

NMBI Committees

Public Interest Representative

Information Booklet January 2020



Bord Altranais agus
Cnámhseachais na hÉireann
Nursing and Midwifery
Board of Ireland

NURSING and
MIDWIFERY
Board of IRELAND

Information
Booklet
January 2020

Membership of Committees of the Nursing and Midwifery Board of Ireland

The Nursing and Midwifery Board of Ireland (NMBI) is seeking expressions of interest from public interest representatives to participate in the work of a number of its committees.

Public interest representatives must not be, and never have been, registered as a nurse or as a midwife in this, or in any other jurisdiction.

Role of the NMBI

NMBI is the regulatory body for the professions of nursing and midwifery in Ireland. We have a statutory obligation to protect the integrity of the practice of the professions of nursing and midwifery and to protect the public. We perform our functions in the public interest under the Nurses Act, 1985 and the Nurses and Midwives Act 2011.

We do this by:

- maintaining a Register of Nurses and Midwives;
- promoting a high standard of professional education, training and practice and professional conduct amongst nurses and midwives; and
- investigating and considering complaints against nurses and midwives who practise in Ireland.

Committees of NMBI

NMBI committees are established by the Board of NMBI to assist it in the performance of its functions, and to ensure that a broad range of contributions, skills and qualities are available to it in the interest of patients and the public. Committees are composed of Board and non-Board co-opted members who demonstrate knowledge, skills and/or expertise in the primary area of focus and responsibility of a particular committee.

Fitness to Practise Committee - one vacancy

The Fitness to Practise Committee (FPC) is a statutory committee of the Board of the Nursing and Midwifery Board of Ireland (NMBI), established under the Nurses and Midwives Act 2011. This committee considers complaints which are referred to it by the Preliminary Proceedings Committee (PPC). For more information visit our [website](#).

Midwives Committee - one vacancy

The role of the Midwives Committee is to provide advice to the Board in relation to all matters pertaining to midwifery practice, which the Board shall consider when performing functions in relation to midwifery practice. For more information visit our [website](#).

Registration Committee - one vacancy

The Registration Committee makes decisions and advises the Board on policies underpinning NMBI's registration processes. For more information visit our [website](#).

The role

The Board wishes to appoint persons who will assist the work of the Board through participation on these Board committees. Such appointees may be asked to participate on sub-committees and working groups as and when they are convened.

Skills and competencies

Essential

- Ability to make informed decisions, think critically and articulate opinions in a clear, concise and logical manner
- Display a proven track record of effective judgement, decision making, initiative and analytical thought
- Demonstrate experience in identifying solutions to complex issues and understanding their impact and implications
- Possess excellent interpersonal and teambuilding skills with proven ability to build relationships with many different stakeholders
- Ability to interact with other committee members in a group setting, valuing the contributions of all members
- Display excellent oral and written communication skills, with ability to negotiate and challenge when necessary
- Possess a strong sense of ethics, integrity and probity
- Ability to bring objectivity and scrutiny to the governance of the organisation.

Desirable

- Prior experience developing, reviewing and analysing policies
- Prior experience providing professional advice, support and guidance to the professions of nursing and midwifery or to other health care professionals
- Display significant knowledge of the business and regulatory environment in which NMBI operates or demonstrate capacity to acquire this knowledge.
- Experience of the public health sector
- Experience working on public boards.

Remuneration

Members of the **Fitness to Practise Committee** will be paid 300 a day. Payments to Fitness to Practise Committee members are subject to the "one person one salary" (OPOS) principle, as recommended by the Review Body on Higher Remuneration in the Public Sector in 1972. In addition, Fitness to Practise Committee members will be paid expenses in accordance with NMBI's travel and expenses policy and public service travel and subsistence policy.

Members of the **Midwives Committee** and the **Registration Committee** will be paid expenses in accordance with NMBI's travel and expenses policy and public service travel and subsistence policy.

Term of appointment

The appointment to a committee of the Board will be for an initial period of three years. There should be no expectation of automatic re-appointment to a committee of the Board. You should note that successful applicants will not be employees of NMBI.

Time commitment

The time commitment will vary depending on the workload. The minimum number of scheduled meetings is set out in the table below however additional meeting days may be required.

Midwives Committee	4 meetings per year of 2-3 hours duration
Registration Committee	4 meetings per year of 2-3 hours duration
Fitness to Practise Committee	Up to 15 full days per year, some of which may be consecutive

Location of meetings

Generally all meetings of the committees are held in NMBI at 18-20 Carysfort Avenue, Blackrock, Co Dublin. However, from time to time meetings may be held in other national locations and the work of some committees may necessitate meetings in other locations on occasion. Appointees are expected to be able to sit at all national locations.

Conflicts of interest

Personal or professional relationships with other Board or committee members or with NMBI staff may be perceived as a conflict of interest and should be declared on application.

Application process

Panel members will be shortlisted for interview.

How to apply

1. Download and complete the relevant application form. The forms are available on our [website](#).
2. Attach a CV of not more than two pages including the names and contact details of two referees (not related to you)
3. Return by email to ocoady@nmbi.ie or by post to Orla Coady, Governance and Secretariat Manager, Nursing and Midwifery Board of Ireland, 18-20 Carysfort Avenue, Blackrock, Co Dublin A94 R299. Please specify the committee/s you are applying for in the subject line of the email.

If applying for membership of more than one committee, candidates are requested to complete an application form for each committee.

Data Protection

NMBI will process any personal data provided by you in connection with an application for this role in accordance with the General Data Protection Regulation and the Data Protection Acts 2018. The data will be kept for no longer that is necessary for the purposes for which that data are processed, and it shall be kept in a manner that ensure appropriate security of the data including the unauthorised or unlawful processing of data.

If your application is successful then your personal data will continue to be processed in accordance for the specified reason of committee membership and your data will not be held longer than is necessary.

NMBI may disclose the data that you provided on the application form to external sources for the following reasons:

- where there is an external assessor assisting in the shortlisting for the vacancy on the committee of NMBI to which you have applied,
- and to internal and external auditors.

Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

If you have any questions about the application process, contact Orla Coady at occoady@nmbi.ie

The closing time and date for applications is 3pm on Friday, 7 February 2020.



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Nursing and Midwifery
Board of Ireland

Nursing and Midwifery Board of Ireland (NMBI)

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