

**Additional Campaign Information**

**Student Public Health Nurse**

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

**NRS14602**

Dear Candidate,

Thank you for your interest in this role. The HSE has ongoing opportunities for Qualified Public Health Nurses. In order to meet this requirement it is the intention of the National Recruitment Service (NRS) to form a panel as a result of this recruitment campaign from which sponsorship places on the 2025/2026 Post Graduate Diploma in Public Health Nursing Programme will be filled.

Successful candidates will undertake the Post Graduate Diploma in Public Health Nursing Programme at University College Dublin (UCD), University College Cork (UCC) or University of Galway (UG). This is a one-year, full-time programme, usually running from September to June inclusive each year.

Successful applicants for sponsorship will be required to give a written undertaking to their sponsoring area, that they will, following successful completion of the programme, immediately register as a Public Health Nurse with the Nursing & Midwifery Board of Ireland (NMBI) and take up employment as a full time or part time/pro rata capacity Public Health Nurse for a period of not less than 18 months from the date of registration with the NMBI.

In this document we lay out the regulations by which the campaign will run. It outlines what we require from you and in what format we require it, it also explains what will happen after the interview process and how the panel will be managed.

Please ensure to pay particular attention to the documents that are required to apply for the programme and to ensure you pay particular attention to the campaign timescales for both HSE and HEI requirements**.**

1. **Who should apply?**

We welcome applications from all suitably qualified individuals who meet the eligibility criteria for this role. Information on the eligibility criteria is available in the Job Specification.

For more details

* On the qualifications and eligibility criteria please see Appendix 1.
* For information on “Non-European Economic Area Applicants” please see Appendix 2. The HSE welcomes applications from suitably qualified non EEA Nationals who have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.
1. **Who cannot apply?**

Applications received from candidates who fall under the below categories will not be processed further in the selection process; this means that you will not be invited to interview.

**Persons in receipt of a pension from specified Superannuation Schemes**

The HSE has implemented a policy which prohibits the rehire of retired members of HSE staff in all grades. You will not be eligible to compete for posts to be filled in this campaign if you have previously worked for the HSE/former Health Boards and are now in receipt of a pension awarded under the terms of one of the following Pension Schemes:

|  |
| --- |
| * Local Government Superannuation Scheme (LGSS)
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| * Health Service Executive Employee Superannuation Scheme
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| * Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
 |
| * Nominated Health Agencies Superannuation Scheme (NHASS)
 |
| * Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:* Incentivised Scheme of Early Retirement (ISER)
* Voluntary Early Retirement Scheme 2010 (VER)
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Prospective candidates must satisfy themselves as to their eligibility to be employed by the Health Service Executive before applying/competing for posts to be filled through this recruitment campaign.

**Abatement of Pension (Section 52 of Public Service Pensions Act 2012)**
Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person’s pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

1. **How do I apply for this post?**
* **You must submit a fully completed Application Form particular to this post by email only.**
* Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice**.**
* There is no need to sign emailed applications; we will request candidates to sign their application form at a later stage.
* As we require the same information from all candidates in order to make fair decisions on their applications we will not be able to process applications by CV or any other method.
* Email applications will receive a response within 2 working days, which will let you know that we received your email. Please note a delivery receipt from your email provider should not be accepted as validation that the NRS has received your email.  Only a response from the email address to which you sent your email is confirmation that the NRS has received your email.**Therefore, if you have not received an email response from the NRS within 5 working days, we highly recommend that you contact us by emailing** **recruitment.phnsponsorship@hse.ie** **to verify that your email has been received.**
* To ensure that the NRS has no issue in viewing your email, please ensure that you do not mark your email private before submitting it.  For example if you are using Microsoft Outlook you can check the setting by clicking *File*, then *Properties* and ensuring the *Sensitivity* setting is Normal and not Private.

      

* We check eligibility of the applicants after the closing date and time therefore it is important that you ensure you have fully demonstrated your eligibility for the role in your application form. If you omit information in this section pertinent to the eligibility criteria you will be deemed ineligible and subsequently not called forward to interview. This means that if your application is blank, you have sent the wrong version of your application form, have no internet access etc or that you have not attached requested relevant supporting documentation, etc you will not be processed further.
* As we are only accepting applications by email applications must be submitted as a Microsoft Word or PDF format only. Applications stored on personal online storage sites, e.g. Onedrive, Cloud, Dropbox, Google Drive etc will not be accepted, applications submitted in other file formats e.g. Google Docs will not be accepted. Please pay particular attention to ensure that your application is attached as an attachment (not a link to an on line storage site e.g. Google Drive) when emailing your application. **In order to ensure that your email is not quarantined your email attachments should not exceed a 3mb limit. If you are required to submit supporting documentation with your application form which exceeds 3mb you must reduce the size of the documentation by compressing (zip) the documents otherwise your email may not be received by the closing date of the campaign.**
* To ensure that you do not miss out on any email communication it is highly recommended that you check your spam and junk folder on a regular basis
* The National Recruitment Service can only accept complete applications received by the closing date and time of **Thursday 16th January 2025 at 12 noon.** If you submit more than one application the last one received prior to the closing date and time is the version that will be considered.

Please note that the National Recruitment Service will only contact you by email therefore it is most important that your email address is included on your application form. It is your responsibility to ensure you have access to your emails. If you choose to use your work email addresses you may receive communications that have a time deadline requirement while you may be working away or on leave. We recommend you use a personal email address to which you have regular access.

1. **How will the selection process be run?**
* The purpose of this recruitment and selection process is to fill current and anticipated vacancies as provided in the job specification during the lifetime of the panel. A position on a panel is not a job offer and does not necessarily mean that you will be offered a post.
* You must complete the relevant application form in full. If you do not complete the application form in full your application may not be submitted to the selection board for consideration and subsequent interview (if applicable).
* A selection board of senior managers will assess your application form against the eligibility criteria to see how your individual experience and skills match the needs of the post. The criteria for the selection exercise are based on the requirements of the post as outlined in the job specification. Therefore it is very important that you think about your experience in light of those requirements.
* There may be a number of stages of selection and short-listing or a ranking exercise may take place. A ranking exercise is an assessment that may be carried out on the basis of information supplied in your application form. The criteria for ranking are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of the job specification. Therefore it is very important that you think about your experience in light of those requirements. 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.
* Any applicant who does not meet the eligibility criteria/ is not shortlisted will be informed of that decision and the reason why.
* **Candidates invited to interview will be given more details regarding the interview at a later date.**
* Candidates who are successful at interview will be placed on a panel in order of merit & will be invited to indicate their sponsoring site & HEI (College) preferences.
* Posts are offered to the candidate with the highest order of merit, according to their LHO & HEI preference and the availability of places. Full details on how panels operate are available on page 3 and on page 9 of this document.
* Full details on how panels operate are available in Appendix 5.
* We would like to highlight to you that interviews form a part of the selection process. The HSE must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant’s past performance and behaviours are appropriate to the post. The HSE determines the merit, appropriateness and relevance of references. The HSE reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances (e.g. past /current employment references, security clearances) cannot be obtained or are unsatisfactory. All previous employers may be contacted for reference purposes. Please note the HSE may retract a job offer if sufficient satisfactory references cannot be obtained in a time frame congruent with service need. The HSE reserves the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.
* Candidates who accept a Sponsorship placement will be required to **submit proof of registration & verification of service to our contracting department**.

Please refer to the link below for further information on:

* What to Expect – when applying for a job in the HSE
* What to Expect – the Recruitment Journey

<https://www.hse.ie/eng/staff/jobs/recruitment-process/>

We recommend that you visit <https://www.hse.ie/eng/staff/jobs/>  on regular basis to ensure you are aware of the wide range of HSE career opportunities.

