



Circular No: 32/2002

15 July 2002



DEPARTMENT OF HEALTH AND CHILDREN
AN ROINN SLÁINTE AGUS LEANAÍ

Shaping a Healthier Future

Human Resources	Each Health Board / ERHA
Personnel Manager	Mater / St James's / St Vincent's/ Beaumont/ AMNCH Tallaght / St Michael's / St Vincent's Fairview / Mercy / St John's / South Infirmary Hospitals
Personnel Manager	Daughters of Charity/ St John of God Brothers/ Cregg House/ Stewarts Hospital/ COPE Foundation/ Sisters of Jesus & Mary, Moore Abbey
Director	Each Nursing and Midwifery Planning and Development Unit
Directors of Nursing	Pre-registration Schools of Nursing
For information:	Chief Executive, St Patrick's Hospital, Dublin/ Bon Secours Hospital, Cork

Re: Interim Arrangements for the Management of the Diploma in Nursing Programme

It has been agreed that individuals holding the position of Director, Centre of Nursing Education will have overall responsibility for the management of the pre-registration diploma in nursing programmes.

In the event that the position of Director, Centre of Nursing Education is not filled by 1st August 2002, interim arrangements for the management of the diploma programme should be put in place. The HR Director/Personnel Manager in the agency where each Centre is located, in partnership with the Director of Nursing and Midwifery Planning and Development and the Directors of Nursing in the affiliated pre-registration schools of nursing should nominate a named person to oversee the management of the nursing diploma programmes, until such time as the Director, Centre of Nursing Education is appointed.

It is essential that interim arrangements be put in place before the 1st August 2002, in order to ensure the continuity of the diploma programme.

I would be obliged if you could forward the name and contact details of the person with responsibility for the management of the nursing diploma to:
Ms. Maeve O'Connor, Nurse Adviser, Nursing Policy Division

Yours sincerely,

Mr. John Collins,
Director of External Personnel



Hawkins House Dublin 2
Teach Haicín Baile Átha Cliath 2
Telephone (01) 635 4000 VPN112
Fax (01) 635 4001

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Re: Appointment of Directors of Centres of Nursing Education

Further to previous correspondence and briefing material from Mr Martin McDonald, Health Services Employers Agency, I wish to advise you of the actions, which now need to be taken by employers.

Steps should now have been taken to establish Boards of Management for Centres for Nursing Education and for the filling of the positions of Director, Centre of Nursing Education. It is essential that the positions of Director, Centre of Nursing Education are filled as soon as possible.

It is recognised and agreed that it will not be practical to have the Centres of Nursing Education fully operationalised until the remaining pre-registration nursing diploma students have completed their education. It has also been agreed that individuals holding the position of Director, Centre of Nursing Education will have overall responsibility for the management of the pre-registration diploma in nursing programmes. The existing partnership arrangements between the Higher Education Institutions and the Healthcare Agencies, for the Diploma/Registration in Nursing will not be changed.

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Director, Centre of Nursing Education – Qualifications and Particulars of Office

The Director, Centre of Nursing Education will be appointed on a permanent and pensionable basis, on a salary as set out below.

At the latest date for receipt of completed applications, applicants must possess:

- Registration with An Bord Altranais or eligibility to register with An Bord Altranais.
- A minimum of 3 years relevant management experience in education / training.
- Education to Masters Degree level in a subject relevant to the post.

Particulars of Office

Tenure Appointments will be on a permanent and pensionable basis.

Remuneration: €45,363.93 (£35,727) - €46,816.51 (£36,871) - €48,269.09 (£38,015) - €49,721.67 (£39,159) - €51,174.25 (£40,303) - €52,626.83 (£41,447) - €54,079.41 (£42,591) - €55,592.94 (£43,783), (in 1st October 2001 terms).

Arrangements for filling of Posts as Director, Centre of Nursing Education

It has been agreed that the first filling of this position will be by a competition confined to Principal Nurse Tutors. It has been agreed that where a post is filled on this basis assimilation from the Principal Nurse Tutor scale to the new scale will be on a point to point basis.

Eligibility for confined competition

Eligibility is confined to existing Principal Nurse Tutors in Pre-Registration Schools of Nursing, who exercise an option to remain within the health service rather than transfer to the affiliated University/Institute of Technology.

Individuals who hold substantive positions as Principal Nurse Tutor but are currently on secondment are eligible to apply.

Individuals who have been appointed as "Acting" Principal Nurse Tutor for 3 years or more by 31st July 2002 are eligible to apply.

