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**Registered Advanced Nurse Practitioner (RANP) Emergency**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Registered Advanced Nurse Practitioner (RANP) Emergency**  *(Grade Code: 2267)* |
| **Campaign Reference** | R348 |
| **Closing Date** | **24th November 2020 at 10.00am** |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after Closing Date.  *Candidates will normally be given at least one weeks’ notice of interview. The timescale may be reduced in exceptional circumstances* |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Roscommon Injuries Unit, Roscommon University Hospital  Saolta University Healthcare Group  There are currently 3 full time permanent  A panel may be formed for Registered Advanced Nurse Practitioner, Emergency, Roscommon University Hospital from which current and future permanent and specified purpose posts of full- time or part- time posts amy be fllled. |
| **Informal Enquiries** | Ms. Ursula Morgan, Director of Nursing  **Email:** [Ursula.morgan@hse.ie](mailto:Ursula.morgan@hse.ie)  **Phone:** 090- 6632271 |
| **Details of Service** | 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)](https://saolta.ie/hospital/letterkenny-university-hospital) * [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital) * [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital) * [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital) * [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Ladies Hospital Manorhamilton (OLHM) * Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital   The Group's Academic Partner is NUI Galway.  The Saolta Group’s region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs in excess of 10,000 employees, and has a budget in excess of €800 million.  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.  **Vision**  Our vision is to be a leading academic Hospital Group providing excellent integrated patient-centred care delivered by skilled caring staff.  **Saolta Guiding Principles**  Care - Compassion - Trust - Learning  Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:   * Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population. * Deliver integrated services across the Saolta Group Hospitals, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity. * Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners. * Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment.   **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. |
| **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 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.  **Teamworking** – we will engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we aim to communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | Is professionally accountable to the Director of Nursing. Clinically accountable to the Consultant/Clinical Lead. |
| **Key Working Relationships**  to include but not limited to: | Director/Assistant Director of Nursing  RANPs and other nursing grades  Clinical Nurse Manager  Nurse Practice Development Co-ordinator  Prescribing site co-ordinator(s)  Medical colleagues  Interprofessional colleagues  Patients/service users/families and/or carers  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 |
| **Clinical Supervision** | The RANP Emergency engages in on-going clinical supervision as per a Service Level Agreement. The structure, process and outcome of clinical supervision must be explicit.  The RANP Emergency maintains a record of clinical supervision in his/her professional practice portfolio |
| **Clinical Supervision** | The RANP (Emergency) engages in on-going clinical supervision as per a Service Level Agreement. The structure, process and outcome of clinical supervision must be explicit.  The RANP (Emergency) maintains a record of clinical supervision in his/her professional practice portfolio. |
| **Purpose of the Post** | The advanced practice service is provided by nurses who practice at a higher level of capability as independent, autonomous and expert advanced practitioners. The overall purpose of the service is to provide safe, timely, evidenced based nurse-led care to patients at an advanced nursing level .This involves undertaking and documenting complete episodes of patient care, which includes comprehensively assessing, diagnosing, planning, treating and discharging patients in accordance with collaboratively agreed local policies, procedures, protocols and guidelines and/or service level agreements/ memoranda of understanding.  The RANP (Emergency) demonstrates advanced clinical and theoretical knowledge, critical thinking, clinical leadership and complex decision-making abilities.  The RANP (Emergency) 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 RANP (Emergency)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 RANP (Emergency) 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 RANP (Emergency) practices to a higher level of capability across six domains of competence as defined by Bord Altranais agus Cnáimhseachais na hÉireann Advanced Practice (Nursing) Standards and Requirements (NMBI 2017).  The six domains of competence are as follows:   * Professional Values and Conduct * Clinical-Decision Making * Knowledge and Cognitive Competences * Communication and Interpersonal Competences * Management and Team Competences * Leadership and Professional Scholarship Competences   Each of the six domains specifies the standard which the RANP Emergency has a duty and responsibility to demonstrate and practise.  **Domain 1: Professional Values and Conduct**  Standard 1  The RANP Emergency 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 attending the Emergency. * Collaborating with his/her supervisor and local stakeholder group to scope the caseload and scope of practice for the RANP Emergency * Collaborating with his/her supervisor and local stakeholder group to determine the inclusion criteria for the RANP Emergency * Collaborating with his/her supervisor and local stakeholder group to determine the exclusion criteria for the RANP Emergency      * Articulating safe boundaries and engaging in timely referral and collaboration for those areas outside his/her scope of practice, experience, and competence using established referral pathways as per locally agreed policies, procedures, protocols and guidelines * Demonstrating leadership by practising compassionately to facilitate, optimise, promote and support the health, comfort, quality of life and wellbeing of persons whose lives are affected by altered health, chronic disorders, disability, distress or life-limiting conditions. The 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   The chosen professional practice model for nursing Emergency emphasises a caring therapeutic relationship between the RANP and his/her patients, recognising that RANPs work in partnership with their multidisciplinary colleagues2   * Articulating and promoting the RANP role in clinical, political and professional contexts by Emergency (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 2  The RANP Emergency will utilise advanced knowledge, skills, and abilities to engage in senior clinical decision making by:   * Conducting a comprehensive holistic health assessment using evidenced based frameworks, policies, procedures, protocols and guidelines to determine diagnoses and inform autonomous advanced nursing care * Synthesising and interpreting assessment information particularly history including prior treatment outcomes, physical findings and diagnostic data to identify normal, at risk and subnormal states of health * Demonstrating timely use of diagnostic investigations / additional evidence-based advanced assessments to inform clinical-decision making * Exhibiting comprehensive knowledge of therapeutic interventions including pharmacological and non-pharmacological advanced nursing interventions, supported by evidence-based policies, procedures, protocols, and guidelines, relevant legislation, and relevant professional regulatory standards and requirements * Initiating and implementing health promotion activities and self-management plans in accordance with the wider public health agenda * Discharging patients from the service as per an agreed supporting policy, procedure, protocols, guidelines and referral pathways   **Domain 3: Knowledge and Cognitive Competences**  Standard 3  The RANP Emergency 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 Emergency (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 Emergency (for example key performance areas, key performance indicators, and metrics).   **Domain 4: Communication and Interpersonal Competences**  Standard 4  The RANP Emergency 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 RANP Emergency 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 RANP Emergency will lead in multidisciplinary team planning for transitions across the continuum of care by:   * Demonstrating clinical leadership in the design and evaluation of services across the Emergency (for example findings from research, audit, metrics, new evidence) * Engaging in health policy development, implementation, and evaluation in the Emergency(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 {cite speciality})      * 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.   **Professional / Clinical**  The RANP (Emergency) 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 RANP (Emergency) 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 |
| **Legislation , regulations, policies and guidelines** | The RANP **Emergency** practises nursing according to:   * The Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (NMBI 2014); * 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 * 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 Emergency (for example relevant integrated clinical care programme and associated KPIs, Department of Health).  The RANP Emergency will participate in clinical audit 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 RANP Emergency 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** | **Health & 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 RANP Emergency demonstrates knowledge of clinical governance structures and processes supporting service provision. * The RANP Emergency must be familiar with and is responsible for attending the necessary education, training and support to enable them to meet this responsibility. * The RANP Emergency is responsible for ensuring that they comply with hygiene services 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 RANP Emergency must foster and support a quality improvement culture throughout their area of responsibility. * The RANP Emergency must take reasonable care for their own actions and the effect that these may have on the safety of others. * The RANP Emergency 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 Emergency 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 Emergency 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. |
| **Management and Leadership:** | **Management and Leadership**   * The RANP Emergency 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 Emergency nursing service with the flexibility and enthusiasm necessary to make this principle a reality for every patient. * The RANP Emergency 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 Emergency nursing service. * The RANP Emergency will participate in the appropriate and effective management of the RANP Emergency service. * The RANP Emergency will participate in the development of the overall service plan and in the monitoring and review of RANP Emergency activity against the plan. * The RANP Emergency will provide innovative and effective leadership, support and advice to nursing and allied staff at all levels related to their area of practice. * The RANP Emergency will participate and engage in projects and service developments by representing senior nursing on committees and groups as relevant to the RANP Emergency nursing service. * The RANP Emergency 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 Emergency nursing service. * The RANP Emergency will promote a culture that values diversity and respect in the workplace. * The RANP Emergency will manage and promote liaisons with internal and external bodies as appropriate, for example; intra-hospital service, community services, or voluntary organisations. * The RANP Emergency will engage in IT developments as they apply to service user and service administration. * The RANP Emergency will undertake other relevant duties as may be determined from time to time by the Director of Nursing or other designated officer. |