1. **Interview Notes**

It should be expected that interview board members will take notes during each interview.  These notes are created by and for the interview board member for use as an aide memoir to support board discussions.  In keeping with process transparency, the relevant interview notes can be provided to a candidate on request.  Where notes are provided these will be copies of the original handwritten sheets, typed copies are not created and therefore cannot be provided.  It is important to remember the sole purpose of any notes produced, a verbatim or complete record of the interview overall should therefore not be expected.

1. **Formation of Panels**

**What is a panel?**

A panel is a list of candidates successful at interview placed in order of merit. Candidates are awarded a mark during the interview process and the candidate who scores the highest mark is placed first on the panel. Sponsorship places will then be offered to the panel in the following order:

* **First criterion** - order of merit on the panel.
* **Second criterion** - sponsorship place available in your chosen geographical area (you will be afforded the opportunity to identify a maximum of 3 geographical areas at a later stage of the selection process).
* **Third criterion** - your choice of HEI. (you will be afforded the opportunity to identify your HEI preferences at a later stage of the selection process). For applicants who do not hold a midwifery qualification, there will be a requirement to undertake maternal & child modules as part of the postgraduate programme. The number of maternal & child module placements is directly related to the availability of a placement in the maternity service aligned to each of the 3 HEI’s.
* If you are successful, you will be offered your highest preference placement that is available.
* If none of your preferences are available, you will be placed on the residual panel in order of merit.
* **Please note that the option to defer sponsorship is not available.**

**Please note:** to maximise your prospect of securing a sponsorship, you should identify more than one geographical area and more than one HEI choice when afforded the opportunity to indicate your preference

**N.B** Sponsorship placements (if available) in CH02 geographical areas Mayo / Galway will include a placement on the Offshore Islands. This may include clinical placement and/or post grad placement.

**Residual panel:**

* Candidates on the panel who do not receive a sponsorship offer are placed on a residual panel, in order of merit.
* Candidates who are offered but decline a sponsorship placement are placed on the bottom of the residual panel. They do not retain their original panel placement.
* If a sponsorship placement becomes available, an ‘expression of interest’ is issued to candidates on the residual panel. The person highest placed on this panel, who expresses an interest, will be offered the sponsorship placement.
* Candidates’ original preferences (LHO &HEI) are not considered when offers are issued to the residual panel.
* Occasionally, new sponsorship places may be identified at a later stage in the recruitment process and may be offered to those on the residual panel.

**Marking System**

Candidates are given marks for skill areas during the interview. These elements are clearly indicated on the Job Specification.

Where candidates score the same marks a further ranking process will apply. A previously agreed skill area of the interview will be chosen to further rank successful candidates e.g. Karen and Mary are both successful at interview. They both score 421 at interview, which would place them at joint number 3 on the panel.

If Professional Knowledge has been the secondary ranking area chosen then the candidate who has scored higher in this area and expressed an interest will receive the first job offer.

Karen scored 69 in the Professional Knowledge element and Mary scored 68. Karen will be number 3 a. on the panel and Mary will be number 3 b. on the panel.

Where candidates have the same mark on the secondary ranking, an additional ranking will be applied and so forth.

Please note in order to be deemed successful for a panel you must be awarded a minimum score of 40 for each competency area.

|  |
| --- |
| **Scoring Guide**  |
| **Little Evidence**of this key skill area presented | **Adequate / Satisfactory**evidence of this key skill area presented | **Good**evidence of this key skill area presented  | **Strong**evidence of this key skill area presented  |
| **1 – 39** | **40 - 69** | **70- 89** | **90 - 100** |

The above Scoring Guide is provided to illustrate the breakdown of the Scoring Bands used by the Interview Board when scoring a candidate following interview.  It is important to note that the description used to identify each of the Scoring Bands is for illustrative purposes only and the wording could vary slightly on your interview marking sheet.  For example if you received a score anywhere between 40 – 69 for a competency area, the comment on the interview marking sheet might include the word sufficient / adequate/ satisfactory / reasonable or other variation to describe the evidence presented by the candidate in answer to the question they were asked.

1. **Acceptance / Declination of a Recommendation to Proceed**

The time lines and panel management rules (i.e. how posts are offered) for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel. Please see Appendix 5 for a full outline of the panel management rules.

* Candidates who are offered a sponsorship placement, will be notified of their LHO (Geographical Area) & HEI (College) place via email.
* Should you be offered a sponsorship you will beoffered only one Higher Education Institute (HEI) place and one sponsoring site. **If you decline this offer you will be moved to the end of the residual panel. You will no longer retain your original panel placement.**
* You will have **48 hours** in which to accept a sponsorship offer. Should there be subsequent rounds of offers the timeframes for accepting sponsorship offers may be shorter and will be clearly indicated at offer stage.
* **Please note that the option to defer sponsorship is not available.**

**IMPORTANT:** It is the successful 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.

1. **What happens at the end of my sponsorship?**

**What happens at the end of my sponsorship?**

The HSE will offer permanent employment on qualification to nurses who successfully complete the Public Health Nursing course. Successful candidates must commit to an 18 month, full-time-or pro-rata/part time capacity, initial assignment in their sponsoring site.  Please note the initial assignment as a full time or part time pro rata capacity Public Health Nurse will be undertaken in the sponsoring site.   Please note any application for pro rata or reduced hours is in line with the normal Line Management approval process based on service requirements.

If the sponsored candidate ceases employment or does not complete the programme, he/she will be required to repay both the tuition fee and the portion of the salary received during the theory element of the programme. Such repayments shall be made to the HSE. Please see HSE HR Circular 08/2015.

In exceptional circumstances all the above repayments may be waived, reduced or deferred at the discretion of the HSE.

A student public health nurse, failing to obtain the Public Health Nursing qualification on completion of the course may, at the discretion of the Health Service Executive, be retained on probation to afford him/her one further opportunity of securing the qualification at repeat examination but in any event no later than the end of the following academic year. During this repeat period the student will be remunerated as a Student Public Health Nurse. No funding will be provided for repeat tuition or examination fees; such costs must be borne by the student concerned.

In the event of failure to secure the qualification, assignment as a Public Health Nurse will not be ratified.

A public health service employee who is sponsored in accordance with the terms of the circular (HSE HR Circular 008/2015) will retain the permanent status of their existing substantive post for the duration of the training programme. On successful completion of the course, any entitlement to return to their previous substantive post within the public health service shall cease.

1. **Campaign Time Scales**

The closing date for receipt of completed applications is listed in the Job Specification.

Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice**.**

1. **Security Clearance**

When a panel member accepts a post they will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). This process will be initiated by the National Recruitment Service for the confirmed successful candidate recommended for any post engaged in relevant work.

All appointments will require satisfactory security clearances. If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now. Please see **Appendix 3** for more information on international clearances.

Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

1. **Appeal Procedures**

Appointments in the HSE are made under a recruitment license and are subject to the Code of Practice established by the Commission for Public Service Appointments (CPSA). Full details in relation the Code of Practice and review and complaints procedures are available on the CPSA Website **(www.cpsa.ie**).

**Section 7**

If a candidate is unhappy with a decision made at any stage while a selection process is ongoing, or believes that it was made on incorrect information or that documented procedure was not followed, they can request a review under Section 7 of the Code. The decision may be reversed if it is found to have been incorrect, to have been based on incorrect information or as a result of documented procedure not being followed.

**OR**

**Section 8**

If a candidate believes there has been a breach of the Code of Practice and the selection process followed was, in itself, unfair they can make a complaint under Section 8 of the Code.

A candidate can submit a request for a review of a decision under Section 7 of the Code or a complaint about the process under Section 8 of the Code **but not both.**

**How to submit a request for a review or complaint**

In order for the National Recruitment Service to deal with your request you will need to do the following before submitting a request:

1. Identify which procedure is appropriate to your particular circumstance (Section 7 or Section 8)
2. Advise if you wish to avail of an informal or formal review.
3. Clearly outline how the selection process was unfair or has been applied unfairly to you. Requests for a review or submission of a complaint without providing any facts or grounds to support the request will result in the NRS being unable to examine the matter.

