**Candidate Advanced Nurse Practitioner (cANP) (Minor Injuries)**

**Job Specification: Terms and Conditions**

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| **Job Title, Grade and Grade Code** | Candidate Advanced Nurse Practitioner (cANP) **Minor Injuries****Grade Code: 2272**The successful candidate will, on completion of the requirements set out in the section entitled Tenure on page 15, be appointed to the post of registered Advanced Nurse Practitioner. |
| **Competition Reference** | **L6655** |
| **Closing Date**  | **Wednesday 28th September 2022 at 4pm** |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one’s week notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Duration of Post** | The Candidate Advanced Nurse Practitioner ( Minor Injuries) is required to progress to registration with Bord Altranais agus Cnaimhseachais na HEireann 9 Nursing and Midwifery Board of Ireland) (NMBI) as a registered Advanced Nurse (RANP) within **3** **years** of commencement of post. |
| **Location of Post** | **Letterkenny University Hospital,** Candidate Advanced Nurse Practitioner, Minor Injuries, Emergency Department, Letterkenny University HospitalInitial assignment will be to Emergency Medicine Minor Injuries, Emergency Department, Letterkenny University HospitalThere are currently one whole-time post available for the post of cANP The 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, Emergency Medicine, Minor Injuries, Letterkenny University Hospitals from which current and future permanent and specified purpose vacancies of full time or part time duration may be filled |
| **Organisational Area** | **Saolta University Health Care Group, HSE West** |
| **Informal Inquiries** | Ms Siobhan Kelly, Assistant Director of Nursing/Service ManagerCancer, Ambulatory & Emergency Care**Phone:** 087 4006747**Email:** Siobhan.kellylgh@hse.ie |
| **Details of the Service**  | **Letterkenny University Hospital** Letterkenny University Hospital is situated on the Kilmacrennan Road close to Letterkenny Town Centre, the hospital is a member of the Saolta University Health Care Group. Candidate Advanced Nurse Practitioners would work autonomously and independently in collaboration with the ED Team to provide quality patient-centred care with the aim of improving the healthcare experience and outcomes for adults and children aged 2 and above attending the ED. The focus of the RANP role is to provide care in a timely manner to patients presenting with minor injuries. This group of patients are triaged into standard or non-urgent care which means they can remain in the ED for 4 hours or more. It is envisaged that the overall PET times will improved with the expansion of the advanced practice service in Letterkenny University Hospital. **Strategic Perspective** The Report of the National Emergency Medicine Programme - A strategy to improve safety, quality, access and value was published in 2012. The EMP model of care advocates a co-ordinated system of care within the Emergency Care setting which will facilitate the provision of high-quality patient care that is standardised and easily accessible with high levels of effectiveness and efficiency, accountability, sustainability, good staff morale and strong system resilience. The ANP service will support this vision.  |
| **Service mission, vision and values** | The Saolta University Health Care Group provides acute and specialist hospital services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties. The Group comprises 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 Ladies Hospital Manorhamilton (OLHM)
* Galway University Hospitals (GUH) incorporating University Hospital Galway (UHG) and Merlin Park University Hospital