| **Eligibility Criteria**  **Qualifications and/ or experience** | 1. **Professional Qualifications and Experience**    1. Eligible applicants will be those who on the closing date for the competition:  |  | | --- | | 1. Be registered in the Advanced Nurse Practitioner division of the Nursing and Midwifery Board of Ireland Register maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).   **Or**   1. Be eligible to register in the Advanced Nurse Practitioner division of the Nursing and Midwifery Board of Ireland Register maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann) by meeting the criteria for registration as an Advanced Nurse Practitioner a specified [www.nmbi.ie](http://www.nmbi.ie)   **And**   1. Have a broad base of clinical experience relevant to the advanced field of practice | | **And**   1. Demonstrate the competences relevant to the specialist area of advanced practice |   **And**   * 1. Possesses 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 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** | | (ii) | Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). |  1. **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.   1. **Character**   Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate the depth and breadth of post registration nursing experience in the area of Emergency care as relevant to the role.  Be a registered nurse prescriber or agree to undertake, within an agreed timeframe, the Nurse Prescribing of Medicinal Products Certificate.  Be a registered nurse prescriber 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 involves working on other sites |
| **Skills, competencies and/or knowledge** | The RANP Emergency 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 Emergency area of practice.  ***The RANP Emergency must continue to:***  **Planning and Organising Resources**   * Demonstrate ability to proactively plan, organise, deliver and evaluate the RANP Emergency 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 RANP Emergency 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 RANP Emergency nursing service. * Demonstrate the ability to communicate a change vision and engage stakeholders in a sustainable change process in relation to the RANP Emergency nursing service. * Demonstrate the ability to foster a learning culture among staff and colleagues to drive continuous improvement in RANP Emergency 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 RANP Emergency service. * Demonstrate an ability to monitor and evaluate service performance.   **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 RANP Emergency nursing service. * Demonstrate evidence of Policy, Procedure, Protocol, Guideline (PPPG) development and the translation of PPPG into action as relevant to the RANP Emergency nursing service. * Demonstrate knowledge and experience of quality audit/assurance systems in relation to the RANP Emergency nursing service. * Demonstrate experience in developing, implementing and evaluating quality improvement initiatives in relation to the RANP Emergency service. * Demonstrate knowledge and experience in audit, report writing and business case development. * Demonstrate evidence and knowledge of research capability in relation to the RANP Emergency service.   **Communication and Interpersonal Skills**   * Demonstrate effective communication and interpersonal skills including: the ability to present information in a clear and concise manner; the ability to engage collaboratively with all stakeholders; the ability to give constructive feedback. * Demonstrate competency in the general use of information technology – computers, office functions, internet for research purposes, email, preparation of presentation materials etc. * Demonstrate evidence of skills in data management and report writing. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not 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. |
| **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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.  This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Registered Advanced Nurse Practitioner (RANP) Emergency**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are whole-time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Given the developmental nature of this service the successful registered advanced nurse practitioner will be required to adhere to the terms as set out below which are **specific to this** appointment.   * In line with standards and requirements set out by NMBI (2017) *Advanced Practice (Nursing) Standards and Requirements* the RANP Emergency will continue to engage in a process of self-development, structured education and clinical supervision specific to the service Emergency in order to maintain and develop advanced clinical nursing knowledge and critical thinking skills to maintain the competences necessary to independently provide efficient, effective, safe patient care.   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. |
| **Remuneration** | The Salary Scale for the post (as at 01/01/2020):  €57,991 - €59,113 - €60,197 - €63,523 - €64,571 - €65,787 - €66,924 - €68,054 - € 71,466  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). |
| **Working Week** | The standard working week applying to the post is to be confirmed at job offer Stage.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at 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 recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection for Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation:   * To report child protection concerns at or above a defined threshold to TUSLA. * To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.   You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **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)