

Job Description and Person Specification

Candidate Advanced Nurse Practitioner/ Advanced Nurse Practitioner -Neuroendocrine Tumour (NET)

Permanent Vacancy

Reference: HR25E176

Closing Date for Applications: Thursday, 28th August 2025

Interview Date: Thursday, 25th September 2025

HR Business Services,
St Vincent's University Hospital,
Elm Park,
Dublin 4.

Contact: +353 (1) 221 6062 or recruitment@svuh.ie

Section 1: Accountability and Working Relationships

Job title	Advanced Nurse Practitioner (ANP) /Candidate Advanced Nurse Practitioner (cANP) Neuroendocrine Tumour
Grade:	Advanced Nurse Practitioner (ANP) / Candidate Advanced Nurse (The successful candidate will, on completion of the requirements, be appointed to the post of Registered Advanced Nurse Practitioner)
Professionally accountable to:	Director of Nursing / Directorate Nurse Manager
Clinical accountability to:	Consultants NET services
Works in Partnership with:	Nursing Executive Team and key stakeholders identified through the process of developing the job description within St. Vincent's University Hospital.
Working Hours:	37.5-hour week working as required while maintaining a flexible schedule.
Duration of the Post:	The Candidate ANP is required to progress to registration with Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) (NMBI) as a Registered Advanced Nurse Practitioner (RANP) within 3 years of commencement of this post.
Location of post:	St Vincent's University Hospital
Key Working Relationships:	Neuroendocrine tumour services Consultants and NCHD team, Multi-disciplinary Team, Clinical Director Peri-operative Directorate, Nursing Executive team, Cancer Services, Human Resources Directorate, Finance Directorate, ICT, Clinical Services, Facilities Management, Health and Social Care Professionals, Medicine, Nurse Managers, Nursing, HCA's and all members of Multidisciplinary Teams.

SECTION 2: Job Summary

Overview

The key role of the NET cANP/ANP is to provide a clinical service and to act as a resource for colleagues in the management of patients diagnosed with Neuroendocrine tumour. The main focus of the NET cANP/ANP is to ensure that this specialised patient cohort receive timely and appropriate care through assessment, planning, implementation and evaluation of care delivery and follow-up.

Purpose of job:

The purpose of the position is to develop a service for a registered ANP (RANP) to accept autonomous responsibility for the management of a Neuroendocrine (NET) clinic. It is anticipated that the RANP/cANP will provide risk assessment, surveillance and counselling of patients with Neuroendocrine tumours. The RANP/cANP will be expected to liaise with services including surgical, radiology, pathology and oncology to coordinate care for these patients. The service will be developed in collaboration with consultant supervision for NET patients.

The RANP/cANP role will also include development and management of a streamlined service for patients requiring surgical intervention. The RANP/cANP will liaise with medical oncology, clinical nurse specialists, radiology and pathology.

It is also anticipated that the RANP/ cANP role will encompass the establishment and management of patients receiving treatment for neuroendocrine tumour. The service will potentially include management of follow-up of this patient group.

The NET ANP/cANP will provide the following services upon a diagnosis of neuroendocrine tumour

- Expertise and specialist nursing services to patients in all matters relating to neuroendocrine tumour, in the Ambulatory Day Care Centre (ADCC) setting
- Advice, guidance and education to patients and their families in relation to the management and signs and symptoms of neuroendocrine tumour.
- Establish and maintain a program for personalised, stratified patient follow-up, as per recommendation 43 of the national cancer strategy
- Establish and maintain a clinical pathway for following up, documenting and enhancing survivorship in cases of Neuroendocrine tumour malignancies along with consultant surgical colleagues and teams
- Advises on the effective use of surgical beds to ensure patients are prioritised for transfer to SVUH.
- Liaising with the local General Practitioner (GP), Public Health Nurse (PHN) and Community Palliative Home Care teams (HCT) regarding patient care
- Referral to the PHN and HCT for patients with advanced disease
- Maintenance of a clinical NET database