The Group provides a range of high quality services for the catchment areas it serves and GUH is a designated supra-regional cancer service provider meeting the needs of all the counties along Western seaboard and towards the midlands from Donegal to North Tipperary.Saolta University Health Care Group aims to meet its service plan targets. Its priority is to implement the national Clinical Care programmes across the Group and establish a performance management culture with the development of Key Performance Indicators.**Saolta Strategy 2019-2023**We have developed a five year strategy which outlines the vision and framework for the Group’s strategic development from 2019 to 2023.We are committed to ensuring that our patients are at the centre of all service design, development and delivery. Over the five years of the strategy we will further develop our services, both clinical and organisational based around seven key themes: Quality and Patient Safety; Patient Access; Governance and Integration; Skilled Caring Staff; Education Research and Innovation; eHealth and Infrastructure. These will be our key areas of focus to enable us to meet the future needs of our patients. We continue to work very closely with our colleagues in the community both Community Healthcare West and Community Health Organisation 1 in the North West to deliver more streamlined care to our patients in line with the national focus of bringing services closer to patients.While the tertiary referral centre for the Group is University Hospital Galway, it is essential that all our hospitals work more closely together in delivering services to address the challenges facing us across our region. A key theme of our 5 year strategy is the development of Managed Clinical and Academic Networks (MCAN).These networks will ensure that specialities in individual hospitals will no longer work in isolation but as a networked team which will improve clinical quality and patient safety. It will also support collective learning/sharing of expertise and will be supported by education, training, research and audit programmes. It will result in safer, standardised and more sustainable services for our patients. |
| **Vision** | Patients are at the heart of Saolta University Health Care Group’s care delivery. The service mission, vision and values are focused on providing 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.**VISION STATEMENT** Our Vision is to build on excellent foundations already laid, further developing and integrating our Group, fulfilling our role as an exemplar, and becoming the first Trust in Ireland. The following guiding values shape our strategy to create an organisational culture and ethos to deliver high quality and safe and person-centred services for all we serve and that staff are rightly proud of. **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 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 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. |
| **Reporting Arrangements** | The cANP in Minor Injuries is**: Professionally accountable** to the Director of Nursing – The cANP Minor Injuries is **Clinically accountable** to the Consultant Emergency Medicine |
| **Clinical Indemnity**  | Clinical Indemnity arrangements for the cANP service are provided by the State Claims Agency’s Clinical Indemnity Scheme; the cANP Minor Injuries Letterkenny University Hospital, Donegal will work within own scope of practice, regulations and guidelines and in accordance with agreed standard operating procedures, policies and guidelines (PPPGs) for the advanced practice service and wider organisation at local and national level.  |
| **Key Working Relationships** to include but not limited to: | Director of Nursing Letterkenny University HospitalAssistant Director of Nursing and their teamsClinical Nurse ManagersEmergency Consultants and their teamsRANPs, CNS, CMS and other nursing gradesNurse Practice Development Co-ordinatorPrescribing site Co-ordinator(s)Medical colleagues Interprofessional colleagues HSE National Cancer Control Programme (NCCP) ColleaguesPatients/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 Clinical Leadership Centre |
| **Clinical Supervision**  | The cANP **Minor Injuries** engages in on-going clinical supervision as per a Memorandum of Understanding. The structure, process and outcome of clinical supervision must be explicit. The cANP **Minor Injuries** maintains a record of clinical supervision in own professional practice portfolio.  |
| **Purpose of the Post** | The advanced practice service is provided by registered nurses who practice at a higher level of capability as independent, autonomous and expert advanced practitioners. The overall purpose of the service is to provide safe, timely, evidenced based nurse-led care to patients at an advanced nursing level. This involves undertaking and documenting complete episodes of patient care, which include comprehensively assessing, diagnosing, planning, treating and discharging patients in accordance with collaboratively agreed local policies, procedures, protocols and guidelines and/or service level agreements/ memoranda of understanding. The cANP **Minor Injuries** demonstrates advanced clinical and theoretical knowledge, critical thinking, clinical leadership and complex decision-making abilities. The cANP **Minor Injuries** practices in accordance with the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (NMBI, 2014), the Scope of Nursing and Midwifery Practice Framework (NMBI, 2015), Advanced Practice (Nursing) Standards and Requirements (NMBI, 2017), and the Values for Nurses and Midwives in Ireland (Department of Health, 2016). The cANP **Minor Injuries** service provides clinical leadership and professional scholarship in the delivery of optimal nursing services and informs the development of evidence based health policy at local, regional and national levels. The cRANP **Minor Injuries** contributes to nursing research that shapes and advances nursing practice, education and health care policy at local, national and international levels. |
| **Principle Duties and Responsibilities** | The cANP **Minor Injuries** practices to a higher level of capability across six domains of competence as defined by Bord Altranais agus Cnáimhseachais na hÉireann Advanced Practice (Nursing) Standards and Requirements (NMBI, 2017). The six domains of competence are as follows: * Domain 1: Professional Values and Conduct
* Domain 2: Clinical-Decision Making
* Domain 3: Knowledge and Cognitive Competences
* Domain 4: Communication and Interpersonal Competences
* Domain 5: Management and Team Competences
* Domain 6: Leadership and Professional Scholarship Competences

Each of the six domains specifies the standard which the cANP **Minor Injuries** has a duty and responsibility to demonstrate and practise. **Domain 1: Professional Values and Conduct** **Standard 1** The cANP Minor Injuries 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 (RANP Caseload) with Minor Injuries as agreed with key stakeholders.

 The caseload and scope of practice for the cANP Minor Injuries will evolve to reflect changing service needs* Demonstrating leadership by practising compassionately to facilitate, optimise, promote and support the health, comfort, quality of life and wellbeing of persons whose lives are affected by altered health, chronic disorders, disability, distress or life-limiting conditions. The RANP 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 RANP 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 to ensure best practice as per the relevant national clinical and integrated care programme.
* 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 (Emergency Medicine) service
* 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

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

**Domain 3: Knowledge and Cognitive Competences**Standard 3The cANP Minor Injuries 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 for example teaching sessions; journal clubs; case reviews; facilitating clinical supervision to other members of the team
* Educating others using an advanced expert knowledge base derived from clinical experience, on-going reflection, clinical supervision and engagement in continuous professional development
* Demonstrating a vision for advanced practice nursing based on service need and a competent expert knowledge base that is developed through research, critical thinking, and experiential learning
* Demonstrating accountability in considering access, cost and clinical effectiveness when planning, delivering and evaluating care for example key performance areas, key performance indicators, and metrics.

