

**Public Health Nurse**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Public Health Nurse**  (Grade Code: 2828) |
| **Remuneration** | The salary scale for the post is:  Insert the relevant salary scale for this position.  For example:  XX,XXX - XX,XXX - XX,XXX - XX,XXX - XX,XXX - - **XX,XXX LSI** (DD/MM/YY)  Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **Campaign Reference** | To be completed by Recruiter |
| **Closing Date** | To be completed by Recruiter |
| **Proposed Interview Date (s)** | To be completed by Recruiter |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Insert location  There is currently xx permanent / specified purpose / part time / whole-time vacancy available in xxxxxxxxxx  A panel may be formed as a result of this campaign for xxxxxxxxxxx from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Please provide name & contact details for person who will deal with informal enquiries. |
| **Details of Service** | Provide details to the following types of questions:   * What service does the unit provide? * What client group is served by the unit? * What are the possible future developments for the service? * What is the team structure? * What area is covered by this service?   There is no limit to the text that can be inserted here. Please use this section to highlight the service and generate interest in the service and job being recruited for |
| **Reporting Relationship** | Your professional reporting relationship for clinical governance and clinical supervision will be to the Director of Public Health Nursing through the line management structure. |
| **Key Working Relationships** | Provide a brief overview of the types of people that the job holder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with the role. |
| **Purpose of the Post** | The Public Health Nurse will deliver and coordinate a broad based integrated prevention, education and health promotion nursing service as part of the Primary Care Team, delivering an integrated model of care in accordance with national agreements. |
| **Principal Duties and Responsibilities** | The Public Health Nurse will:  **Professional Responsibilities**   * Practice Nursing according to the Code of Professional Conduct and Practice as laid down by the Nursing & Midwifery Board of Ireland (NMBI) and Professional Clinical Guidelines. * Comply with national, regional and local Health Service Executive (HSE) guidelines, policies, protocols and legislation. * Work within their scope of practice and take measures to develop and maintain the competence necessary for professional practice. * Maintain the highest standard of professional behaviour and be accountable for their practice. * Be aware of ethical policies and procedures which pertain to their area of practice. * Respect and maintain the privacy, dignity and confidentiality of the client / patient subject to the safety, health and welfare of the client/family not being put at risk. * Follow appropriate lines of authority within the Nurse Management structure. * Be on the Nursing & Midwifery Board of Ireland (NMBI) live register for PHN.   **Clinical Practice**   * Fulfil their statutory obligations within the legislation and HSE policies as appropriate to the role. * Promote the health, welfare and social wellbeing of the community (children, family, older persons, persons with disabilities, the chronically ill etc.). * Manage a defined caseload based on primary care teams and evaluate and develop services within this caseload through a population health approach. * Manage the care of an assigned caseload following a best practice and evidence based framework. * Assess, plan, implement and evaluate individual care plans within an agreed framework and in accordance with best practice. * Maintain and manage appropriate and accurate records and reports regarding client care in accordance with the Nursing Board Nursing & Midwifery Board of Ireland (NMBI) guidelines, child health and child care legislation, mental health legislation and other legal and local requirements. * Monitor and evaluate outcomes of care and health promotion interventions for individual clients / patients. * Report and consult with senior nursing management on clinical/social issues as appropriate. * Refer clients / patients to other services as required. * Promote, monitor and supervise care to ensure that it is carried out in an empathetic and ethical manner and that the dignity, spiritual and cultural needs of the client / patient are respected. * Actively participate as a multi-disciplinary team member in all aspects of service delivery and lead on issues as required within Primary Care. * Promote good interpersonal relationships with clients/patients, their family, social and community network supports in the promotion of person-centred care. * To initiate collaborative working with the client / patient, their family and the multi-disciplinary team, external agencies and services to facilitate the development of an appropriate care plan to ensure continuity of care. * Provide education and information to the client / patient, their family as required and be an advocate for the individual patient / client and for their family * Delegate and supervise the work of appropriate staff in accordance with the nursing aspects of the care plan. * Participate in clinical team meetings, case conferences and strategy meetings, taking a lead role when required / work as a key worker for particular cases, as required. * Participate in innovation and change in the approach to client / patient care delivery particularly in relation to new research findings, evidence based practice and advances in treatment. * Promote a positive health concept with clients and colleagues and contribute to the health promotion and disease prevention initiatives of the Health Service Executive. * Develop services to communities based on the assessed needs of that community in conjunction with the multi-disciplinary team and with input and participation from the community (depending on national eligibility criteria). * Provide nursing support to persons with a disability and their carers on an on-going basis. * Provide nursing support to families following bereavement, family disharmony or break-up within scope of practice. * Liaise with hospitals on discharge planning and perform home assessments prior to discharge from hospital or other institution where need identified. * Effectively manage requests for home nursing following discharge from hospital or other institutions. * Promote and participate as required in the primary and booster immunisation programmes. * Visit homes following early discharge/birth notification and for on-going child maternal and family health services. * Liaise with and advise parents or guardians on all aspects of child health with particular emphasis on the benefits of breast-feeding. * Provide and participate in developmental screening/examination and pre-school health service. * Participate as required in the school health service and in subsequent follow-up activities. * Provide regular preventative services for older people with a view to maintaining older people in dignity and independence at home in accordance with the wishes of the older person. * Initiate and operate clinics which provide a nursing service to clients and to participate in relevant and appropriate medical clinics as required. * Identify and assess the need for the home help service. * Identify and assess the need for the supervision of the home care attendant service.   **Education, Training & Development**   * Keep abreast of the latest developments in nursing practice as far as possible. * Develop and use reflective practice techniques to inform and guide practice. * Participate in the clinical / workplace induction of new nursing and support staff. * Contribute to the identification of training needs pertinent to the clinical area. * Develop teaching skills and participate in the planning and implementation of orientation, training and teaching programmes for nursing students and the nursing element of education for other health-care staff as appropriate. * Identify and contribute to the continual enhancement of learning opportunities within a population health framework. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Identify key performance objectives to achieve areas for improvement and appropriate plans / measures to achieve them in a supportive environment. * Provide preceptorship to junior colleagues when required.   **Health & Safety**   * Participate in the development of policies/procedures and guidelines to support compliance with current legal requirements for the safe administration and storage of medicines and other clinical products where existing. * Participate in the development of policies/procedures and guidelines with health and safety risk management personnel and participate in their development in conjunction with relevant staff and in compliance with statutory obligations. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Observe, report and take appropriate action on any matter which may be detrimental to client / patient care or well-being or inhibit the efficient operation of the assignment. * Be aware of the principles of risk management and be individually responsible for risk management and health and safety issues in their area of work. * Comply with HSE policies to minimise risk with particular reference to domiciliary visits and lone working. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Administration**   * Ensure that records are safeguarded and managed as per HSE / local policy and in accordance with relevant legislation. * Work closely with colleagues in the acute hospital services in order to provide a seamless service delivery to the client within the primary care structure. * Maintain records and submit activity data / furnish appropriate reports to the Director of Public Health Nursing as required. * Contribute to policy development, performance monitoring, business planning and budgetary control. * Maintain professional standards including patient and data confidentiality, GDPR etc. * Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements. * Contribute to ongoing monitoring, audit and evaluation of the service as appropriate. * Accurately record and report all complaints to appropriate personnel according to local service policy.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application: -**  ***Please insert Qualifications for the post. These are available on HSE website at -*** [***http://hse.ie/eng/staff/Jobs/Eligibility\_Criteria/***](http://hse.ie/eng/staff/Jobs/Eligibility_Criteria/)  **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**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | **This section may be used to specify that candidates must demonstrate particular experience deemed necessary for safe and effective performance in the role**  **e.g.**   * **depth and breadth of experience in providing a service to marginalised communities** * **depth and breadth of experience of working in a High Dependency Unit in an Acute setting** * **depth and breadth of experience of delivering concurrent, multiple projects.**   **Post Specific Requirements are not additional qualifications. It is not possible to include other qualifications in this section, without engaging in having those qualifications recognised as an essential part of the role. Essential requirements form part of the Eligibility Criteria. Eligibility Criteria must be agreed with National HR and are applied to all roles at this grade, not a job in a particular site or service.** |
| **Other requirements specific to the post** | **Please outline if there are specific practical requirements that are specific to the post**  **e.g.**   * **have access to appropriate transport to fulfil the requirements of the role** * **participate in an on-call rota** |
| **Skills, competencies and/or knowledge** | **Professional Knowledge and Experience**  *For example:*   * Practitioner competence and professionalism – demonstrates the highest level of clinical knowledge to carry out the duties and responsibilities of the role e.g. knowledge and experience of current nursing practice including individualised care planning and case management, concept of clinical audit. * The knowledge, understanding and application of the clinical skills required to provide safe, efficient and effective service. * Understanding and/or experience of health promotion and disease prevention. * Knowledge of relevant legislation (health, social and childcare), strategies and policies, as appropriate to the role. * A commitment to continuing professional development. * Demonstrate a willingness to engage with and develop IT skills relevant to the role.   **Organising and Management Skills**  *For example:*   * Evidence of effective planning and organising skills including awareness of resource management and importance of value for money. * The ability to manage deadlines and effectively handle multiple tasks. * Flexibility and adaptability in their approach to work. * A strong commitment to the delivery of a quality service. * Initiative and innovation, identifying areas for improvement, implementing and managing change particularly in relation to new research findings, evidence based practice and advances in treatment.   **Building and Maintaining Relationships**  *For example:*   * Demonstrate the ability to work on own initiative as well as part of a team. * The ability to build and maintain relationships including the ability to work effectively in a multidisciplinary team environment. * The ability to use diplomacy and tact in fraught situations and can diffuse tense situations comfortably. * An awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect.   **Analysis, Problem Solving and Decision Making Skills**  *For example:*   * Demonstrates sound professional judgment and evidence-based clinical knowledge regarding client / patient care. * Effective analytical, problem solving and decision making skills. * The ability to take an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions.   **Communication Skills**  *For example:*   * Communicates in a clear, effective sensitive manner, listening and ensuring that messages are clearly understood / tailors the method as appropriate. * Anticipates and recognises the emotional reactions of others when delivering sensitive messages. * Demonstrates the ability to influence others effectively, is assertive as appropriate * Is able to elicit information from others in a non-threatening way and can read between the lines * Presents written information in a concise, accurate and structured manner |
| **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. |
| **Diversity, Equality and Education** | 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.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **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/.](https://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. | |

**Public Health Nurse**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent/temporary** and **whole time/part-time.**  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: **PLEASE INSERT (Pro Rata - part-time)**  **PLEASE INSERT the most recent salary scales for the role and grade code.**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  **Please include the following paragraph for posts that traditionally worked 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7-day week.**  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 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.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/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-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. |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete any prompts and / or tables (in dark blue) in the sections above**

**2) Ensure all fonts are now in black**

1. [↑](#footnote-ref-1)
2. 1 A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)