Candidate ANP/ANP- NET Tumours

- Holistic care and the development of Careful Nursing Care Plans for patients being admitted for loco-regional therapy
- Education for nurses, student nurses and junior medical staff at ward level
- Lifelong follow-up for all patients diagnosed with Neuroendocrine tumour in SVUH
- Involvement in the Nursing Research and Innovation Committee
- Involved in the development of a specialist education in neuroendocrine tumour with Nursing in collaboration with Nurse Education Centre.
- Contribute to the international PSGBI nursing committee. This is a nursing focused steering group developing guidelines and providing education for nurses throughout Great Britain and Ireland.

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 RANP with NMBI. The scope of the Candidate ANP (cANP) role must reflect the incremental development of expertise and as such, 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 to register as a RANP. 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.

Principal Duties and Responsibilities

The post holder's practice is based on developing a higher level of capability across the six domains of competences as defined by the 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

Candidate ANP/ANP- NET Tumours

- Leadership and Professional Scholarship Competences

Professional Values and Conduct

The RANP/cANP will be required to apply ethically sound solutions to complex issues related to individuals and populations by:

- Demonstrating accountability and responsibility for professional practice as a lead healthcare professional in providing care of patient with neuroendocrine tumour.
- Articulating safe boundaries in the management of patients with Neuroendocrine tumour with NET services consultants.
- Engaging in timely referral and collaboration with multiple services surgical, medical oncology, radiology and pathology
- Engage in timely referrals and collaborations for those areas outside his/her scope of practice, experience and competence
- 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 Neuroendocrine tumour.
- Articulating and promoting the RANP HPB cancer role in clinical, political and professional contexts.

Clinical-Decision Making

The RANP/cANP will utilise advanced knowledge, skills, and abilities to engage in senior clinical decision making by:

- Conducting a comprehensive holistic health assessment for neuroendocrine tumour patients, using evidenced based frameworks to determine diagnoses and inform autonomous advanced nursing care
- Synthesising and interpreting assessment information particularly history including prior treatment outcomes, physical findings and diagnostic data to identify and to determine patients at risk and subnormal states of health
- Demonstrating timely use of diagnostic investigations to inform clinical decision making
- Exhibiting comprehensive knowledge of therapeutic interventions including pharmacological and non-pharmacological advanced nursing interventions for NET patients.

Knowledge and Cognitive Competences

The RANP/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 related to neuroendocrine tumour to clinical practice
- Educating others using an advanced expert knowledge base derived from NET clinical experience, on-going reflection, clinical supervision and engagement in continuous professional development

- Demonstrating a vision for advanced practice NET 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 for NET patients.

Communication and Interpersonal Competences

The RANP/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 for patients with neuroendocrine tumour which is shared with the person and other members of the inter-professional team including medical oncology, radiology and pathology.
- Facilitating clinical supervision in NET nursing 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 in neuroendocrine tumour nursing documentation.

Management and Team Competences

The RANP/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 for patients with neuroendocrine tumour.
- Proactively seeking feedback from persons receiving care for neuroendocrine tumour, 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 and treatment for neuroendocrine tumour.

Leadership and Professional Scholarship Competences

The RANP/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 related to NET services.
- Engaging in health policy development, implementation, and evaluation
- Identifying gaps in the provision of care and services pertaining to neuroendocrine tumour and apply the best available evidence.
- Leading in managing and implementing change in neuroendocrine tumour management.

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. The cANP will ensure the KPI's will have a clinical nursing focus as well as a breakdown of activity in nursing NET conditions, 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.
- In collaboration with the Director of Nursing and Directorate Nurse Manager the RANP/cANP will identify and develop Nursing KPI's for HPB conditions, collect and collate data which will provide evidence of the impact and effectiveness of the interventions undertaken.
- The RANP/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 RANP/cANP will practice nursing according to:

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

Education and Training

The RANP/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, education and management.
- Provide support and advice to those engaging in continuous professional development in his/her area of advanced nursing practice.

