### Children’s Cancer Service
#### Job Specification and Terms & Conditions

<table>
<thead>
<tr>
<th>Job Title and Grade</th>
<th>Children’s Cancer Service - Candidate Advanced Nurse Practitioner - 1WTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campaign Reference</td>
<td>Nur- cANP - 001</td>
</tr>
<tr>
<td>Closing Date</td>
<td>Monday 17th of June</td>
</tr>
<tr>
<td>Duration of Post</td>
<td>Permanent – Full Time</td>
</tr>
<tr>
<td>Location of Post</td>
<td>Children Health Ireland at Crumlin</td>
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<tr>
<td></td>
<td>The training of the cANP would be predominantly be based in Children’s health Ireland at Crumlin within the National Children’s Cancer Service (NCCS)</td>
</tr>
<tr>
<td>Context/Background</td>
<td>Children’s Health Ireland (CHI) is leading on the clinical and operational transformation of acute paediatric healthcare and consists of hospitals at Crumlin, Temple Street and Tallaght. The three children’s hospitals and CHI’s office transitioned from four separate, independently governed entities into one new single organisation effective on 1st January 2019 to govern and operate paediatric services in Dublin. This new organisation will operate as a single service across the existing locations of Crumlin, Temple Street, Tallaght and the CHI office before transitioning to the new facilities at the two paediatric outpatient and urgent care centres at Connolly and Tallaght Hospitals and the new children’s hospital on the campus shared with St James’s Hospital. The Minister for Health appointed a new Board in September 2017, initially on an administrative basis to support CHI’s Chief Executive and management team in the planning and implementation of the Children’s Hospital Programme and to prepare for the transition of services from the existing three children’s hospitals under the governance of the legally established Board, which commenced on 1st January 2019. Children’s Health Ireland Programme is a major programme of work led by CHI, focused on transformative service change to enhance services for children and young people, to integrate the three existing hospitals, while maintaining existing and new services, ensuring patient safety and quality until transition is complete. It will:</td>
</tr>
<tr>
<td></td>
<td>• Operationalise an integrated acute paediatric healthcare network</td>
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</tbody>
</table>
- Act as client for the government funded capital project to build the new children’s hospital and the two paediatric outpatient and urgent care centres at Connolly and Tallaght Hospitals, and a separately funded research and innovation centre
- Act as client to a major ICT programme to digitise paediatric healthcare
- Commission, transition to and operate the new children’s hospitals and the two paediatric outpatient and urgent care centres.

The new children’s hospital will be at the centre of a new model of care with two new Paediatric Outpatients and Urgent Care Centres (OPD & UCCs) central to the delivery of this new model of care. The POPD & UCCs will be based at Connolly Hospital on the North side of Dublin (due to open Summer 2019) and one at Tallaght Hospital on the South side of Dublin (due to open 2020). The addition of the new OPD & UCC, together with the opening of the new hospital in time, will transform how healthcare is delivered to children in Ireland.

**Reporting Arrangements**

This post will report to the Director of Nursing and Consultant Haematology-Oncologists/Oncologists

**Key Working Relationships**

The post holder will work closely with:

- Clinically responsible to Haematology-Oncology Consultants
- Professionally Accountable to - Director of Nursing

*Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning & transitioning to steady state.*

**Purpose of the Role**

Ambulatory/out-patient Care is defined as clinical care provided on a “day basis” that is not provided within the traditional hospital bed base or out-patient service. It includes diagnosis, observation and treatment. Ambulatory care requires competent clinical decision makers to support and facilitate treatment in line with agreed protocols.

The NCCS at CHI at Crumlin delivers and coordinates all care for children and adolescents diagnosed with cancer each year in Ireland. The NCCS is linked and aligned with the National Cancer Control Programme.