It is recommended that candidates should pursue an informal review/complaint in the first instance. However should a candidate not wish to engage in the informal review/complaint process, they can proceed directly to the formal process.

The process for submitting a request for a review or a complaint is as follows:

**Informal Review/Complaint**

Request must be submitted by email to Laura McGloin, Campaign Lead, (laura.mcgloin@hse.ie) within **5 working days** of receipt of a decision.

**Formal Review/Complaint**

Request must be submitted by email to Michelle Nolan, Formal Appeals Officer recruitmentappeals@hse.ie) within **5 working days** of receipt of a decision.

1. **HSE Privacy Policy**

The National Recruitment Service is committed to protecting your privacy and takes the security of your information very seriously. The National Recruitment Service aims to be clear and transparent about the information we collect about you and how we use that information. More information on the HSE NRS Candidate Privacy Policy, is available at [HSE NRS Candidate Privacy Statement](https://www.hse.ie/eng/staff/jobs/recruitment-process/candidate-privacy-notices-for-candidates-in-recruitment-process.html)

1. **How National Recruitment Services will contact you**

Please note that the National Recruitment Service will contact you by methods such as email, phone, SMS, or by post therefore it is most important that all your contact detail are included on your application form.

It is your responsibility to ensure you have access to your emails. If you choose to use your work email addresses you may receive communications that have a time deadline requirement while you may be working away or on leave. We recommend you use a personal email address to which you have regular access.

To reduce the possibility of emails from the NRS team being directed to spam we recommend that you add the HSE Domain to your WHITELIST or safe senders list in your email domain. Due to the number of domain providers we are unable to provide a single instruction on this so we recommend that you research this for your particular domain.

1. **How to contact National Recruitment**

For any queries regarding the Recruitment process please contact the NRS Help Desk on:

**Tel:** 0818 473677 (for candidates calling from outside Ireland +35341 6859506)

or by **email** on: asknrs@hse.ie

For queries specifically relating to the role please contact the named person on the Informal Enquiries section on the Job Specification

1. **Support modules for candidates engaging in the HSE Recruitment process**

Three support modules, for candidates engaging in the HSE recruitment process, are now available on the HSE Website. You can access the modules by using the following link <https://www.hse.ie/eng/staff/jobs/recruitment-process/>

The eLearning modules are also available on HSELand. They can be accessed by entering ‘*Getting a Job in the HSE*’ in the search function.

**Appendix 1**

**Eligible applicants for the Student PHN Sponsorship Postgraduate Programme** **must at the closing date for the competition:**

1. **Professional Qualifications, Experience, etc.**
2. i. Be registered in the General Nursing Division of the Register of Nurses maintained by the Nursing & Midwifery Board of Ireland (NMBI) or entitled to be so registered

**and**

ii. have a minimum of 2 years post registration general nursing experience.

 **OR**

1. i. Be registered in the General Nursing Division and another Division of the Register (including Registered Midwife (RM), Registered Children’s Nurse (RCN), Registered Nurse Intellectual Disability (RNID) or Registered Psychiatric Nurse (RPN) Divisions of the Register of Nurses and Midwives) maintained by the Nursing & Midwifery Board of Ireland (NMBI) or entitled to be so registered

**and**

ii. have a minimum of 12 months post registration general nursing experience as an RGN,

**and**

iii. have a minimum of 12 months post registration experience as an RM or RCN or RNID or RPN.

**AND**

1. Meet the HEI academic criteria set by the relevant Higher Education Institutes: as outlined below:
2. **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.

1. **Character**

Each candidate for and any person holding the office must be of good character.

**Registration with An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland):**

Candidates successful at interview will be eligible to receive offers but will not be able to take up a sponsorship place until they can submit evidence of their NMBI registration. Therefore if you are interested in attaining a place on the PHN Sponsorship Postgraduate Programme, we strongly recommend that you commence the registration process now. On receipt of your registration, it is your responsibility to contact this office in writing at recruitment.phnsponsorship@hse.ie to update your status.

Seeking registration is the responsibility of the applicant. Please note registration can take a period of time. For all information regarding the process and/or completed applications please visit [www.nmbi.ie](http://www.nmbi.ie)

**HEI Academic Criteria**

1. **Academic Transcript**

Applicants must provide evidence of study at Irish National Framework of Qualifications (NFQ) Level 8 (Honours Degree/Level 8 Higher Diploma) or above (Level 9 award) by providing an academic transcript.

An academic transcript is an official document from a college or university showing the final marks achieved and awarded (total final grade and grades for each module completed over the course of the programme). It is only available to students following the completion of an academic programme. Only official university academic transcripts will be accepted. If the document does not state ‘Academic Transcript’ the applicant must submit a supporting letter from the university or college confirming the submitted document is equivalent to an academic transcript. The parchment that graduates receive on a graduation day is not an academic transcript. **(Please refer to page 16 of this document for examples of what we can & cannot accept)**

The academic transcript provided by the applicant will be used as evidence to verify the level of academic course(s) previously undertaken. It must be complete and must demonstrate that the applicant has studied at Irish National Framework of Qualifications (NFQ) Level 8 or above and has been awarded an Irish NFQ Level 8 Honours Degree or Level 8 Higher Diploma or a Level 9 award (minimum of 10 ECTS for Level 9 award). It is the applicant’s responsibility to ensure the programme of study they are presenting is equivalent to Irish NFQ Level 8 or above, please refer to http://www.nqai.ie or http://www.nfq.ie for further information.

NB. If an applicant’s award is from a university outside of the Republic of Ireland it is their responsibility to ensure the award is equivalent to Irish NFQ Level 8 or above by submitting a supporting letter from the university.

1. **Qualifications obtained outside of the Republic Of Ireland**

If an applicant has not studied at Irish NFQ Level 8 or above, **or** is unable to submit a complete academic transcript, **or** is unsure of the level of their award as detailed above **or** is unable to confirm the level of their award is equivalent to Irish NFQ Level 8 or above they must complete an Accreditation of Prior Experiential Learning (APEL) document (**guidelines for completing APEL are available on pages 12 - 15 of this document**).

1. **English Language Requirements**

Applicants whose first language or language of primary expression is **not** English must provide evidence that their English language ability meets the required standard for admission by providing an in-date\* English language examination certification, e.g. IELTS.

* The International English Language Testing System (IELTS) - the overall minimum required score is 7.0 on the IELTS assessment test Academic Version, with a minimum of 7.0 in any three components and 6.5 in any one component or the equivalent in another English language test and examination. \*certificate must have been completed within 2 years of the closing date of the campaign.
* In circumstances where applicants previously met the minimum English requirements, but the cert has expired **(applicants must submit the expired certificate with their application**), applicants will not be required to re-take the examination if:
* They have worked, for a minimum of 2 years, through the medium of English in a country where English is the acknowledged primary language.
* Evidence of the applicant’s English language ability (i.e. the applicant’s completed IELTS or equivalent English language test and examination certificate) must be submitted.

