



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

## Information Booklet

Fitness to Practise Committee:  
Public Interest Representative

## Membership of the Fitness to Practise Committee 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 the Fitness to Practise Committee.

**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.**

There are currently four vacancies for public interest representatives on the committee, but a panel of shortlisted applicants will be formed, from which future vacancies may be filled.

### 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 high standards 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

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). More information is available on our [website](#).

## 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

- Display significant knowledge of the legal and regulatory environment in which NMBI operates or demonstrate capacity to acquire this knowledge
- Prior experience providing professional advice, support and guidance to the professions of nursing and midwifery or to other health care professionals.
- Knowledge of the Irish health sector.

### Remuneration

Committee member expenses will be paid in accordance with NMBI's travel and expenses policy and public service travel and subsistence policy.

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.

### 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.

**Please note:** Members may serve no more than a total of two terms on a combined number of NMBI committees of NMBI i.e. if you have previously served a term on a committee other than the Fitness to Practise Committee, you will be eligible to serve a term of no more than two years. If you have previously served two or more terms on a committee other than the Fitness to Practise Committee, you will not be eligible for membership of the Fitness to Practise Committee.

### **Time commitment**

The time commitment will vary depending on the workload. The minimum number of scheduled meetings, including call-overs and inquiry days can be up to 15 full days per year, some of which may be consecutive, however additional meeting days may be required.

### **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. Appointees are expected to be able to sit at all national locations. At the moment most, but not all, meetings are being held remotely by video conference.

### **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.

### **Assessment process**

- The Director of Fitness to Practise and the chair of the Fitness to Practise Committee/member of the Fitness to Practise Committee will review and assess the expressions of interest received against a specific skills and experience matrix.
- A shortlist of candidates may be invited for interview.
- The names of the recommended candidates will be forwarded to the Board of NMBI for approval.

### **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 than 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 for this role, then your personal data will continue to be processed in accordance with the specified reason of the vacancy for which you have applied 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 or during interviews for the vacancy to which you have applied, and to internal and external auditors.

### **How to apply**

- Complete the application form which is attached at the end of this booklet or which you download from our website.

- Attach a CV of not more than two pages including the names and contact details of two referees (not related to you).
- Return by email to Orla Coady at [ocoady@nmbi.ie](mailto:ocoady@nmbi.ie).

The closing date for applications is **Friday, 9 April 2021**.



## Fitness to Practise Committee (FTPC) Membership Application Form

The role of the Fitness to Practise Committee (FTPC) is to inquire into complaints referred by the PPC under section 61 of the Nurses and Midwives Act 2011. On completion of an inquiry, the Fitness to Practise Committee submits its report to the Board.

The Nursing and Midwifery Board of Ireland (NMBI) invites applications from public interest representatives who are interested in becoming members of the Fitness to Practise Committee. **Public interest representatives must not be, and never have been, registered nurses or registered midwives in the State or in another jurisdiction.**

**Note:**

No person can be a member of the PPC and the FTPC at the same time.

A person who has been a member of the PPC cannot become a member of the FTPC.

Previous membership of the PPC: Yes/No

Previous membership of the FTPC: Yes/No

The FTPC will include persons with a broad range of expertise, interests or experience that will enable them to make a contribution to the performance of the committee's functions. It is important that panel members have the necessary competencies and abilities to work as part of a team. Please provide us with as much information as you feel will assist the selection process.

**Personal Details:**

First name(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_



**General Information:**

1. Please indicate your knowledge, expertise and experience and the context in which you acquired your skills to meet the requirements as outlined in the role description and personal specification:

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2. Explain why you want to serve on this committee, and include any particular potential contribution your selection would bring:

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3. List the organisations of which you are a member:

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4. Have you ever:
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|--|--------|
| a. Been a Board member of An Bord Altranais (ABA) or NMBI?       | Yes/No |
| b. Been a member of a committee of ABA or NMBI?                  | Yes/No |
| c. Been an employee of ABA or NMBI?                              | Yes/No |
| d. Carried out work on behalf of ABA or NMBI, e.g. a site visit? | Yes/No |

If you answered 'Yes' to any of the above, please provide details:

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5. Have you or anyone in your family ever made a complaint to ABA/NMBI or any other regulatory body for health professionals? If 'Yes' please explain. You may be required to provide information/documentation at a later date:

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8. Have you ever commenced but not completed any health care studies? If 'Yes' please provide the name of the educational institution and the date you commenced study:

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9. Will you be able to commit to actively participate in the work of the committee? Please give details of your time commitments/availability.

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10. Is there any other information you would like to disclose or you feel should be considered when considering your application?

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I confirm that I am not, and never have been, registered as a nurse or midwife in this or in any other jurisdiction.

I confirm that all information contained on this application form is true and accurate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_