The following pertain to the role of ANPc in the Children’s Cancer Service

- Streamline and standardise the care of the ambulatory child diagnosed with tumour/cancer during their attendances for treatment to the day units/out-patient departments of CHI at Crumlin. This will support nursing and medical staff in the care of the child as they present for their outpatient treatments.
- Consent for patients for theatre to be developed
- Manage the ambulatory aspect of the child’s journey autonomously, which may at times include in-patient management too.
- Facilitate standardisation of care and link patients to their primary service in a shared care capacity,
Facilitate timely discharge to home if possible and manage the child’s condition in the community with community partners. This would have a clinical impact both locally and nationally.

Virtual clinics are a feature of the service with advice lines for the patient with concern regarding treatment side effects and symptoms. These virtual clinics could support healthcare workers in the community and shared care centres.

The patient flow would improve with access to appropriate healthcare professionals managed in a timely manner.

Integration of care and seamless transition to adult services at an appropriate time arrives will be a feature of the service with patient care pathways in use across the service.

It is planned that following appropriate training, the cANP will have the opportunity to be able to perform minor childhood cancer treatments-related procedures, for e.g. lumbar puncture, intrathecal chemotherapy administration, bone marrow aspirate/biopsy.

The main purpose of the post is to develop the job description and supporting documentation under the direction of the Health Care Provider’s Advanced Practice Stakeholder Governance Group, to enable the individual nurse to meet the NMBI Criteria for Registration as an Advanced Nurse Practitioner as set out in Advanced Practice (Nursing) Standards and Requirements (NMBI, 2017).

The individual will undertake the academic preparation and develop the clinical and leadership skills, competencies and knowledge required to meet the criteria to be registered as a Registered Advanced Nurse Practitioner RANP with NMBI. The scope of the candidate Advanced Nurse Practitioner cANP role must reflect the incremental development of expertise the cANP cannot deliver care as an autonomous practitioner.

Furthermore, the cANP will develop and submit their personal portfolio and all other necessary documentation to NMBI in order to register as a RANP until registered on the RANP register.

The value of the nursing contribution as a distinct profession must be safeguarded and articulated in the development of new services led by advanced nurse practitioners, complementing rather than replacing current services delivered by doctors (NMBI 2017 p.9).

The overall purpose of the post is to provide safe, timely, evidenced based nurse-led care to patients at an advanced nursing level. This involves undertaking and documenting a complete episode of patient care (assess, diagnose, plan, treat and discharge patients) according to collaboratively agreed protocols and scope of practice in the clinical setting; demonstrating advanced clinical and theoretical knowledge, critical thinking, clinical leadership and decision making skills.

The advanced practice role demonstrates a high degree of knowledge, skill and experience that is applied within the nurse-patient/client relationship to achieve optimal outcomes through critical analysis, problem solving and accurate decision-making (NMBI, 2017).
Central to this is the provision of quality care, a safe environment and processes for patients by the use of evidence based clinical guidelines that address patient expectations, promote wellness and evaluate care given.

The role will provide clinical leadership and professional scholarship in order to develop nursing practice and health policy at local, regional and national level.

The role will contribute to nursing research to shape and advance nursing practice, education and health care policy at local, national and international levels.

**The purpose of the post:**
Provide continuity of ambulatory care to the Children’s Cancer service.
Provide a seamless service to the patient and family, providing a holistic approach, ensuring the care is of the highest quality.
Provide the cANP with the skills and knowledge to become expert in paediatric cancer, facilitating further integration of nursing and medical teams within the NCCS.

The post holder’s practice is based on developing a higher level of capability across the six domains of competences as defined by Nursing and Midwifery Board of Ireland Advanced Practice (Nursing) Standards and Requirements (NMBI 2017)

The domains are:
- Professional Values and Conduct
- Clinical-Decision Making
- Knowledge and Cognitive Competences
- Communication and Interpersonal Competences
- Management and Team Competences
- Leadership and Professional Scholarship Competences

The cANP will provide holistic, competent, comprehensive, coordinated care to the haematology oncology patient.
Essential to the cANP role is the education of patients, and their families. The cANP plays a pivotal role within the multidisciplinary team and acts as a liaison with Public Health Nurses (PHNs), General Practitioners (GPs), and all primary and secondary caregivers associated with patient care. Furthermore, the cANP improves and develops nursing practice by active involvement in developing the scope of nursing practice, education of colleagues, carrying out audit and conducting nursing research.

