**Advanced Nurse Practitioner, Candidate (cANP) - Ard-Altra Liachleachta, Iarrthóir - Acute Haemotology Oncology Service (AHOS)**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | Advanced Nurse Practitioner, candidate - Ard-Altra Liachleachta, Iarrthóir - (cANP) Acute Haematology Oncology Service (AHOS)Grade Code: 2272The successful candidate will, on completion of the requirements set out in the section entitled Tenure on page 14, be appointed to the post of Registered Advanced Nurse Practitioner |
| **Remuneration** | The salary scale for the post at (01/03/2025) is: 70,025 71,410 74,913 76,291 77,677 79,081New 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** | G10743 |
| **Closing Date** | Monday 25th August 2025 10am |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week’s notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | The Successful candidate will be based in Galway University Hospitals and may be required to have an outreach service as the need arises.There is currently one whole-time post available for the post of cANP to progress to ANP within 3 yearsThe successful candidate may be required to work in any service area within the vicinity as the need arises.A panel may be formed for Candidate Advanced Nurse Practitioner, Acute Haematology Oncology Service (AHOS)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**  | Olive Gallagher, Director of Nursing, Cancer Managed and Clinical Academic Network, HSE West North West.Email : Olive.Gallagher2@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)
* Mayo University Hospital (MUH)
* Portiuncula University Hospital (PUH)
* Roscommon University Hospital (RUH)
* Sligo University Hospital (SUH) incorporating Our Lady’s Hospital Manorhamilton (OLHM)
* Galway University Hospitals (GUH) incorporating University Hospital Galway (UHG) and Merlin Park University Hospital

The region’s Academic Partner is University of Galway.The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff **Vision**Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.**Guiding Principles**Care – Compassion – Trust – 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** | Is professionally accountable to the Assistant Director/Director of NursingClinically accountable to the Clinical Lead / Supervising Consultant Operationally and professionally reports to department/directorate ADON.  |
| **Key Working Relationships** | Director/Assistant Director of NursingRANPs and other nursing gradesNCCP Acute Haematology Oncology Service Nurse Lead (ADON)Nurse Practice Development Co-ordinatorPrescribing site co-ordinator(s)Medical colleagues , Haematology and Medical Oncology Consultants /NCHDSMultidisciplinary Team Interprofessional colleagues Patient Flow Patients/service users/families and/or carersNursing and Midwifery Board of IrelandHigher Education InstitutionNursing and Midwifery Planning and Development Unit Centres of Nursing and Midwifery EducationNational Clinical and Integrated Care ProgrammeNational Leadership and Innovation CentreOther relevant statutory and non-statutory organisations |
| **Purpose of the Post**  | Galway University Hospital is one of the 8 Cancer Centres under the National Cancer Control Programme (NCCP) with a satellite centre located at Letterkenny University Hospital. An extensive Cancer Programme is provided with a range of services available across the West North West Regional Health Area involving diagnosis, staging and all aspects of treatment. Cancer surgery and the Radiation Oncology Programme are located at UHG and the Medical Oncology Programme occurs across multiple hospital sites: Letterkenny University Hospital, Sligo University Hospital, Mayo University Hospital and Portiuncula University Hospital as well as at the cancer centre at Galway University Hospitals.The West North West Cancer MCAN is the governance structure leading out on cancer services strategy and development in the region.The HSE West North West – University of Galway Cancer Network was accredited by the Organisation of European Cancer Institutes (OECI) in 2024. OECI is an organisation of European cancer centres founded in 1979 to provide patients equal access to high quality cancer care through cooperation and knowledge exchange.  HSE West North West – University of Galway Cancer Network is only the 20th such network to achieve cancer centre accreditation across Europe.GUH provides a Type 1 Systemic Anti-Cancer treatment (SACT) service in GUH both in the Haematology Oncology Day ward, outpatient and inpatient setting with activity increasing year on year. In 2020 an Acute Haematology Oncology service (AHOS) was established in GUH as part of NCCP response to COVID-19 with a dedicated AHOS CNS appointed and a 2nd post appointed in 2023 . The c/RANPs caseload will be from this population. In particular, caseload will be adult patients aged 18 and over and are within RANP scope of practice.An overview of the Acute Haematology Oncology Nursing Service (AHOS)The AHOS nursing services focus on the management and treatment of patients who present acutely with cancer treatment side effects or as an emergency complication from a known cancer diagnosis. This service was set up following the National Action Plan 2020, published by the DOH in response to COVID-19, which emphasised the need to maintain critical and ongoing services. The AHOS nursing service is accessible for:* Patients with a diagnosis of cancer who are on active treatment (oncology or haematology).
* Patients receiving Chemotherapy, Immunotherapy, Targeted therapy, Radiotherapy, Oral Chemotherapy, and Supportive therapies.
* Patients undergoing or have completed treatment in the last 6-8 weeks for acute care or up to 12 months for immunotherapy.