Eligibility criteria for individual Centres

Eligibility in the case of each Centre is confined to such Principal Nurse Tutors, as set out above working within the geographical area of each Centre. This means that the following arrangements apply:



<u>Centre</u>	<u>Eligibility:</u> <i>Principal Nurse Tutors Employed in</i>
Donegal	Letterkenny
Sligo	Sligo General and Cregg House
Mayo/Roscommon	Castlebar
Galway	UCHG and Portiuncula
Midlands	M.H.B.
Tralee	Kerry
Cork Centre (C.U.H.)	in employment of SHB in Cork
Cork Centre (Mercy)	Mercy/South Infirmary, Cope Foundation & Bon Secour Hospital
North Dublin (Mater)	Mater
North Dublin (Beaumont)	Beaumont and St. Vincent's Hospital, Fairview
North Dublin (Portrane)	N.A.H.B., St. Ita's and St. Josephs
West Dublin	J.C.M.H., Blanchardstown and Daughters of Charity, Dublin
Dublin East/Wicklow	St. Vincent's University Hospital, St. Michaels, St. John of Gods
Dublin S.W./Kildare	St. James Hospital, Stewart's Hospital and St. Patrick's Hospital
Dublin S.W/Kildare	Tallaght Hospital, Sisters of Jesus & Mary, Monastervin & St. Brendan's Hospital
South Eastern	SEHB
North Eastern	NEHB & St. John of God Brothers, Drumcar.
Mid-Western	MWHB, St. Johns & Daughters of Charity, Lisnagry

It is not open to Principal Nurse Tutors to apply for positions in Centres other than those indicated.

Appointment of Principal Nurse Tutor as Director of Centre of Nursing Education

Where only one Principal Nurse Tutor applies for the post of Director, Centre of Nursing Education a formal process where the applicant is informed of their new role and job description should be conducted. The HR Director/Personnel Manager and the Director of Nursing in the agency where the Centre is located together with the Director of Nursing and Midwifery Planning and Development should ensure completion of this process. The 1st July 2002 is the effective commencement date in respect of such appointments. **It is essential that this process be carried out immediately in order to ensure that the Director, Centre for Nursing Education is in post on the 1st August 2002.**

In the event of two or more Principal Nurse Tutors applying for the post of Director, Centre of Nursing Education a confined competition should be conducted to select the

Director, Centre of Nursing Education. The HR Director/Personnel Manager and the Director of Nursing in the agency where the Centre is located together with the Director of Nursing and Midwifery Planning and Development should ensure completion of this confined competition. It has been agreed that the unsuccessful candidate/s will receive 95% of the salary of the Director, Centre for Nursing Education. This is a special arrangement, personalised to those Principal Nurse Tutors involved. The 1st July 2002 is the effective commencement date in respect of such appointments. **It is essential that this competition be carried out immediately in order to ensure that the Director, Centre for Nursing Education is in post on the 1st August 2002.**

Where a Principal Nurse Tutor wishes to remain in the Centre of Nursing Education but does not wish to apply for the post of Director, Centre of Nursing Education, s/he must indicate this formally to the HR Director/Personnel Manager in the agency where the Centre is located and the Director of Nursing and Midwifery Planning and Development. A formal process where the Principal Nurse Tutor is informed of their new role should be conducted. It has been agreed that these Principal Tutors will receive 95% of the salary of the Director, Centre for Nursing Education. This is a special arrangement, personalised to those Principal Nurse Tutors involved. The 1st July 2002 is the effective commencement date in respect of such appointments.

Open Competition

In the event of there being no eligible applicant, the position of Director, Centre for Nursing Education falls to be filled, in the normal way, by open competition. In general, the employer should be the agency where the office location for each Centre has been located. The HR Director/Personnel Manager in the agency where the Centre is located and the Director of Nursing and Midwifery Planning and Development should ensure completion of this competition. **It is essential that this competition be carried out immediately in order to ensure that the Director, Centre for Nursing Education is in post as soon as possible.**

Interim Arrangements for the Management of the Nursing Diploma

In the event that the position of Director, Centre of Nursing Education is not filled by 1st August 2002, interim arrangements for the management of the diploma programme should be put in place. The HR Director/Personnel Manager in the agency where each Centre is located, in partnership with the Director of Nursing and Midwifery Planning and Development and the Directors of Nursing in the affiliated pre-registration schools of nursing should nominate a named person to oversee the management of the nursing diploma programmes, until such time as the Director, Centre of Nursing Education is appointed. **It is essential that interim arrangements be put in place before the 1st August 2002, in order to ensure the continuity of the diploma programme.**



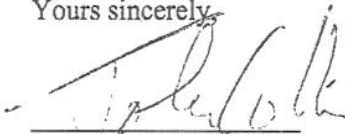
Specialist Co-ordinators

It has been agreed that two positions as Specialist Co-ordinators will also be created in each Centre for Nursing Education from among the staff that remain within the Centres. It is intended that they will be filled after the Director post has been filled and arrangements have been finalised as to the numbers of teachers transferring from or remaining within the health sector, having regard to the particular skill requirements in each Centre. It has been agreed that such individuals will fully participate in teaching remaining Nursing Diploma students if required. The 2 positions in each Centre will attract a salary each point of which is €3,500 above the current Nurse Tutor scale.

Cost Implications

The additional costs arising from these posts for 2002 will be met from savings accruing from the phasing-out of the diploma in nursing programmes.

Yours sincerely,



Mr. John Collins,
Director of External Personnel