The cANP is required to have progressed to being eligible to be Registered by the Nursing and Midwifery Board of Ireland (NMBI) as an RANP within 3 years of commencement of this post.

Clinical supervision: The cANP in Children’s Cancer engages in on-going clinical supervision.

The cANP maintains a record of clinical supervision in his/her professional practice portfolio.

On successful completion of the above requirements and on acquiring registration with NMBI as an RANP the candidate will be appointed as an RANP in a permanent capacity.
Failure to successfully achieve essential milestones (outlined above) within an agreed timeframe will result in termination of the ANP career pathway and return to a previously held substantive post OR re-deployment within the organisation.

<table>
<thead>
<tr>
<th>Principal Duties and Responsibilities</th>
<th>Professional Duties and Responsibilities</th>
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<tbody>
<tr>
<td></td>
<td>The post holder’s practice is based on providing autonomous patient care based on the 6 domains of competency as defined by the Nursing and Midwifery Board of Ireland Advanced Practice (Nursing) Standards and Requirements (NMBI 2017)</td>
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<td>• Leadership and Professional Scholarship Competences</td>
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<td>Professional Values and Conduct</td>
<td>The cANP, will be required to apply ethically sound solutions to complex issues related to individuals and populations by:</td>
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<td>• Demonstrating accountability and responsibility for professional practice as a lead healthcare professional</td>
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<td>• Articulating safe boundaries and engaging in timely referral and collaboration for those areas outside his/her scope of practice, experience and competence</td>
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<td>• Demonstrating leadership by practising compassionately to facilitate, optimise, promote and support the health, comfort, quality of life and wellbeing of persons whose lives are affected by altered health, chronic disorders, disability, distress or life-limiting conditions</td>
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<td></td>
<td>• Articulating and promoting the RANP role in clinical, political and professional contexts.</td>
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<td>Clinical-Decision Making</td>
<td>The cANP, will utilise advanced knowledge, skills, and abilities to engage in senior clinical decision making by:</td>
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<td>• Conducting a comprehensive holistic health assessment using evidenced based frameworks to determine diagnoses and inform autonomous advanced nursing care</td>
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<td>• Synthesising and interpreting assessment information particularly history including prior treatment outcomes, physical findings and diagnostic data to identify normal, at risk and subnormal states of health</td>
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<td></td>
<td>• Demonstrating timely use of diagnostic investigations to inform clinical-decision making</td>
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</table>
Exhibiting comprehensive knowledge of therapeutic interventions including pharmacological and non-pharmacological advanced nursing interventions.

**Knowledge and Cognitive Competences**
The cANP, will actively contribute to the professional body of knowledge related to his/her area of advanced practice by:
- Providing leadership in the translation of new knowledge to clinical practice
- Educating others using an advanced expert knowledge base derived from clinical experience, on-going reflection, clinical supervision and engagement in continuous professional development
- Demonstrating a vision for advanced practice nursing based on a competent expert knowledge base that is developed through research, critical thinking, and experiential learning
- Demonstrating accountability in considering access, cost and clinical effectiveness when planning, delivering and evaluating care.

**Communication and Interpersonal Competences**
The cANP will negotiate and advocate with other health professionals to ensure the beliefs, rights and wishes of the person are respected by:
- Communicating effectively with the healthcare team through sharing of information in accordance with legal, professional and regulatory requirements
- Demonstrating leadership in professional practice by using professional language (verbally and in writing) that represents the plan of care, which is shared with the person and other members of the inter-professional team
- Facilitating clinical supervision and mentorship through utilising one’s expert knowledge and clinical competences
- Utilising information technology, in accordance with legislation and organisational policies and procedures, to record all aspects of advanced nursing care.