Previously, the NCCP advocated and secured funding for CNS positions in all 26 Systemic Anti-Cancer Therapy (SACT) hospitals to safeguard patients and minimise, where possible, their attendance at the ED and their requirement for hospital admission. Implementing an advanced nursing practice service will further enhance the AHOS nursing service, thus supporting the patient care pathway. The ANP will collaborate and liaise with the NCCP on strategic goals, including those set out in the National Cancer Strategy 2017 - 2026, through working groups and other approaches to implementation. The AHOS nursing service is pivotal in providing a non-ED direct access route for cancer patients who require review. Cancer patients who are on treatment and become unwell can access the AHOS nursing service via a dedicated telephone line in any 26 centres across the country that deliver SACT.The service gives patients access to specialist cancer nurse advice and support during the acute phase of their SACT treatment. Unwell patients who require additional clinical review are, where possible, seen in the cancer day care unit or a dedicated space away from the ED. This reduces the requirement for patients to attend the ED and prioritises appropriate ED referrals. The service is well placed to link with the MDT and community services as outlined in the Sláintecare strategy. AHOS nursing service SOS HotlineThe Acute Haematology Oncology nursing service provides cancer patients access to treatment, advice, and support when they feel unwell, without needing to go to the emergency department (ED). Patients can call a dedicated phone line to speak with a nurse specialist at one of 26 nationwide cancer treatment centres. This service helps schedule immediate care for patients needing attention during active treatment.The AHOS service is an expanding and developing service, current service is available Mon-Fri 7.30am-8.30pm but it is envisaged that the service will develop into a 7/7 service.Purpose of the postThe primary purpose of the advanced practice post is to develop the job description and supporting documentation under the direction of the Healthcare Provider’s Advanced Practice Stakeholder Governance Group, enabling the individual nurse to meet the NMBI Criteria for Registration as an Advanced Nurse Practitioner as set out in Advanced Practice (Nursing) Standards and Requirements (NMBI, 2017). The cANP will undertake the academic preparation and develop the clinical and leadership skills, competencies and knowledge required to meet the criteria to be registered as a RANP with NMBI. The scope of the cANP role must reflect the incremental development of expertise, and as such, the cANP cannot deliver care as an autonomous practitioner.The cANP will complete and submit the necessary documentation for registration as an RANP with NMBI (NMBI, 2017).The value of nursing's contribution as a distinct profession must be safeguarded and articulated in developing new services led by advanced nurse practitioners, complementing rather than replacing current services delivered by doctors (NMBI 2017, p.9).The overall purpose of the post is to provide safe, timely, evidence-based nurse-led care to patients at an advanced nursing level. This involves undertaking and documenting a complete episode of patient care (assess, diagnose, plan, treat, and discharge patients) according to collaboratively agreed protocols and scope of practice in the clinical setting; demonstrating advanced clinical and theoretical knowledge, critical thinking, clinical leadership, and decision-making skills. The advanced practice role demonstrates a high degree of knowledge, skill and experience that is applied within the nurse-patient relationship to achieve optimal outcomes through critical analysis, problem solving and accurate decision-making (NMBI, 2017). Central to this is providing quality care, a safe environment, and patient processes through evidence-based clinical guidelines that address patient expectations, promote wellness, and evaluate care given.The role will provide clinical leadership and professional scholarship to develop local, regional, and national nursing practice and health policy.The role will contribute to nursing research, shape and advance nursing practice, education, and health care policy at local, national, and international levels, and ultimately support the delivery and development of the AHOS nursing service.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 Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004. |
| **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 domains of competence (NMBI, 2017) are:• Professional Values and Conduct • Clinical-Decision Making • Knowledge and Cognitive Competences • Communication and Interpersonal Competences • Management and Team Competences • Leadership and Professional Scholarship Competences **Domain 1: Professional Values and Conduct** Standard 1The cANP (AHOS) 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 within the AHOS nursing service.
* Collaborating with the clinical supervisor and the local stakeholder group to establish the patient caseload and scope of practice for the cANP (AHOS) nursing.
* Collaborating with the clinical supervisor and the local stakeholder group to determine the inclusion criteria for the advanced practice role.
* Collaborating with the clinical supervisor and local stakeholder group to determine the exclusion criteria for the RANP (AHOS).
* Articulating safe boundaries and engaging in timely referral and collaboration for those areas outside the scope of practice, experience, and competence by establishing, in partnership with key stakeholders, referral pathways and locally agreed policies, procedures, protocols and guidelines to support and guide the advanced practice (AHOS) nursing service.
* Demonstrating leadership by practising compassionately to facilitate, optimise, promote and support the health, comfort, quality of life and wellbeing of patients whose lives are affected by altered health, chronic disorders, disability, distress or life-limiting conditions
* Selecting a professional nursing practice model focusing on person-centred holistic care, interpersonal interactions, and promoting healing environments. The chosen model will emphasise a caring therapeutic relationship between the cANP (AHOS) and patients, acknowledging partnership approaches.
* Articulating and promoting the Acute Haematology Oncology advanced practice nursing service in clinical, political and professional contexts {for example, presenting key performance outcomes locally and nationally as per the NCCP AHOS nursing services objectives and metrics; contributing to further development of the AHOS national nursing strategy, providing monthly service metrics to NCCP, 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 AHOS nursing will enhance advanced knowledge, skills, and abilities to engage in senior clinical decision-making by increasing competence and capability to:* Conduct a comprehensive holistic health assessment using evidence-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 broader 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 (AHOS) nursing will actively contribute to the professional body of knowledge related to the area of advanced practice by enhancing competence and 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 as appropriate)
* Provide ongoing education to team members using an advanced expert knowledge base derived from clinical experience, ongoing reflection, clinical supervision and engagement in continuous professional development.
* Demonstrate a vision for advanced nursing practice based on service need and the overall purpose of the AHOS nursing service, 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, NCCP and AHOS nursing service metrics).