**Domain 4: Communication and Interpersonal Competences**Standard 4The cANP **Minor Injuries** 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 Minor Injuries 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 Minor Injuries will lead in multidisciplinary team planning for transitions across the continuum of care by:* Demonstrating clinical leadership in the design and evaluation of services using findings from research, audit, metrics, new evidence
* Engaging in health policy development, implementation, and evaluation of 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 Emergency Medicine

 * 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.
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| **Legislation , Regulations, Policies and Guidelines**  | The cANP Minor Injuries practises nursing according to but not limited to:* The Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (NMBI, 2021);
* 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: Houses of the Oireachtas Committee on the Future of Healthcare (Sláintecare, 2017), National Consent Policy (HSE 2013, revised 2016);
* Local policies, procedures, protocols and guidelines to support the RANP role and wider hospital context.
* Current legislation {list as relevant to the service for example:

Assisted Decision-Making Capacity Act (Government of Ireland, 2015)  |
| **Performance Management and Evaluation** | Performance Indicators (PI’s) are required to evaluate nursing interventions and implement initiatives to improve the quality and quantity of nursing care provided. PI’s should have a clinical nursing focus as well as a breakdown of activity, including patients seen and treated. In addition, PI’s should identify areas of good practice that must be recognised and celebrated (HSE, 2015). The Department of Health (2017) *Framework for National Performance Indicators for Nursing and Midwifery* provides a guiding framework for the development of Nursing and Midwifery PI’s.In collaboration with the Director of Nursing, the RANP 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 relevant to the National Emergency Care Programme and integrated care programmes and associated KPIs. The cANP Minor Injuries will participate in clinical audit and nursing/MDT research and evaluate audit results and research findings to identify areas for quality improvement in collaboration with nursing and multidisciplinary team colleagues (primary and secondary care).  |
| **Professional Practice Portfolio**  | The cANP Minor Injuries 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.  |
| **Health and Safety, Quality Assurance, Risk and Clinical Governance**  | The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. These organisational standards and procedures are developed and managed to comply with statutory obligations:* The cANP Minor Injuries demonstrates knowledge of clinical governance structures and processes supporting service provision.
* The cANP Minor Injuries must be familiar with and is responsible for attending the necessary education, training and support to enable them to meet this responsibility.
* The cANP Minor Injuries is responsible for ensuring that they comply with hygiene service requirements in their area of responsibility. Hygiene services incorporate environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
* The cANP Minor Injuries must foster and support a quality improvement culture throughout their area of responsibility.
* The cANP Minor Injuries must take reasonable care for their own actions and the effect that these may have on the safety of others.
* The cANP Minor Injuries is responsible for ensuring they become familiar with the requirements stated within, and that they comply with the Hospital Group’s/Community Healthcare Organisation’s PPPGs.
* Have a working knowledge of PPPGs in relation to the care and safety of any equipment supplied for the fulfilment of duty within the RANP Minor Injuries nursing service. Ensure the advice of relevant stakeholders is sought prior to procurement.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards or Mental Health Commission (MHC) (as relevant) as they apply to the RANP Minor Injuries nursing service, for example: Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards or MHC regulations/standards and legislation as relevant. 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.
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| **Management and Leadership:** | * The cANP Minor Injuries will support the principle that person-centred care comes first at all times and will approach the effective, efficient and resourceful planning, organisation and delivery of RANP Minor Injuries nursing service with the flexibility and enthusiasm necessary to make this principle a reality for every patient.
* The cANP Minor Injuries will adopt a professional leadership role within the clinical governance structures influencing both clinical and non-clinical processes that impact upon the experience and/or outcomes for patients within the RANP Minor Injuries nursing service.
* The cANP Minor Injuries will participate in the appropriate and effective management of the cANP Minor Injuries service.
* The cANP Minor Injuries will participate in the development of the overall service plan and in the monitoring and review of RANP Minor Injuries activity against the plan.
* The cANP Minor Injurieswill provide innovative and effective leadership, support, and advice, to nursing and allied staff at all levels related to their area of practice.
* The cANP Minor Injuries will participate and engage in projects and service developments by representing senior nursing on committees and groups as relevant to the RANP Minor Injuries nursing service.
* The cANP Minor Injuries will participate in the overall financial planning of the service including the assessment of priorities in pay and non-pay expenditure relating to the RANP Minor Injuries nursing service.
* The cANP Minor Injuries will promote a culture that values diversity and respect in the workplace.
* The cANP Minor Injuries will manage and promote liaisons with internal and external bodies as appropriate, for example; intra-hospital service, community services, or voluntary organisations.
* The cANP Minor Injuries will engage in digital developments as they apply to service user and service administration.
* The cANP Minor Injuries will undertake other relevant duties as may be determined from time to time by the Director of Nursing or other designated officer.
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| **Eligibility Criteria** **Qualifications and/or Experience** | **Professional Qualifications and Experience**Eligible applicants will be those who on the closing date for the competition are:

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| (i) | Be a registered General Nurse with the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered |
|  |  **And** |
|  | Be registered in the General 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** |
|  | Have a broad base of clinical experience relevant to the advanced field of practice.  |
| **And** |
| 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** |
| 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.