**Exemption from English Language Testing**

* Applicants who hold an undergraduate (level 8) or a postgraduate (level 9) qualification from a recognised higher education institution in a country deemed to have English as it’s acknowledged primary language. (See below for Majority English-Speaking Countries).

| **For the purposes of admission, English deemed to be the acknowledged primary language of the following Majority** **English-Speaking Countries:** |
| --- |
| American Samoa | Anguilla | Antigua & Barbuda | Australia  | Bahamas |
| Barbados | Belize  | Bermuda | Botswana | British Virgin Islands (BVI) |
| Canada | Cayman Islands | Dominica | Falkland Islands | Fiji |
| The Gambia | Ghana | Gibraltar | Grenada   | Guam  |
| Guyana  | Jamaica   | Kenya  | Lesotho  | Liberia  |
| Malta  | Marshall Islands  | Montserrat | Namibia  | New Zealand  |
| Nigeria  | Seychelles  | Sierra Leone  | Singapore  | Solomon Islands  |
| South Africa  | St Helena  | St Kitts & Nevis  | St Lucia  | St Vincent & the Grenadines  |

**ACCREDITATION OF PRIOR EXPERIENTAL LEARNING (APEL)**

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

The Graduate/Postgraduate Diploma (Nursing/Public Health Nursing) is a Graduate/registration programme. As such candidates are required to meet both the entry requirements of Nursing and Midwifery Board of Ireland (NMBI) and the Universities/college education providers (UG, UCC and UCD). The academic entry requirements for the Graduate/Postgraduate Diploma (Nursing/Public Health Nursing) include holding a NFQ Level 8 qualification (Honours Degree or Higher Diploma). However, third level institutions are committed to widening access to academic programmes. Students who do not meet the NFQ Level 8 requirements may be considered for entry to the programme through the Accreditation of prior experiential learning (APEL) process. APEL is the framework for accreditation for prior experiential learning.

APEL takes account of experiential learning which is learning achieved through work, the community or related setting. Experiential learning is judged and recognised as being worthy for consideration for entry to a programme of study not for credit within the programme. The APEL process is of particular value to candidates who for a variety of reasons such as geographical location, family commitments or other personal reasons are unable to undertake formal educational programmes such as an Honours Degree or Higher Diploma. The focus of APEL accreditation is on the outcomes of the learning rather than on the experience of learning. For example, it might include a personal reflection following a study day on infection control and how the principles are applied in clinical practice. The focus might be on what changes he/she made, the resources accessed, the people contacted as well as the impact on the individual and family he/she cared for. Included in the process is a critical evaluation of the changes on individual and family care. A search of the literature is included to provide the evidence base for the change.

**ASSESSMENT OF PRIOR EXPERIENTIAL LEARNING**

Candidates applying for consideration for entry using APEL are required to submit relevant evidence in accordance with appropriate guidelines. The following guidelines are based on the framework developed by the National Council for Professional Development of Nurses and midwives on portfolio development for nurses and midwives (National Council for Professional Development of Nurses and Midwives, 2006)1. The following guidelines are specific to the above programmes.

The candidate is required to submit a portfolio of evidence to demonstrate their suitability for admission to the programmes.

The Portfolio assessment requires the candidate to submit the following:

* Personal information
* General education
* Professional education
* Employment history
* Continuing professional development

The portfolio should demonstrate how the candidate’s clinical experience to date has prepared them for the role of a Public Health Nurse.

**THE STRUCTURE OF THE PORTFOLIO**

 Cover page with the following details

* Name
* Address
* Nursing and Midwifery Board of Ireland PIN
* Word Count for Section 2
* Signed Declaration

1The guidelines of the National Council for Professional Development of Nurses and midwives on portfolio development for nurses and midwives can be found using the following link <http://www.ncnm.ie/files/Portfolio%20Guidelines%202nd%20Ed.pdf>

link  <https://www.lenus.ie/bitstream/handle/10147/44765/6336.pdf?sequence=1&isAllowed=y>

**Section 1:**

Relevant Professional History.

Within this section you are required to describe in essay style your relevant professional history highlighting and discussing your achievements in the following areas. Please limit this section to one page only, no grids or tables are to be included. (This section is not included in your word count).

 o General education

 o Professional education

 o Employment

 o Continuing professional development

**Section 2:**

Demonstration of suitability for Public Health Nursing Programme

Within this section you are required to write 200 words on each domain of competence. This section of the portfolio should contain no more than 1500 words. This allows the candidate an opportunity to demonstrate knowledge, understanding, critical thinking, reflection and application of continuous professional development to nursing practice. In summary the five domains of competence are:

* Professional and ethical practice.
* Holistic approaches to care and integration of knowledge
* Interpersonal relationships
* Organisation and management of care
* Personal and professional development

When a candidate is critically discussing a domain that refers to recent relevant achievements3 (within 5 years), the candidate must use a different learning experience for each domain (i.e. a course, conference, study day, or research article may only be referred to once. Evidence of attendance at courses, conferences, or study days must be included. Each 200 word submissions must cite recent relevant literature pertaining to your learning experience. Please provide references for research articles only. Hard copies not to be included.

**Section 3:**

Referencing and General Layout of Portfolio's this section is not included in the word count.

* Pages should be numbered at the bottom centre, and the whole portfolio including the evidence from section 2 should be stapled together at the top left-hand corner only. Do not bind or put in folders.
* A minimum of 2.5cm margin should be allowed on the left hand side of each page and at the top and bottom of the text. Scripts should use one side only of each A4 sheet.
* Line spacing used should be 1.5 and fonts used Times New Roman 12.
* A full Reference list alphabetically arranged, separately numbered by page and distinct from the main text should be included at the end of the text. Referencing format must follow the Harvard method. i.e. [http://www.ucd.ie/library/students/information skills/harvard.html](http://www.ucd.ie/library/students/information%20skills/harvard.html). No Appendices to be included.
* One copy of the assignment must be submitted with your application
* Stay strictly within the word limit as outlined above.

**Declaration**

**Please include this declaration statement in the portfolio cover page and ensure that you sign and date it:** *I Hereby declare that this work is entirely my own and that I have acknowledged the writings, ideas, and work of others. Furthermore I have not knowingly allowed another to copy my work.*

2The Requirements and Standards for Public Health Nurse Registration Education Programmes can be found using the following link <http://www.nursingboard.ie/en/publications_current.aspx?page=3>

3When a candidate is critically discussing a domain that refers to recent relevant achievements (within 5 years). The candidate must use a different learning experience for each domain: a course, conference, study day, or research article may only be referred to once.

**ASSESSMENT CRITERIA**

The portfolio will be assessed on a pass/fail judgement on the following criteria: (see next page Appendix 1)

* Presentation and adherence to guidelines
* Exposition of knowledge and comprehension. Analysis and critical thinking
* Interpretation, integration and application to practice
* Use of supporting literature
* Reflection

**RPAL Assessment Criteria**

Candidate must pass each criteria; Pass = ≥50%; Fail = **≤ 49%**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Presentation & Adherence to Guidelines** | **Exposition of knowledge and comprehension. Analysis and critical thinking.** | **Interpretation, integration and application to practice.** |  **Use of****supporting** **literature** | **Reflection** |
| **Grade /Fail** **≤ 49%** | Work is illegible.Poor use of English.Presentation doesnot meet criteriarequired | Contents lack relevance.Professional focus is not understood or explained.Theoretical conceptsAnd frameworksInappropriately selected.Theories and facts do not support propositions.Work is descriptive in nature | Wrong interpretation of brief/questions.Restricted ability to draw on professional experience and link theory to practice. | Limited evidence of supporting readingwithout using argument and discussion.Significant inaccuracies in citation of research/literature. | Limited evidence of reflection on experience.Limited evidence of evaluation of practice. |
|  |  |  |  |  |  |
| **Grade/pass ≥50%** | Work is clearlypresented with good use of EnglishdemonstratedPresentation meets the criteriaAppropriate presentation of illustrated material. |  | Interprets brief correctly.Irrelevant material is discriminated.Adequate evidenceof being able toevaluate a situationin a logical wayidentifying aspects of problem solving relevant to nursing.Able to set ownexperiences within a wider context andtake an objective stance | Adequate evidenceof supportivereading with use of argument and discussion. Evidence of wider reading.Accurate citation ofRelevant research/literature | Work showsevidence ofreflective analysis of experience.Evidence ofevaluation of own practice.Able to defend and justify own stance |

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 University of Brighton.

