



**Appointment to the Nursing and Midwifery Board of Ireland**

**Closing Date: Midnight on 21 August 2015**

**State Boards Division  
Public Appointments Service  
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

**Telephone Number: 353 1 858 7441**

**Email: [info@stateboards.ie](mailto:info@stateboards.ie)**

State Boards.ie operates under the auspices of the Public Appointments Service and is committed to a policy of equal opportunity.

The Public Appointments Service (PAS), established under statute in 2004, provides an independent shared service in recruitment, assessment and selection to organisations across the Civil and Public Services. On 30 September 2014, the Government decided that PAS should also be given responsibility for putting in place an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, [www.stateboards.ie](http://www.stateboards.ie), is the channel through which PAS advertises vacancies on State Boards. It is also the means through which accomplished, experienced and qualified people, including people who might not previously have been identified as available for appointment, can then apply to be considered for particular vacancies.

## Appointment to the Nursing and Midwifery Board of Ireland

<b>Entity:</b>	Nursing and Midwifery Board
<b>Board Meeting Location:</b>	Meetings will be in 18/20 Carysfort Avenue, Blackrock, Co. Dublin, Ireland
<b>Number of Vacancies:</b>	3 (1 arising immediately and to be renewed in December 2015 and 2 arising in December 2015)
<b>Remuneration:</b>	€7,695 (Members may choose to waive their fees. It should also be noted that in line with the 'One Person One Salary' principle, no public servant will be entitled to receive remuneration in the form of board fees, save for situations that are statutorily provided for e.g. Worker Directors.).
<b>Time Requirements:</b>	10 one to two day meetings per annum and additional committee meetings possible.

### 1. Background

On 21 December 2011, the [Nurses and Midwives Act 2011](#) was signed into law. This Act updated the provisions relating to the regulation of nurses and midwives. It has been commenced in three stages with the exception of Part 11 - Maintenance of Professional Competence, and any provisions of the Act associated with that part.

Following the signing of Commencement Order S.I. No. 385 of 2012, the name of An Bord Altranais changed to Bord Altranais agus Cnáimhseachais na hÉireann, or, Nursing and Midwifery Board of Ireland (NMBI). This change of name reflects the recognition of midwifery as a separate and distinct profession to that of nursing.

The Board has two main objectives:

- To protect the public, and
- To ensure the integrity of nursing and midwifery practices.

The Board is the statutory body which sets the standards for the education, practice, registration and professional conduct of approximately 64,000 nurses and midwives. It also provides guidance on how nurses and midwives should provide care to patients, their families and society.

### 2. Functions of the Board

The Board's functions in safeguarding the public involve establishing and maintaining the register of nurses and midwives. It also establishes procedures and criteria for assessment and registration. Additionally, it approves education programmes for the purposes of registration and continued registration and keeps these programmes under review.

The Board also sets standards of practice and provides support for registered nurses and midwives. This includes developing, publishing and reviewing:

- A code of professional conduct and ethics;
- Guidance on all aspects of professional conduct and ethics; and

- Guidance on maintaining professional competence.

Through its fitness to practice functions, the Board is responsible for considering complaints against nurses and midwives.

The functions of the Board are set out in Sections 9, 10 and 11 of the [Nurses and Midwives Act, 2011](#).

### **3. Person Specification**

The Minister for Health invites applications from suitably qualified candidates to fill three vacancies on the Nursing and Midwifery Board. Please note that in all three cases it is a statutory requirement that the appointee has never been a registered nurse or midwife.

#### **a. Finance Role**

This role is for an immediate appointment under section 22 (1) (j) of the Act which provides for the appointment of:

“(j) 5 other persons who—

(i) are not and never have been registered nurses or registered midwives in the State or in another jurisdiction, and

(ii) have such qualifications, expertise, interests or experience as, in the opinion of the Minister formed after engaging in such consultations as he or she considers appropriate, would enable them to make a contribution to the performance of the Board’s functions.”

Candidates must have significant proven financial background, as demonstrated by significant professional experience in the area of audit and / or financial management, or membership of a professional accountancy body.

It is also desirable that candidates have experience / knowledge of corporate governance as demonstrated by either senior management level or board experience in a public body.

Please note that the period from appointment to December 2015 will count as the first term of office and the second, and final, will commence December 2015.

#### **b. Corporate Governance Role**

This role is for appointment in December 2015 also under section 22 (1) (j) of the Act.

Candidates must have proven senior management experience of corporate governance as demonstrated by holding a senior management position and or board experience on a public body. They should have a familiarity with financial statements and the control requirements being desirable.