**Annual registration**Practitioners must maintain active annual registration on the Advanced Nurse Practitioner 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**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. |
| **Post Specific Requirements, Additional Qualifications and/or Experience Required**  | * Demonstrate depth and breadth of post registration experience in the area of Acute Emergency Medicine or Injuries Unit Nursing as relevant to the role.

Have undertaken or agree to undertake, within an agreed timeframe, the Nurse Prescribing of Ionising Radiation Certificate. |
| **Essential Skills, competencies and/or knowledge** | The cANP **Minor Injuries** 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 Minor Injuries area of practice. **The cANP Minor Injuries 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 Minor Injuries nursing service.
* Demonstrate evidence of Policy, Procedure, Protocol, Guideline (PPPG) development and the translation of PPPG into action as relevant to the RANP Minor Injuries nursing service.
* Demonstrate knowledge and experience of quality audit/assurance systems in relation to the cANP Minor Injuries nursing service.
* Demonstrate experience in developing, implementing and evaluating quality improvement initiatives in relation to the cANP Minor Injuries 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 Minor Injuries service.

**Planning and Organising Resources*** Demonstrate ability to proactively plan, organise, deliver and evaluate the cANP Minor Injuries 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 Minor Injuries 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 Minor Injuries nursing service.
* Demonstrate the ability to communicate a change vision and engage stakeholders in a sustainable change process in relation to the cANP Minor Injuries nursing service.
* Demonstrate the ability to foster a learning culture among staff and colleagues to drive continuous improvement in cANP Minor Injuries 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 Minor Injuries service.
* Demonstrate an ability to monitor and evaluate service performance, undertake and initiate research and audit and using evidence to support safe, quality person-centred care delivery.

**Communication and Interpersonal Skills*** Demonstrate effective communication and interpersonal skills including: the ability to present information in a clear and concise manner; the ability to engage collaboratively with all stakeholders; the ability to give constructive feedback.
* Demonstrate competency in the general use of information technology – computers, office functions, internet for research purposes, email, preparation of presentation materials etc.
* Demonstrate evidence of skills in data management and report writing
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| **Other Requirements Specific to the Post** | * Access to appropriate transport to fulfil the requirements of the role as post may involve travel.
* A flexible approach to working hours is required in order to ensure deadlines are met
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation.The HSE is an equal opportunities employer. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the health services may impact on this role and as structures change the job description may be reviewed.This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. It is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. |

**Terms and Conditions of Employment-**

 **Candidate Advanced Nurse Practitioner (cANP) Minor Injuries**

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| **Tenure**  | The current vacancy is whole-time and permanent. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full and part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.The appointment is whole-time and candidate ANP is required to have progressed to being eligible to be a Registered ANP with the 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 (*Minor Injuries*) 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 and must undertake formal competency assessment to an agreed standard in order to progress towards submission of a personal portfolio to The Nursing and Midwifery Board of Ireland for registration as a Registered Advanced Nurse Practitioner
* The timeframe for submission of the individual portfolio will be agreed with the Director of Nursing and relevant clinical lead in order to progress the development of an ANP service (where none exists) and facilitate the strategic development of future ANP candidates and additional patient services.
* On successful completion of the above requirements and on acquiring registration with NMBI as an RANP 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. |
| **Remuneration**  | The salary scale for the post (as at 01/10/2021) is: €59,170 - €60,341 - €63,301 -€64,465 - €65,636 - €66,822*Candidates who are successful at interview and subsequently meet the necessary registration requirements with NMBI will automatically be appointed into the approved Registered ANP post.* |
| **Working Week** | The standard working week applying to the post is: 37.5 hours HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave entitlement adheres to national HSE approved leave entitlements  |
| **Superannuation** | All pensionable staff become members of the pension scheme.Applicants for posts in the Mental Health service are advised that Section 65 of the Mental Treatment Act, 1945, does not apply to new entrants to the Mental Health Services as defined by the Public Service Superannuation (Miscellaneous Provisions) Act, 2004 (Section 12 of that Act) New entrants  |
| **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 |
| **Protection of Persons Reporting Child Abuse Act 1998** | 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-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

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

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)