**REFERENCES**

Nursing and Midwifery Board of Ireland (2023 Version 3) *Requirements and Standards for Public Health Nurse Registration Education Programmes*. Nursing and Midwifery Board of Ireland. Dublin.

**Transcript example (what we can accept):**

****

**Parchment certificate (what we cannot accept):**



|  |
| --- |
| **Appendix 2** |

(i) **Are you an EEA/Swiss or British National?**

**Applicants who are EEA nationals, Swiss nationals or British nationals do not require work permits / visas**

EEA nationals who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Republic of Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Switzerland, Bulgaria and Romania.

(ii) **NON-EUROPEAN ECONOMIC AREA APPLICANTS WHO RESIDE WITHIN THE STATE**

In order that we can process your application it will be necessary for you to submit the following scanned documentation:

1. A scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration Stamp 1, Stamp 1G, Stamp 4, Stamp 5, or Stamp 6 showing you have permission to be in this State**.**

**OR**

A scanned copy of your current Irish Residence Permit showing Stamp 1, Stamp 1G, Stamp 4, Stamp 5, Stamp 6.

**OR**

1. For permissions related to your graduate or marital/partnership status a scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration Stamp 1G  showing you have permission to be in this State.

**OR**

A scanned copy of both the front and back of your current Irish Residence Permit (IRP) showing Stamp 1G and your Marriage/Civil Partnership Certificate.

**And**

* A scanned copy of your spouse’s passport showing their identification and current immigration stamp **and** a copy of their Critical Skills Employment Permit.

**Or**

* A scanned copy of both the front and back of your spouse’s current Irish Residence Permit showing Stamp 4 **and** a copy of their Critical Skills Employment Permit.

**Or**

* If your spouse holds a Stamp 2 for the purposes of PhD study, please include a copy of their passport showing their identification and current immigration Stamp 2, OR a scanned copy of both the front and back of their current Irish Residence Permit (IRP) showing Stamp 2.

**Applications not accompanied by the above documents, where necessary, will be considered incomplete and not processed any further.**

This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview.

More information for non-EEA applicants resident in the State visit [Department of Justice Immigration Permissions](https://www.irishimmigration.ie/registering-your-immigration-permission/information-on-registering/immigration-permission-stamps/#783c0f58d65d5b335)

**Please note:**

The HSE welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. At the time of application you will need to submit documentary evidence which confirms your refugee status

**Appendix 3**

When a panel member accepts a post they will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). This process will be initiated by the National Recruitment Service for the confirmed successful candidate recommended for any post engaged in relevant work.

If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland it will be mandatory to provide security clearance for each jurisdiction in which you have resided stating that you have no convictions recorded against you while residing there. All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK excluding Northern Ireland, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now.

Note: Candidates who studied outside of the Republic of Ireland or Northern Ireland e.g. in the UK (excluding Northern Ireland), please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated **after** you left the UK.

The following websites may be of assistance to you in this regard:

**United Kingdom**

<https://www.acro.police.uk/s/>

https://www.police.uk/pu/your-area/ website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.

<https://www.gov.uk/browse/working/finding-job> (This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau).

**Australia**

[www.afp.gov.au](http://www.afp.gov.au) This website will provide you with information on obtaining a national police clearance certificate for Australia

**New Zealand**

https://www.justice.govt.nz This website will provide you with information on obtaining police clearance in New Zealand.

**United States of America**

Please note thatvalid Security/Overseas Clearance from the USAmust be obtained from the **FBI** **only,**

<https://www.fbi.gov/services/cjis/identity-history-summary-checks>

FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

**Other Countries**

For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

Candidates please do not send us your overseas clearance or any other documentation unless we request it from you. Candidates who accept a job offer will have specified timeline within which to produce the required documentation; otherwise the job offer will be withdrawn. These timelines are communicated to you at proceed to pre-employment clearances stage – typically this is 5 working days.

When requested, a copy of your overseas Clearance will be retained on file and the original returned to you by post.

**Note: Any costs incurred in this process will be borne by the candidate.**

**Appendix 4**

**Persons in receipt of a pension from specified Superannuation Schemes**

Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

Local Government Superannuation Scheme (LGSS)

Health Service Executive Employee Superannuation Scheme

Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)

Nominated Health Agencies Superannuation Scheme (NHASS)

Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

Incentivised Scheme of Early Retirement (ISER)
Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed by the Health Service Executive before applying/competing for posts to be filled through this recruitment campaign.

**Abatement of Pension (Section 52 of Public Service Pensions Act 2012)**

Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person’s pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

**Appendix 5**

**PANEL MANAGEMENT RULES**

In this appendix we outline how individual posts are notified to candidates who are successful at interview and are placed on the recruitment panel in order of merit. The time lines and panel management rules for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel.

**Frequently used terms:**

**Expression of Interest:** An expression of interest simply means that you indicate that you would be interested in this job should it be offered to you.

**Recommendation to Proceed**: A recommendation to proceed simply means that you are the candidate who expressed an interest in a post and is highest in order of merit and will be invited to proceed to the next stage of the recruitment process (pre-employment clearances) i.e. reference checking, occupational health and garda vetting etc

**Order of Merit**: The order of merit is initially decided by your score achieved at assessment/ interview i.e. candidates are listed in order determined by their score, the highest score achieved is no.1 on the panel, the second highest score is no.2 etc.

**Expression of Interest**

* An “Expression of Interest” is an invitation offering you the opportunity to express your interest in a post.  It should not be considered a job offer. This will outline the details of the position in terms of location, tenure, job title, description of the post / service as well as contact details for the Service Manager to discuss the service / department. We strongly recommend that you do so. You will be made aware by an “alert” text to your mobile phone to advise you that an expression of interest has issued.
* “Expression of Interest” invitations have a deadline and once the deadline has passed, no further expressions of interest will be accepted. The deadline will be outlined to you in the email
* Expression of Interest responses will only be accepted in the format that is outlined in the “Expression of Interest” invitation
* HSE National Recruitment Services may issue “Expression of Interest” invitations to more than one candidate on a panel at a time
* Following “Expression of Interest” responses and deadline, the candidate who expressed  interest in the post **and** is highest in order of merit will be given a “Recommendation to Proceed invitation” to progress to the next stage of the recruitment process (pre-employment clearances)
* If you respond to an “Expression of Interest” invitation with “Interested” and you are not the highest in order of merit on the “Expressed Interest list” your position on the panel will remain unchanged
* If you respond to an  “Expression of Interest” invitation with “not Interested” your position on the panel will remain unchanged
* If you do not respond to an “Expression of Interest” invitation we will assume that you do not wish to express an interest in the position and your position on the panel will remain unchanged
* If the person who is highest in order of merit on the “Expressed Interest list” progresses to Recruitment clearances and subsequently withdraws we may revert to the next highest person in order of merit on the “Expressed Interest list” or depending on the time that has lapsed we may issue a new “Expression of Interest”

**Recommendation to Proceed**

"Recommendation to Proceed" invitation offers you the opportunity to progress to the next stage of the recruitment process i.e. pre-employment clearances”. It should not be considered a job offer. This will outline the details of role in terms of location, tenure, job title, Hiring Manager etc. You will be made aware by an “alert” text to your mobile phone to advise you that a ‘recommendation to proceed’ has issued.

It is important that you read these advisory notes before you commit to accepting the Recommendation to Proceed invitation” to progress to recruitment clearances as your decision may have an impact on your status on the panel.