#### **c. Voluntary Sector Role**

This appointment will also be made in December 2015 under section 22 (1) (i) of the Act which stipulates that the appointee be a:

“person who is experienced in the provision of health or personal social care in the voluntary sector and who is not and never has been a registered nurse or registered midwife in the State or in another jurisdiction.”

In addition, candidates must have one or more of the following:

- Experience at a senior level in the voluntary sector
- A qualification / experience in Corporate Governance
- Prior experience of service on a public board in the Health/Regulatory sector
- Finance / audit experience

#### **4. Term of Appointment**

Under the Act, appointments to the Board will be for an initial period of 5 years (unless otherwise specified above) with an option to extend the term of engagement for a second term of 5 years, subject to:

- The membership of any member of the Board may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of the Board may resign his or her membership of the Board by notice in writing sent or given to the Minister, and the resignation shall take effect on the day on which the Minister receives the notice.
- Members of the Board shall, subject to the provisions of this Schedule, hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Public Expenditure and Reform, from time to time determine.
- The roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2009 which is available on the website of the Department of Finance ([Code of Practice for the Governance of State Bodies](#)).
- A board member shall cease to be a member of the board if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the Oireachtas or as a representative in the European Parliament, elected to the European Parliament, or becomes a member of a local authority.
- A board member is expected to engage fully with the work of the board and take part in a variety of committees. These committees require additional time commitment and some, such as the fitness to practice committee, may meet for several days a session. It should also be noted that all board meetings require significant preparatory reading.

#### **5. Submitting your expression of interest**

If you are interested in this position, please review the self-assessment questionnaire which can be found on [www.stateboards.ie](http://www.stateboards.ie). Please note that the questionnaire is designed to help you in considering whether to submit an expression of interest - you are not required to submit the questionnaire as part of the application process.

Having considered the general suitability criteria for membership of a State Board, you should consider carefully how your background and experience fits with the specific appointment criteria set out in Section 4 - Person Specification in this booklet.

If you decide that you wish to be considered for appointment, we welcome you submitting your expression of interest via the following link [www.stateboards.ie](http://www.stateboards.ie) together with your detailed Curriculum Vitae and a cover letter (see Appendix 1 of this booklet for help with the online process).

### **IMPORTANT NOTE**

*Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you do the following:*

- 1. Ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Board position(s) specified in this booklet, and*
- 2. That you fully answer any supplementary questions which are presented to you as part of our online application process.*

*This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this State Board.*

### **6. Assessment Process**

An Assessment Panel (the “Panel”) will be convened by PAS to consider and assess the expressions of interest received by the PAS via [www.stateboards.ie](http://www.stateboards.ie). The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role;
- assess potential appointees further, once they meet the specified appointment criteria, by undertaking any or all of the following steps:
  - Consideration of the written applications; and/or
  - Meeting/conference call; and/or
  - Referee checks;
  - Any other selection method deemed appropriate.
- compile a list of people deemed suitable for appointment which will then be sent forward for consideration by the Minister.

If you have any questions regarding the application process please email [info@stateboards.ie](mailto:info@stateboards.ie).

### **7. Data Protection Acts 1988 & 2003**

For further information on Data Protection please follow the [link](#)

***The Public Appointments Service thanks you for your interest in State Board appointments***

## APPENDIX 1

### Submitting your expression of interest

In order to submit your application, you should take the following steps:

- i. Go to [www.stateboards.ie](http://www.stateboards.ie).
- ii. On the bar at the top of the page click on "Available Appointments".
- iii. This brings you to a page with all our advertised vacancies. Select whichever position you would like to apply for (you are welcome to apply for more than one position if you wish).
- iv. On the relevant page please click on the "apply for position" button at the bottom of the page
- v. This will bring you to a page on [www.publicjobs.ie](http://www.publicjobs.ie) and, if you already have a publicjobs.ie account, will prompt you for your username and password. If you do not have an account you will be asked to create one.
- vi. Once you input your details you will be brought to a page where there is a prompt in the middle of the page which says "apply here". Click on the link to the online application form beside it.
- vii. A form will appear on your screen, some of the text boxes will be populated with information from your publicjobs.ie profile (Name, address etc.). You will need to complete the rest of the fields and enter your name and the date at the bottom of the form. Click on "continue".
- viii. You will then be brought to a screen where you should upload your CV and Cover Letter. These are required documents and your application cannot be processed without them. Once you have selected these and uploaded them, please click on the "submit" button at the bottom of the page.
- ix. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

You must confirm that you do not have any conflicts of interest or legal impediment which would be likely to interfere with your ability to play a full part on the Board. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a Board member.