

**Student Public Health Nurse**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Student Public Health Nurse**  Graduate/ Postgraduate Diploma (Nursing/Public Health Nursing)  (Grade Code: 2836) |
| **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** | The Public Health Nursing service provides a wide range of personal, health and social care to families, individuals, and communities underpinned by the principles of equity, quality, accessibility and accountability.  The Public Health Nursing service focuses on a geographical area, meeting the preventative and curative nursing needs of the population. It provides a broad based integrated prevention, education and health promotion service and acts as coordinator in the delivery of a quality service that enhances the health status of the population.  HSE services are delivered through multi-disciplinary Primary Care Teams which are integrated with hospital services, voluntary agencies and other interagency bodies. |
| **Reporting Relationship** | Director of Public Health Nursing and works under the direction of the designated preceptor(s). |
| **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 Student Public Health Nurse, under the direction of a designated preceptor, will be expected to develop the skills and knowledge, which will enable them, upon registration, to provide a range of nursing interventions in primary and community nursing settings, which includes prevention, education and health promotion. |
| **Principal Duties and Responsibilities** | The Student Public Health Nurse, in exercising his/her professional accountability, will be expected to successfully attain the five domains of competence on completion of the Public Health Nursing education programme as specified by Nursing & Midwifery Board of Ireland (NMBI) in the Requirements and Standards document March 2005.  The competencies encompass five domains:  1. Professional / Ethical practice  2. Holistic approaches to care and the integration of knowledge  3. Interpersonal relationships  4. Organisational and management of care  5. Personal and professional development  **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.  Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland). |
| **Post Specific Requirements** | * It is the candidates' responsibility to ensure that all relevant immunisations are up to date **prior** to the commencement of the programme. Individual HEIs will advise on specific requirements on acceptance of the programme place. Please note that clinical placements may be delayed significantly if immunisations are not current. * Access to appropriate transport to fulfil the requirements of the role. |
| **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. * Knowledge and understanding of the requirements of the Public Health Nursing Programme. * Understanding and/or experience of health promotion and disease prevention. * Knowledge of relevant legislation, 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.   **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 Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  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/>. |
| 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. | |

**Student Public Health Nurse**

**Graduate/ Postgraduate Diploma (Nursing/Public Health Nursing)**

**Terms and Conditions of Sponsorship/ Employment**

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| **Tenure** | The successful student will be appointed in a temporary capacity as a student Public Health Nurse attached to one of the designated colleges. The student will be assigned to the Geographical Area for their clinical placements, with the exception of the Maternal and Child Health Module.  The Geographical Area within the Community Health Organisation of the Health Service Executive will offer sponsorship and permanent employment on qualification and registration with Nursing & Midwifery Board of Ireland (NMBI) as a Public Health Nurse, for nurses who successfully complete the Public Health Nursing Course.  In return for sponsorship successful candidates must commit to a one year college placement and must commit to an initial assignment in their sponsoring geographical area in a full time or part time/pro rata capacity as a Public Health Nurse for a period of not less than 18 months from the date of registration with NMBI.  Should the Student hold a permanent post within the public health service he/she will retain the permanent status of their substantive post while training as a student Public Health Nurse. On successful completion of the programme, any entitlement to return to their previous substantive post within the public health service shall cease. |
| **Remuneration** | The student Public Health Nurse will be paid the salary at the minimum point of the staff nurse scale while studying for the graduate /post graduate diploma nursing/Public Health Nursing and at 80% of the minimum point of the PHN  scale for the duration of the clinical placement period:    €34,412 per annum (rates at 01/10/2020) Normal travel arrangements will apply. |
| **Working Week** | College Hours as assigned by HEI.  The standard working week as a student PHN on clinical placement is 39 hours. |
| **Annual Leave** | The annual leave associated with the post is: 24 days. |
| **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)