**Management and Team Competences**
The cANP will manage risk to those who access the service through collaborative risk assessments and promotion of a safe environment by:
- Promoting a culture of quality care
- Proactively seeking feedback from persons receiving care, families and staff on their experiences and suggestions for improvement
- Implementing practice changes using negotiation and consensus building, in collaboration with the multidisciplinary team and persons receiving care.

**Leadership and Professional Scholarship Competences**
The cANP will lead in multidisciplinary team planning for transitions across the continuum of care by:
- Demonstrating clinical leadership in the design and evaluation of services
- Engaging in health policy development, implementation, and evaluation
- Identifying gaps in the provision of care and services pertaining to his/her area of advanced practice and apply the best available evidence
- Leading in managing and implementing change.
Advanced Practice Performance Management and Evaluation

Performance Indicators (PI’s) are required to evaluate nursing interventions and implement initiatives to improve quality and quantity of the nursing care provided. They should have a clinical nursing focus as well as a breakdown of activity, including patients seen and treated. In addition, they identify areas of good practice that must be recognised and celebrated (HSE 2015).

The Department of Health (2017) Framework for National Performance Indicators for Nursing and Midwifery provides a guiding framework for the development of Nursing and Midwifery PI’s.

The cANP is a leader on Research and evidence based practice and able to monitor and benchmark clinical practice against national and international standards. The cANP will evaluate audit results and research findings to identify areas for quality improvement in collaboration with nursing management and multidisciplinary team colleagues (primary and secondary care).

Professional / Clinical

The cANP provides care based on:

• Professional clinical guidelines
• National Health Policy.
• Local policies, procedures, protocols and guidelines
• Current legislation
• Values for Nursing and Midwifery – Care, Compassion and Commitment (DoH, 2016).

Education and Training

The cANP will:

• Contribute to service development through appropriate continuous education, research initiatives, keeping up to date with nursing literature, recent nursing research and new developments in nursing practice and clinical practice, education and management.
• Be an expert in their field and provide ongoing education and training for all members of the interdisciplinary team.

Management and Team Competences

The cANP will manage risk to those who access the service through collaborative risk assessments and promotion of a safe environment by:

• Promoting a culture of quality care
• Proactively seeking feedback from persons receiving care, families and staff on their experiences and suggestions for improvement
• Implementing practice changes using negotiation and consensus building, in collaboration with the multidisciplinary team and persons receiving care.
• Provide support, advice and direction to staff as required.
• Engage with the wider healthcare team and facilitate team building.
• Facilitate communication with the healthcare team within the speciality of cANP, Children’s Cancer across services and within the senior nurse team.
• Manage and promote liaisons with internal and external bodies as appropriate, for example; intra-hospital service, community services, or voluntary organisations.
Contribute to the strategic management and planning process.
• Provide reports on activity and services as required.
• Engage in IT developments as they apply to service user and service administration

The above is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

<table>
<thead>
<tr>
<th>Eligibility criteria, qualifications and experience</th>
<th>Essential Criteria:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualification and Experience:</strong></td>
<td>Be registered on the Nursing and Midwifery Board of Ireland Register as an RGN/RCN with 7 years post registration experience, 5 of which must be in paediatric haematology oncology services.</td>
</tr>
<tr>
<td>- Be eligible to undertake a Master’s Degree (or higher) in Nursing or a Master’s Degree, which is relevant, or applicable, to the advanced field of practice. The Master’s programme must be at Level 9 on the National Framework of Qualifications (Quality &amp; Qualifications Ireland), or equivalent. Educational preparation must include at least three modular components pertaining to the relevant area of advanced practice, in addition to clinical practicum.</td>
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| Experience:                                          | Specific to clinical area – Haematology oncology/childhood cancer experience essential |
| - Awareness of research based practice and audit    | |
| - Awareness of professional and paediatric issues  | |
| - Handling of complaints                           | |
| - Management of clinical risk and quality issues   | |
| - Understanding of resource management, health and safety | |