**Domain 4: Communication and Interpersonal Competences**Standard 4The cANP (AHOS) nursing will negotiate and advocate with other health professionals to ensure the beliefs, rights and wishes of the patient are respected by gaining increased competence and capability to:* Communicate effectively with the healthcare team through the sharing of information following 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 as relevant to the role.
* Utilise information technology/Telehealth, in accordance with legislation and organisational policies, procedures, protocols and guidelines to record all aspects of care delivered.

**Domain 5: Management and Team Competences**Standard 5The cANP AHOS 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 seek feedback from patients receiving care, families, and staff regarding their experiences and suggestions for improvement.
* Implementing practice changes using negotiation and consensus building, collaborating with the multidisciplinary team and patients receiving care.

**Domain 6: Leadership and Professional Scholarship Competences**Standard 6 The cANP AHOS will lead in multidisciplinary team planning for transitions across the continuum of care by enhancing competence and capability to:* Demonstrate clinical leadership in the design and evaluation of services (for example, findings from research, audit, metrics, and evidence based practice).
* 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 needs to influence and shape advanced practice's future development and direction.
* Identify gaps in the provision of care and services in advanced nursing practice and expand the service in collaboration with key stakeholders to enhance its quality, effectiveness, and safety in response to emerging healthcare needs.
* Lead in managing and implementing change.

