Practice Development Co-ordinator
* Prescribing site co-ordinator(s)
* Medical colleagues
* Interprofessional colleagues
* Patients/service users/families and/or carers
* Court Judiciary and teams
* IPS Healthcare and Operational teams
* 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
* Other relevant statutory and non-statutory organisations
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| **Clinical Supervision** | The cANP in Forensic Mental Health shall engage in on-going clinical supervision as per their performance achievement process. The structure, process and outcome of clinical supervision must be explicit and may include internal and/or external supervision. The cANP in Forensic Mental Health shall maintain a record of clinical supervision in his/her professional practice portfolio. The post-holder(s) shall complete the performance achievement, CARPS process annually and maintain their registration with the NMBI. |
| **Purpose of the Post**  | The primary purpose of the post is to provide a clinical service to Limerick Court and Prison in accordance with the NFMHS MOU with the IPS and the NFMHS clinical model of care/SOPs. This post is expected to work autonomously and in conjunction with the Consultant Psychiatrist provide clinical leadership to the MDT. The post shall provide direct supervision of the clinical practice of the F-CMHN. In addition the cANP must ensure the value of the nursing contribution as a distinct profession is safeguarded and articulated in the development of this service as led by the advanced nurse practitioner, complementing rather than replacing any current services delivered by doctors (NMBI 2017).The cANP shall be expected to develop the requirements of this post including supporting evidence, portfolio and documentation under the direction of the NFMHS Area Director and Director of Nursing Governance, in order 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). This 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 is not expected to deliver care as an autonomous practitioner.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 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 role will additionally 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’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 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 in Forensic Mental Health (Pump services) as a duty and responsibility to demonstrate and practise.**Domain 1: Professional Values and Conduct** Standard 1The cANP in Forensic Mental Health 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 with major mental disorders whom have engaged in harmful behaviours and/or their familys, significant others and/or carers }
* Collaborating with his/her supervisor and local stakeholder group to scope the caseload and scope of practice for the cRANP in Forensic Mental Health
* Collaborating with his/her supervisor and local stakeholder group to determine the inclusion criteria for the cRANP in Forensic Mental Health
* Collaborating with his/her supervisor and local stakeholder group to determine the exclusion criteria for the cRANP in Forensic Mental Health
* 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 cANP in Forensic Mental Health service
* 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.
* 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 in Forensic Mental Health 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}.

**Domain 2: Clinical-Decision Making Competences** Standard 2The cANP in Forensic Mental Health 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

**Domain 3: Knowledge and Cognitive Competences**Standard 3The cANP in Forensic Mental Health 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
* 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).

**Domain 4: Communication and Interpersonal Competences**Standard 4The cANP in Forensic Mental Health 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.

**Domain 5: Management and Team Competences**Standard 5The cANP in Forensic Mental Health 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.
* 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 in Forensic Mental Health 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 Forensic Mental Health nursing

 * 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 Area/Director of Nursing, the cRANP 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 in Forensic Mental Health 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 in Forensic Mental Health 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.
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| **Legislation,****Regulations,****Policies and****Guidelines** | The cANP in Forensic Mental Health practises nursing according to:* The Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (NMBI 2025);
* Scope of Nursing and Midwifery Practice Framework (NMBI 2015);
* Values for Nurses and Midwives in Ireland – Care, Compassion and Commitment (Department of Health 2016);
* Advanced Practice Nursing Standards and Requirements (NMBI 2017);
* National Health Policies and Procedures (latest versions) {list as relevant to the service for example:
* HSE (2013, revised 2016) National Consent Policy;
* Local policies, procedures, protocols and guidelines
* Government of Ireland (2015) Assisted Decision-Making Capacity Act
* The Health Act 2007 and subsequent amendments
* The Mental Health Act 2001
* Children First 2017
* Freedom of Information Act 2003
* The Criminal Law (Insanity) Act 2006 & 2010
* Service developments in the area of Forensic Mental Health are underpinned by the United Nations, Principles regarding the Protection of Persons with Mental Illness and the Improvement in Mental Health Care (1991) Office of the High Commissioner for Human Rights. (Office of the High Commissioner for Human Rights).
* National Clinical Programmes for Mental Health (HSE Clinical Strategy and Programmes Division and College of Psychiatry of Ireland (CPsychI), 2010)
* Early Intervention for people developing First Episode Psychosis
* Eating Disorders Service spanning Child and Adolescent and Adult Mental Health Services
* ADHD in Adults, National Clinical Programme
* Mental Health and Substance Use Disorder, Dual Diagnosis, National Clinical Programme.
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| **Professional Practice Portfolio** | The cANP in Forensic Mental Health must develop and 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** | **1. Professional Qualifications, Experience, etc.**(a) Eligible applicants will be those who on the closing date for the competition are:(i) Be registered in the Psychiatric Division of 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 Psychiatric Division 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 programmemust be at Level 9 on the National Framework of Qualifications (Quality & Qualifications Ireland), or equivalent. Educational preparation must include at least three modular componentspertaining 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** 1. Practitioners must maintain active annual registration on the appropriate/relevant