| Desirable Criteria:                                 |
| - Skills & Knowledge:                               |
| - Experience of managing change                     |

| Knowledge, Skills & Competencies                    |
| Leadership & Direction:                             |
| - Develops networks and communications systems to ensure that they are fully informed in a dynamic and challenging environment. |
| - Is an effective leader and a positive driver for change; transforms the vision into a framework and structures for moving forward. |
| - Understands the challenges of leading a complex systems change. |
| - Balances change with continuity – continually strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence even under increasingly complex and demanding conditions. |
**Working With & Through Others - Influencing to Achieve**
- Has significant experience in engaging with healthcare organisations.
- Demonstrates the ability to work independently as well as work with a wider multidisciplinary / multi-agency team in a complex and changing environment.
- Is persuasive and effectively sells the vision; commands attention and inspires confidence.
- Sets high standards for the team and puts their work and the work of the organisation into meaningful context.
- Has excellent influencing and negotiation skills.

**Managing & Delivering Results**
- Places strong emphasis on achieving high standards of excellence.
- Commits a high degree of energy to well directed activities and looks for and seizes opportunities that is beneficial to achieving organisation goals.
- Perseveres and sees tasks through.
- Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion.

**Critical Analysis & Decision Making**
- Has the ability to rapidly assimilate and analyse complex information; considers the impact of decisions before taking action; anticipates problems.
- Recognises when to involve other parties at the appropriate time and level.
- Is willing to take calculated risks in the interests of furthering the reform agenda.
- Makes timely decisions and stands by those decisions as required.

**Building Relationships / Communication**
- Possesses the ability to explain, advocate and express facts and ideas in a convincing manner, and actively liaise with individuals and groups internally and externally.
- Is committed to building a professional network to remain up-to-date with and influence internal and external politics.
- Is committed to working co-operatively with and influencing senior management colleagues to drive forward the reform agenda.
- Has a strong results focus and ability to achieve results through collaborative working.

**Personal Commitment and Motivation**
- Is personally committed and motivated for this complex role.
- Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role.
- Demonstrates a commitment to further education in health services management.
<table>
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<tr>
<th>Health &amp; Safety</th>
<th>These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department’s safety statement, which must be read and understood.</th>
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| Quality, Risk & Safety Responsibilities | It is the responsibility of all staff to:  
- Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety.  
- Participate and cooperate with Children’s Health Ireland Quality and Risk and Safety initiatives as required.  
- Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to:  
  - National Standards for Safer Better Healthcare  
  - National Standards for the Prevention and Control of Healthcare Associated Infections  
  - HSE Standards and Recommended Practices for Healthcare Records Management  
  - HSE Standards and Recommended practices for Decontamination of Reusable Invasive Medical Devices (RIMD)  
  - Safety audits and other audits specified by the HSE or other regulatory authorities.  
- To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospitals continuous quality improvement programme.  
  
It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department |
| --- | --- |

| Specific Responsibility for Best Practice in Hygiene | Hygiene in healthcare is defined as “the practice that serves to keep people and the environment clean and prevent infection. It involves preserving one’s health, preventing the spread of disease and recognizing, evaluating and controlling health hazards.”  
- It is the responsibility of all staff to ensure compliance with hospital hygiene standards, guidelines and practices.  
- Department heads/ managers have overall responsibility for best practice in hygiene in their area.  
- It is mandatory to complete hand hygiene training yearly and sharps awareness workshops 2 yearly. |
| --- | --- |
| **Competition Specific Selection Process** | Applicants will be shortlisted based on information supplied in the CV and covering letter submitted. Applications for this post **must** be accompanied by a covering letter, setting out relevant experience that illustrates how the essential criteria listed above is met. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and/or the knowledge, skills and competencies section of this job specification.  