**Advanced Practice Performance Management, Evaluation and National AHOS nursing metrics**Performance Indicators (PIs)/National AHOS nursing metrics are required to evaluate nursing interventions and implement initiatives to improve the quality and quantity of the nursing care provided. They should have a clinical nursing focus and activity breakdown, 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 developing Nursing and Midwifery PI.In collaboration with the DON, ADON, wider Team/NCCP ADON, the cANP will identify and develop Nursing PI’s for their practice area, collect and collate data to provide evidence of the impact and effectiveness of the interventions undertaken. The cANP will evaluate audit results and research findings to identify areas for quality improvement in collaboration with nursing management and multidisciplinary team colleagues.**Professional/Clinical**The cANP AHOS will practice nursing according to:• Professional clinical guidelines/NCCP.• NMBI regulation and policy.• National Health Policy.• Local policies, procedures, protocols and guidelines.• Current legislation.• Values for Nursing and Midwifery – Care, Compassion and Commitment (DoH, 2016).Education and TrainingThe cANP AHOS will:* Contribute to service development through appropriate continuous education and research initiatives, keeping current 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 advanced nursing practice.
 |
| **Eligibility Criteria****Qualifications and/ or experience** | Candidates must on the closing date:1. **Professional Qualifications, Experience, etc**
	1. Eligible applicants will be those who on the closing date for the competition are:

|  |  |
| --- | --- |
| (i) | Be a registered nurse with the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered. |
|  | **And** |
| (ii) | Be registered in the division(s) of the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) Register for which the application is being made or entitled to be so registered.**Or**In recognition of services that span several patient/client groups and/or division(s) of the register, provide evidence of validated competences relevant to the context of practice |
|  | **And** |
| (iii) | Have a broad base of clinical experience relevant to the advanced field of practice  |
|  | **And** |
| (iv) | Be eligible to undertake a Master’s Degree (or higher) in Nursing or a Master’s Degree, which is relevant, or applicable, to ***the advanced field of practice***. The Master’s programme must be at Level 9 on the National Framework of Qualifications (Quality & Qualifications Ireland), or equivalent. Educational preparation must include at least three modular components pertaining to the relevant area of advanced practice, in addition to clinical practicum. |
|  | **Or** |
| (v)(vi) | 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**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*** 1. 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.
1. **Annual registration**

|  |  |
| --- | --- |
| (i) | 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 |
|  |  **And** |
| (ii) | Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). |

1. **Health**

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **Character**Candidate for and any person holding the office must be of good character |
| **Post Specific Requirements** | * The post holder must demonstrate a depth and breadth of knowledge of haematology/Oncology nursing
* Be a registered nurse prescriber or agree to undertake, within an agreed timeframe, the Nurse Prescribing of Medicinal Products Certificate.

Have undertaken or agree to undertake, within an agreed timeframe, the Nurse Prescribing of Ionising Radiation Certificate. |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role as post will involve travel.
* A flexible approach to working hours is required in order to ensure deadlines are met
 |
| **Skills, competencies and/or knowledge** | Demonstrate the specialist knowledge and clinical skills in the specific area of practice of haematology/Oncology Nursing. Candidates must demonstrate:* An awareness of NCCP National Cancer Strategy and SACT Model of Care
* The ability to lead on clinical practice and service quality
* Promotion of evidence-based decision making
* Practitioner competence and professionalism.
* The ability to plan and manage effectively
* The ability to build, lead and manage a team(s)
* Strong interpersonal skills including the ability to build and maintain relationships
* Strong communication and influencing skills
* Commitment to providing a quality service
* Strong problem solving and decision making skills
* Initiative and innovation in the delivery of service
* Resilience and composure
* Openness to change
* Integrity and ethical stance
* A commitment to continuing professional development
* The ability to relate nursing research to nursing practice
* Knowledge of quality assurance practices and their application to nursing procedures
* An awareness of HR policies and procedures including disciplinary procedures
* An awareness of relevant legislation and policy, for example; legislation relevant to the service area, health and safety, infection control etc.
* A willingness to develop IT skills relevant to the role
* The ability to participate in the service planning and development process.

**Professional/Clinical Knowledge*** 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 PPPGs 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 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 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 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, for example, computers, office functions, internet for research purposes, email and preparation of presentation materials
* 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. |

**Advanced Nurse Practitioner, Candidate (cANP) - Ard-Altra Liachleachta, Iarrthóir - Acute Haemotology Oncology Service (AHOS)**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **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. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard weekly working hours of attendance for your grade are 37.5 hours per week. Your normal weekly working hours are 37.5 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. 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[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |
|  |  |

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

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