If you advise the National Recruitment Service that you wish to proceed to the next stage of the Recruitment Process i.e. pre-employment clearances, the following rules apply based on the role that you are progressing with:

**If you agree to progress with a Specified Purpose Post**

* You will no longer be eligible for any further “Expressions of Interests” for Specified Purpose posts, however, you will keep your place on the panel for “Expressions of Interests” for Permanent Posts.
* and you later decline during the pre-employment clearance stage you will keep your place on the panel for both Specified Purpose and Permanent posts

**If you agree to progress with a Permanent Post**

* You will no longer be eligible for any further expressions of interest and will be removed from the panel
* and you later decline during the pre-employment clearance stage you will remain removed from the panel

**Please note the following important information:**

* “Recommendation to Proceed” responses will only be accepted in the format that is outlined in the “Recommendation to Proceed” invitation.
* “Recommendation to Proceed” invitations have a deadline and once the deadline has passed, no further responses will be accepted. The deadline will be outlined to you in the email.
* No contractual obligation is formed by through the “Recommendation to Proceed invitation” therefore we strongly advise that you do not hand in your notice at this time***.***
* HSE Recruitment posts are subject to budgetary approval, satisfactory references, appropriate registration, security and medical clearances which will be sought as required.
* The HSE reserves the right to withdraw a recommendation to proceed if not satisfied with all aspects in this regard.
* The HSE determines the merit, appropriateness and relevance of references.
* A contract of employment is only valid when received in writing and signed by both parties (i.e. candidate and HSE).
* If you take up employment in a Specified Purpose post, you can advise NRS by email to asknrs@hse.ie when you are within three months of the end of your contract. We will then activate you on the panel again for Specified Purpose “Expressions of Interests”

**Appendix 6**

**Student PHN Sponsorship Agreement**

**The 2025 Recruitment Scheme for Student Public Health Nurses.**

**AGREEMENT** made **BETWEEN** **xxxxxxxxxx** **Local Health Office** [hereinafter called ‘The Geographical Area]

and **xxxxxxxxxx** [hereinafter called ‘the Student’].

------------------------------------------------------------------------------------------------------------------------

**WHEREAS:**

A. The Student is undertaking a Graduate/Post Graduate Diploma in Nursing/Public Health Nursing at *(College)* [hereinafter called ‘the Course’]. **xxxxxxxxxx** **Geographical Area** is in a position to appoint the Student in a temporary capacity as a student Public Health Nurse attached to *(College)* and **xxxxxxxxxx Geographical Area**. Should the Student hold a permanent post within the Public Health Service, s/he will retain the permanent status of their substantive post while training as a Public Health Nurse. On successful completion of the course, the Student’s entitlement to return to their previous substantive post within the Public Health Service will cease.

1. The Geographical Area, as part of its commitment to the provision of sponsorship to the Student, will pay the Student Public Health Nurse salary for the academic year 2024/2025 in accordance with the Department of Health notification:

€39,955 per annum (rates at 01/10/2024)

Salary payment will be made by electronic transfers. The student will be required to supply bank details, etc. on the form provided at contracting stage and return to **National Recruitment Service.**

C. In return for the sponsorship received, the Student agrees and undertakes, at the successful conclusion of the Course, to register as a Public Health Nurse with the Nursing & Midwifery Board of Ireland (NMBI) and to accept an initial assignment as a full-time or part time/pro rata PHN for a period of not less than 18 months from the date of registration with the Nursing & Midwifery Board of Ireland. This initial 18 month assignment must be undertaken in the sponsoring Geographical Area. Please note any application for pro rata or reduced hours is in line with the normal Line Management approval process based on service requirements.

In consideration of the provision of the sponsorship set out it is now agreed between the parties as follows:

1. **OBLIGATIONS OF THE SPONSORING Geographical AREA**
2. The Geographical Area will, subject to the compliance of the Student with the terms of this agreement, sponsor the Student at the appropriate Student Public Health Nurse rate above while studying for the Graduate/Post Graduate Diploma in Nursing/Public Health Nursing as set out below for the duration of any clinical placement period.
3. The Geographical Area will also pay such course fees levied by the College in respect of the Student’s attendance at the course.
4. The sponsoring Geographical Area will provide clinical placements in accordance with the requirements of the course. The exception to this applies to the Maternal and Child Health Module (see 3(a) below).
5. The Geographical Area reserves the right to contact the College regarding the Student’s attendance record and performance on an ongoing basis. The College reserves the right to contact the Geographical Area regarding the student’s attendance and progress.

2. **OBLIGATIONS OF THE STUDENT:**

1. The Student will attend in full the course of training with proper diligence and will undergo such examinations and tests as may be prescribed in or required by the training syllabus with a view to qualifying as a Public Health Nurse.
2. The Student will be required to provide the Geographical Area with a copy of his/her examination results at the end of the academic year.
3. If the sponsored candidate ceases employment or does not complete the programme he/she will be required to repay both the tuition fee and the portion of the salary received during the theory element of the programme. Such repayments shall be made to the HSE.
4. Successful applicants for sponsorship will be required to give a written undertaking that, following successful completion of the programme, he/she will immediately register as a Public Health Nurse with the Nursing & Midwifery Board of Ireland (NMBI) and accept an initial assignment in their sponsoring Geographical Area in 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 the Nursing & Midwifery Board of Ireland (NMBI).

1. The Student acknowledges that failure to complete no less than 18 months continuous employment as a full-time- or pro-rata/part time Public Health Nurse in the sponsoring geographical area, on successful completion of the course, will result in the Student re-imbursing the HSE with the cost of the course fee and the value of the salary received by the student during the theory element of the programme. If monies are not received debt recovery proceedings may be initiated against the Student.
2. A Student failing to obtain the Public Health Nursing qualification on completion of the course will, at the discretion of Health Service Executive, be retained on probation to afford him/her one further opportunity of securing the qualification at repeat examination but in any event no later than the end of the following academic year. During this repeat period the student will be remunerated as a student Public Health Nurse. No funding will be provided for repeat tuition or examination fees; such costs must be borne by the student concerned. In the event of failure to secure the qualification, assignment as a Public Health Nurse will not be ratified.
3. The Student must adhere to all HSE employment conditions including annual leave and sick leave.
4. All other and additional costs, charges and expenses, including travel expenses, incurred by the Student undertaking the course will be discharged by the Student at his/her own expense. The exceptions to this requirement relate to (i) the period where the Student has responsibility for a defined case load as part of the final clinical placement and (ii) students identified under 3(b) below. In respect of final clinical placement or clinical placement at 3(b) below, the Student will be paid in accordance with Health Service Executive (HSE) Travel & Subsistence rates subject to submission of a current and valid insurance policy and indemnification of the HSE in respect of such travel.
5. The student will be obliged to undertake their clinical placements as specified by their sponsoring Geographical Area. The exception to this applies to the Maternal and Child Health Module (see 3(a) below).

3. **CLINICAL PLACEMENTS**

1. Maternal & Child Health Module **– Non-Midwifery Students**

All students undertaking the Graduate/Post Graduate Diploma in Nursing/Public Health Nursing will be required to complete the academic (three week) and clinical placement (six weeks or 180 hours in total) component of the Maternal & Infant Health Practice Practicum. In respect of the students requiring the clinical component, the clinical placement will be assigned by their third level college. In order to facilitate clinical placement for the Maternal & Child Health Module a 24/7 roster may apply.

1. Maternal & Child Health Module **– Midwifery Students**

Students holding a validated Midwifery qualification may have the option to complete the academic (3 week) component. Where these students are not required to undertake this academic 3 week component, they will be required to undertake clinical placement as below. These students will be required to undertake clinical RGN placement as assigned by their Director of Public Health Nursing in their sponsoring Geographical Area.

Students holding a validated Midwifery qualification undertaking the 5/6 week/8 week clinical placement will be paid at the appropriate point on the Registered General Nurse (RGN) salary scale (commensurate with their length of service), provided this is not less than the Student Public Health Nurse rate of pay, and HSE approved travel and subsistence rates (as detailed above).