The closing date for submissions of CV’s and letter of application is Monday 17th of June 2019 by 5pm.  
Applications must be completed through HR Talent Recruiter. **Applications will not be accepted through any other method.**  
For informal enquiries, please contact Ms. Fionna Brennan , Divisional Nurse Manager, 01 409 6845 or 01 4096100 Bleep 8463 |
| **How to Apply & Informal Enquiries** | Information on “Non-European Economic Area Applicants” is available from our website www.chi.jobs or directly from the recruitment team at recruitment@nchg.ie  
The programme outlined for Children’s Health Ireland may impact on this role and as structures change the job description may be reviewed.  
Children’s Health Ireland is an equal opportunities employer. |
## Terms and Conditions of Employment

**Candidate Advanced Nurse Practitioner Children’s Cancer Service**

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<thead>
<tr>
<th>Duration of post</th>
<th>This is a permanent full time role.</th>
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<tbody>
<tr>
<td><strong>Remuneration</strong></td>
<td>Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1st January 2019: Candidate, Advanced Nurse Practitioner, Grade Code 2277. Rising in increments annually from point 1: €56,448 to €63,747.</td>
</tr>
<tr>
<td><strong>Annual Leave</strong></td>
<td>Annual Leave entitlement is dependant on service years, and ranges from 195 hours (25days) pro rata per annum to 218.40 hours (28days) per annum. The annual leave year runs from April to March inclusive.</td>
</tr>
<tr>
<td><strong>Working Week</strong></td>
<td>The hours allocated to this post are 39 with 7.8 hours as a standard working day. The allocation of these hours will be at the discretion of the Department Head and in accordance with the needs of the service. HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</td>
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</tbody>
</table>
| **Probation** | All employees will be subject to a probationary period as per the probation policy. This policy applies to all employees irrespective of the type of contract under which they have been employed. A period of 6 months’ probation will be served:  
  - On commencement of employment  
  - Fixed term to permanent contract  
  - Permanent employees commencing in promotional posts will also undertake a probationary period relating to their new post. |
<table>
<thead>
<tr>
<th>Pension</th>
<th>Employees of Children’s Health Ireland are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment. If you are being rehired after drawing down a public service pension your attention is drawn to Section 52 of the Public Services Pension (Single and Other Provisions) Act 2012. The 2012 Act extends the principle of abatement to retired public servants in receipt of a public service pension who secure another public service appointment in any public service body.</th>
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<tr>
<td>Place of work/location</td>
<td>Children Health Ireland at Crumlin</td>
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<td>The training of the cANP would be predominantly be based in Children’s health Ireland at Crumlin within the National Children’s Cancer Service (NCCS)</td>
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<td>Age</td>
<td>Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.</td>
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<tr>
<td>Maternity Leave</td>
<td>Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.</td>
</tr>
<tr>
<td>Payment of sick leave</td>
<td>Children’s Health Ireland operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31st March 2014. An employee cannot avail of paid sick leave during their first six months of employment with the hospital.</td>
</tr>
<tr>
<td>Pre-Employment Health Assessment</td>
<td>Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital’s Occupational Health Service and if required undergo a medical assessment with this department. Any person employed by Children’s Health Ireland 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.</td>
</tr>
<tr>
<td>Validation of Qualifications &amp; Experience</td>
<td>Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to</td>
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</table>
verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.

<table>
<thead>
<tr>
<th>References</th>
<th>Children’s Health Ireland will seek up to three written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.</th>
</tr>
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<tr>
<td>Garda Vetting</td>
<td>Children’s Health Ireland will carry out Garda vetting on all new employees. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees.</td>
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</tbody>
</table>
| Ethics in Public Office 1995 and 2001 | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€67,135 as at 01.01.2019) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below;  
   
   A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  
   
   B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  
   
   C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website http://www.sipo.gov.ie/ |