Division of the register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) for the role And1. 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 depth and breadth of nursing experience as relevant to the specialist area of Forensic Mental Health.Demonstrate a commitment to continuous professional development. |
| **Other requirements specific to the post** | Have access to appropriate transport to fulfil the requirements of the role as the post will require frequent travel. |
| **Skills, competencies and/or knowledge** | The cANP 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 (NMBI 2017), along with the specialist knowledge and clinical skills in the area of practice. The cANP must continue to: **Professional/Clinical Knowledge** • Have an advanced working knowledge of the area of Forensic Mental Health Nursing as it pertains to:* Criminal Law, Court procedures, Court room skills & systems
* Therapeutic Jurisprudence
* Criminal Law Insanity & Criminal Law legislation
* Mental Health Legislation
* Clinical Risk Management including skills in clinical structured professional judgement tools and diagnosis
* Knowledge of the security and organisation of the Irish prison system
* Human Rights Legislation and Best Practice
* Confidentiality, Capacity & Consent
* Probation Services & IPS Pre-release
* HSE policy on the care of persons with a Mental Illness who come into contact with the criminal justice system
* Professional Boundaries

• Demonstrate a high degree of commitment, professionalism and dedication to the philosophy of quality health care provision. • Demonstrate evidence of Policy, Procedure, Protocol, Guideline (PPPG) development and the translation of PPPG into action. • Demonstrate knowledge and experience of quality audit/assurance systems. • Demonstrate experience in developing, implementing and evaluating quality improvement initiatives. • Demonstrate awareness of relevant legislation and policy developments. • Demonstrate a commitment to continuing professional development. **Planning and Organising Resources** • Demonstrate ability to proactively plan, organise, deliver and evaluate a 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 flexibility and openness to change and ability to lead and support others in a changing environment. • Demonstrate the ability to communicate a change vision and engage stakeholders in a sustainable change process. • Demonstrate the ability to foster a learning culture among staff and colleagues to drive continuous improvement. • Demonstrate ability to work effectively within multi-disciplinary teams. **Building and Maintaining Relationships: Leadership, Staff Management and Team Work**• Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment • Demonstrate the ability to communicate a change vision and engage stakeholders in a sustainable change process • Demonstrate ability to foster a learning culture among staff and colleagues to drive continuous improvement • Demonstrate ability to work effectively within multi-disciplinary teams.**Evaluation Information and Judging Situations** • Demonstrate the ability to evaluate information, identify risks 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. • Demonstrate the ability to lead on clinical practice and service quality. **Communication and Interpersonal Skills** • Demonstrate effective communication and interpersonal skills including: the ability to present information in a clear and concise manner. • Demonstrate ability to engage collaboratively and influence others. • 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. |

**candidate Advanced Nurse Practitioner (cANP) Forensic Mental Health**

**Terms and Conditions of Employment**

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| **Tenure**  | The appointment 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. Given the developmental nature of this service the successful advanced nurse practitioner candidate will be required to adhere to the terms as set out below which are **specific to this** appointment. • In line with requirements and standards set out by NMBI (2017) Advanced Practice (Nursing) Standards and Requirements the successful candidate will be required to engage in a process of self-development and structured education and clinical supervision specific to (area of practice to be inserted) in order to develop advanced clinical nursing knowledge and critical thinking skills to gain competence necessary to independently provide efficient, effective, safe patient care to a specific caseload which has been previously agreed. • The candidate Advanced Nurse Practitioner is expected to demonstrate the core and specific competencies deemed necessary to manage the particular scope of practice. The candidate must undertake formal competency assessment in order to meet the criteria for registration as an ANP with NMBI. • On successful completion of the above requirements and on acquiring registration with NMBI as an ANP, the candidate will be appointed as an RANP in a permanent capacity. • Failure to successfully achieve essential milestones (outlined above) within an agreed timeframe will result in termination of the ANP career pathway and return to a previously held substantive post OR re-deployment within the organisation. Appointment as an employee of the Health Service Executive is governed by the Health Act2004 and the Public Service Management (Recruitment and Appointments) Act 2004 andPublic Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard weekly working hours of attendance for your grade are 37.5 hours perweek. Your normal weekly working hours are 37.5 hours. Contracted hours that are lessthan the standard weekly working hours for your grade will be paid pro rata to the fulltime 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. 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 for further information, guidance and resources. **This post is one of those designated in accordance with Section 2 of the Protection of Persons Reporting Child Abuse Act, 1998. You will remain a designated officer for the duration of your appointment in this post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. Such officers will, on receiving a report of child abuse, formally notify the Senior Social Worker in the community care area in which the child is living.** |
| **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. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)