For administrative purposes the Student will continue to be paid at the Student Public Health Nurse rate during this clinical placement and will be paid the difference between this rate and the RGN salary referred to above as arrears at the end of the course subject to verification of clinical placement by the Director of Public Health Nursing.

4. **HSE EMPLOYMENT CONDITIONS**

(a) Annual Leave Entitlement:

Students will be entitled to a total of 24 (twenty four) days annual leave in respect of the calendar year starting on the first day the course commences. All annual leave must be taken over 12 month period. The salary applicable to such annual leave is that of Student Public Health Nurse. Annual leave may only be taken outside of academic semesters and in accordance with service need.

(b) Sick Leave Entitlement:

Sick Leave entitlement will be in line with the HSE Sick Leave Policy and National Attendance Guidelines. Any clinical placement or academic time to be made up resulting from sick leave or any certified/approved absence will be a matter for decision by the College and the Geographical Area. It is the responsibility of the student PHN to inform Public Health Nursing management in the sponsoring Geographical Area of any absences.

1. Any offer of employment within the Health Service Executive is subject to receipt of satisfactory checks and clearances.
2. Salary and Duties applicable in period between completion of the Graduate/Post

Graduate Diploma in Nursing/Public Health Nursing and registration as Public Health Nurse by Nursing & Midwifery Board of Ireland (NMBI): The employment of the student during the period between completion of the Course and before validated registration as a Public Health Nurse by Nursing & Midwifery Board of Ireland (NMBI) will be remunerated at the salary scale applicable to Registered General Nurse. The salary payable is as follows:

€39,955 per annum (rates at 01/10/2024)

The duties assigned in respect of such employment will be at the discretion of the Director of Public Health Nursing. **This service agreement must be signed prior to the Student commencing the Course and may be required at registration by the HEIs.**

Please refer to the terms and conditions of HSE employment. For further information please visit [www.hse.ie](http://www.hse.ie)

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

 (Student)

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

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

 On behalf of Geographical Area

 Health Service Executive

**I hereby accept my place on the HSE 2025 Student Public Health Nurse Recruitment Scheme
Graduate/Postgraduate Diploma (Nursing/Public Health Nursing)**

 **(Public Health Nursing 2025/2026)**

**I have read and understand the Terms and Conditions under which I am accepting the sponsorship place above.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Please print name***)**

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

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Appendix 7**

**Frequently Asked Questions**

**What is the Student Public Health Nurse Recruitment Scheme?**

The HSE has ongoing opportunities for Public Health Nurses. In order to meet this requirement it is the intention of the National Recruitment Service (NRS) to form a panel as a result of this recruitment campaign from which sponsorship places on the 2025 Higher Diploma in Public Health Nursing Programme will be filled.

Successful candidates will undertake the Post Registration Higher Diploma in Public Health Nursing Programme at University College Dublin (UCD), University College Cork (UCC) or University Galway (UG).

Successful applicants for sponsorship will be required to give a written undertaking that, following successful completion of the programme, he/she will immediately register as a Public Health Nurse with the Nursing & Midwifery Board of Ireland (NMBI) and accept an initial assignment in their sponsoring site 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 the NMBI. Please note any application for pro rata or reduced hours is in line with the normal Line Management approval process based on service requirements.

**What is the course commencement date?**

The course start dates for UCD/UCC/UG will be end of August/beginning September 2025. Exact dates will be confirmed at a later date.

**Where are the sponsorship places located?**

As part of the programme, students will be obliged to undertake their clinical placements as specified by their Sponsoring Site. Further details in relation to the locations of the Sponsoring Sites will be provided to eligible applicants at a later stage of the selection process. The NRS will then invite eligible applicants to indicate their sponsoring site & HEI preferences. Candidates will be given the opportunity to apply for a maximum of three sponsoring sites and three Higher Education Institutions (HEI’s). The HEI’s are UCC, UCD & UG.

**How are student PHN sponsorships allocated?**

Candidates who successfully complete all stages of the selection process are placed on the panel in order of merit. Your total score at interview will determine your order of merit on the panel. Posts are then offered out to the panel as follows:

* First criterion - order of merit on the interview panel.
* Second criterion - sponsorship place available in your chosen geographical area (you can identify a maximum of 3 geographical areas).
* Third criterion - your choice of HEI. For student PHN’s without a midwifery qualification the number of maternal & child module placements is directly related to the availability of a placement in the maternity service aligned to each of the 3 HEI’s
* If you are successful, you will be offered your highest preference placement.
* If your highest preference is not available, you will be offered your next identified preference (if available).
* This process will be repeated until all your preferences are exhausted.
* Please note that the option to defer sponsorship is not available.

*Please note: to maximise your prospect of securing a sponsorship, you should identify more than one geographical area and more than one HEI.*

* Candidates on a panel that do not receive a sponsorship offer are placed on a residual panel, in order of merit.
* Candidates who decline a sponsorship placement do not retain their panel placement and move to the bottom of the residual panel
* If a candidate declines a sponsorship placement, an ‘expression of interest’ is issued to candidates on the residual panel. The person highest placed, who expresses an interest, will be offered the sponsorship placement.
* Candidates’ original preferences are not considered at this stage.
* Occasionally, new sponsorship places may be identified at a later stage in the recruitment process and may be offered to those on the Residual panel.

**What happens at the end of my sponsorship?**

The HSE will offer permanent employment to nurses who successfully complete the Post Graduate Diploma in Public Health Nursing. Successful candidates register as a Public Health Nurse with the Nursing & Midwifery Board of Ireland (NMBI) and accept an initial assignment in their sponsoring site 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 the NMBI. Please note any application for pro rata or reduced hours is in line with the normal Line Management approval process based on service requirements.

**How can I apply for the programme?**

The campaign advert and associated documentation (application form, job spec and additional campaign information) can be found at the link below:

<https://www.hse.ie/eng/staff/jobs/job-search/nursing/>

In order to be considered you must complete and return the application form via email to recruitmentphn.sponsorship@hse.ie before the closing date and time of 12 noon on Thursday 09th January 2025.

Further information is also available on:

<https://www.hse.ie/eng/staff/jobs/job-search/nursing/phn-sponsorship/>

**What documentation do I need to submit?**

Applicants must provide evidence of study at Irish National Framework of Qualifications (NFQ) Level 8 (Honours Degree/Level 8 Higher Diploma) or above (Level 9 award) by providing an academic transcript with their application form.

If an applicant has not studied at Irish NFQ Level 8 or above, **or** is unable to submit a complete academic transcript, **or** is unsure of the level of their award as detailed above **or** is unable to confirm the level of their award is equivalent to Irish NFQ Level 8 or above they must complete an Accreditation of Prior Experiential Learning (APEL) document.

Applicants whose first language or language of primary expression is **not** English must provide evidence that their English language ability meets the required standard for admission by providing an in-date\* English language examination certification, e.g. IELTS.

Please refer to Appendix 1 Eligibility Criteria for more information.

**Do I need to submit Proof Registration or Verification of Service Forms with my application?**

Applicants are not required to submit proof of registration with NMBI or verification of service forms at application stage however you will be asked to sign the General Declaration page at the back of the application at a later stage of the selection process. This is to declare that you meet the requirements for the post including the HSE eligibility criteria.

Please note that Proof of Registration & Verification Forms verifying the HSE Eligibility Criteria will be requested and checked at contracting stage if offered a placement. Failure to provide this evidence or failure to meet the HSE Eligibility Criteria will result in the offer being rescinded.

**Can I submit documentation after the closing date?**

No. In order for your application to be considered complete all documentation must be provided by the closing date and time of 12 noon on Thursday 09th January 2025.

**How do I update my personal details after the closing date?**

If you need to update your personal details after the closing date, please email the PHN Sponsorship Recruitment team at recruitment.phnsponsorship@hse.ie

**Where can I get more information?**

Further information on course content, entry requirements, duration, terms of agreement and terms and conditions are all available in the relevant Appendices posted with the campaign advert.

Further information on the HSE PHN Service can be found at the link below:

<https://www.hse.ie/eng/services/list/2/primarycare/national-phn-service/>

**Appendix 8 Contact Details for Directors of Public Health Nursing**

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| --- | --- | --- |
| **Location** | **Director of Public Health Nursing** | **Contact** |
| **CHO 1****Cavan/Monaghan**  | Edel McAweeney DPHNHealth Service Executive16 Town Hall Street Cavan, Co. Cavan H12 A244  | **Phone:** **049 435 3747****or****049 435 3748** |
| **CHO 1****Donegal**  | Catherine Mc Bride DPHN Health Service Executive, St Conal’s Building, Kilmacrennan Road, Letterkenny, Co Donegal, F92 XK84  | **Phone:** 074 9104648      |
| **CHO 1****Sligo, South Donegal /Leitrim, West Cavan** | Maire McGetrick DPHNHealth Service Executive WestMarkievicz House Barrack StreetCo. Sligo  | **Phone:** 071 9155144 or 071 9155168 |
| **CHO 2****Galway**  | DPHN officeHealth Service ExecutiveDirector of Public Health NursingCommunity Healthcare West25 Newcastle RoadGalway  | **Phone:** 091 546343 |
| **CHO 2****Mayo**  | Ann Marie McDermott DPHNHealth Service Executive,County Clinic Castlebar Co. Mayo | **Phone:** 094 9042200 |
| **CHO 2****Roscommon**  | Jan Flanagan DPHNHSE WestGovernment Buildings Convent RoadCo Roscommon | **Phone:** 090 6637588 |
| **CHO 3** **Clare**  | Nóra Q-Hogan, DPHNHSE Mid-West, Elm Court PCCC,Gort Road, Ennis, Clare.V95 F2NK | **Phone:** 065-6863476 |
| **CHO 3****Limerick/North Tipperary**  | Mary Shanahan DPHNHealth Service Executive Raheen Business Park Ballycummin Avenue Co. Limerick  | **Phone:** 061 483737 |
| **CHO 4****Kerry**  | Helen Sweeney DPHNHealth Services Executive KerryCommunity ServicesRathassTralee, Co.Kerry  | **Phone:** 066 7154552   |
| **CHO 4****North Cork**  | Mary B O Sullivan DPHNDirector of Public Health NursingCork Kerry Community HealthCare Health Service Executive Mallow Primary HealthCare Centre Mallow Co. Cork Eircode P51 Y8EC  | **Phone:** 022 58700.   |
| **CHO 4****North Lee Cork City**  | Nicola Brett Nth Lee DPHNHealth Service ExecutiveFloor 1 block 8 St. Finbar’s Hospital ,Douglas Road, Cork. | **Phone:** 021 4923876 |
| **CHO 4****South Lee Cork City**  | Elizabeth Healy DPHNHealth Service ExecutiveFloor 1Block 8St. Finbarrs Hospital Douglas RoadCo. Cork | **Phone:** 021 4923915 |
| **CHO 4****West Cork**  | Joanna Mc Carthy DPHNHealth Service ExecutiveWest Cork Coolnagarrane,Skibbereen,Co. Cork.028/40429 | **Phone:** 028 40429  |
| **CHO 5** **Carlow Kilkenny**  | Barbara McMahon DPHNHealth Service ExecutiveCommunity Care James Green Co. Kilkenny | **Phone:** 056 7784773 |
| **CHO 5****South Tipperary**  | Margaret Burke DPHNHealth Service ExecutiveSouth Tipperary PHN Dept. St Lukes, Western Road, Clonmel, Co Tipperary | **Phone:** 052 6177338 |
| **CHO 5****Waterford**  | Jean O’Keefe DPHNHealth Service ExecutiveCork RoadCo. Waterford | **Phone:** 051 842 849 or 051 842 898. |
| **CHO 5****Wexford**  | Mary B Finn-Gilbride DPHNHealth Service ExecutiveCommunity Care Offices Upper George’s Street Co. Wexford  | **Phone:**053 912 3522 |
| **CHO 6****Dublin South East**  | Maeve Smyth DPHNVergemount Hall, Clonskeagh Hospital Campus, Clonskeagh,Dublin 6, D06 EY 15 | **Phone:** 01 2680317  |
| **CHO 6****Dublin South** | Eileen Grehan DPHN Health Service ExecutiveTivoli RoadDun Laoghaire Co. Dublin  | **Phone:** 01 2365200 or 01 2843579 |
| **CHO 6****Wicklow**  | Oonagh Murphy DPHNHealth Service ExecutiveGlenside Road, Wicklow Town Co. Wicklow  | **Phone:** 0404 68400 |
| **CHO 7****Dublin South City** | Neil Dunne DPHN Health Service Executive“City Lodge”, Meath CampusHeytesbury StDublin 8. | **Phone:** 01 7085700 |
| **CHO 7** **Dublin** **Dublin South West**  | Carolyn Brennan I/DPHNHealth Service ExecutiveCarbury Building Tallaght Cross D24 FKT7 | **Phone:** 01 4154723 |
| **CHO 7****Dublin West**  | Anne Lynott DPHNHealth Service ExecutiveDublin WestCommunity Services BuildingCherry Orchard Hospital Ballyfermot Dublin 10. Eircode DX 10 997 | **Phone:** 01 7955727 or 01 7955738 |
| **CHO 7****Kildare/West Wicklow**  | Pauline Keogh I/DPHNHealth Service ExecutiveDublin South, Kildare West Wicklow Community ServiceSt Mary’s Community ServicesCraddockstown RdNaas W91 NR29Co Kildare | **Phone:** 045920448 or 045920455   |
| **CHO 8****Laois/Offaly**  | DPHN officeHealth Service ExecutiveArden Road Tullamore Co. Offaly  | **Phone:** 057-9359547 |
| **CHO 8****Longford/ Westmeath** | Margaret Nally DPHNHealth Service ExecutiveHealth Clinic Mullingar Co. Westmeath  | **Phone:** 044 935 3700 |
| **CHO 8** **Louth**  | Ann Duffy DPHN Health Service ExecutiveCommunity Care Building, Louth County Hospital, Dublin Road, Dundalk, Co. Louth | **Phone:** 042 933 2287 or 041 9809500 |
| **CHO 8****Meath**  | Siobhan Stafford DPHNHealth Service ExecutiveKells Primary Care Centre,Navan Road, Kells, Co. Meath. | **Phone:** 046 9251463 |
| **CHO 9****Dublin North**  | Gonne Barry DPHNHealth Service ExecutiveHSE Community Healthcare Organisation Dublin North City & County Fujitsu House Unit 100 1st Floor Lakeshore Drive Airside Business Park │ Swords │ Co Dublin K67 R8X2  | **Phone:** 01 8953757 or 01 8953719  |
| **CHO 9****Dublin North Central** | Jacqueline Austin DPHNHealth Service ExecutiveDublin North City AreaHSE Dublin/North EastHealth Service ExecutiveCHO 9 Dublin North City Ballymun Civic OfficesBallymunDublin 9 DO9C8P | **Phone:** 01 8467182 |
| **CHO 9****Dublin North West**  | Cathy Geraghty DPHN Health Service Executive,Community Healthcare Organisation,Dublin North City&County,North West Dublin Services,Ground Floor,Unit 4&5,Nexus Building, Block 6A,Blanchardstown Corporate Park,Ballycoolin,D15 N5DX. | **Phone:** 01 8975189 |