Health & Safety

The RANP/cANP will:

- Ensure adherence to established policies and procedures e.g. health and safety, infection control, storage and use of controlled drugs etc.
- Ensure completion of incident and near miss forms.
- Ensure adherence to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role, for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene

Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.

- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Management

The RANP/cANP will:

- 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 across services and within the senior nurse team.
- Provide staff leadership and motivation which is conducive to good working relations and work performance.
- Promote a culture that values diversity and respect in the workplace.
- 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.
- Formulate service plans and budgets in co-operation with the wider healthcare team.
- Provide reports on activity and services as required.
- Engage in IT developments as they apply to service user and service administration.

This is a continually evolving role and as a result the above duties and responsibilities are reflective of the expectation in defining this role. This is not an exhaustive list and will change based on service need. It is expected that the post holder will be flexible and embrace the evolving changing nature of the role, consistent with the direction being followed by the hospital, St. Vincent's Healthcare Group, the Ireland East Hospital Group and the HSE in the current dynamic and changing operating environment. The post holder will consult and agree changes and additions to the role with their nursing line manager and consultant clinical lead.

SECTION 3: Person Specification

Advanced Nurse Practitioner

Factors	Essential	Desirable
Qualifications	<p>Are registered in the relevant division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI](Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.</p> <p>AND</p> <p>Candidates must demonstrate evidence of continuous professional development.</p> <p>OR</p> <p>Meet the essential criteria for a Candidate Advanced Nurse Practitioner outlined in Appendix A below.</p>	<p>A Masters Degree in Advanced Nursing Practice.</p> <p>Be registered on the division of the register of Advanced Nurse Practitioners with NMBI</p>
Experience	<p>Have at least 5 years post registration full time (or an aggregate of 5 years post registration full time) experience of which 2 years (or an aggregate of 2 years post registration full time experience) must be in the speciality or related area.</p> <p>AND</p> <p>Have the clinical, managerial and administrative capacity to properly discharge the functions of the role.</p> <p>AND</p> <p>Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the functions of the role.</p> <p>Proven clinical and managerial ability with vision and leadership skills to lead and manage the nursing and service agendas in line with the HSE, SVHG and Ireland East Hospital Group strategic</p>	<ul style="list-style-type: none">• At least three years recent post-registration nursing experience in an acute general hospital setting within the last five years• At least three years nursing experience in Acute Medicine.• Have the competencies to exercise higher levels of judgement, discretion and decision-making in the area of Nursing above that is expected of the nurse working at primary practice level of the clinical nurse specialist in the relevant Nursing area.• Satisfactory nursing experience including not less than five years' experience in a senior nursing post or posts• Demonstrate competencies relevant to context of practice.

	<p>goals and objectives within the areas of responsibility.</p> <p>OR</p> <p>Meet the essential criteria for a Candidate Advanced Nurse Practitioner outlined in Appendix A below.</p> <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Provide evidence of continuing professional development. <p>Proven clinical and managerial ability with vision and leadership skills to lead and manage the nursing and service agendas in line with the HSE, SVHG and Ireland East Hospital Group strategic goals and objectives within the areas of responsibility.</p>
Knowledge	<ul style="list-style-type: none"> • Knowledge of nursing guidelines, policies, procedures and protocols, applicable to HPB nursing • Detailed understanding of the application of <i>Scope of Nursing Practice Framework</i> • Advanced knowledge of current nursing research issues related to HPB nursing • Experience of clinical audit and standard setting 	
ANP Standards and Requirements	Detailed knowledge of the scope of the ANP Role as specified in the Standards and Requirements (NMBI 2017)	<ul style="list-style-type: none"> • Exemplary knowledge, skill and attitude which distinguishes the role as one of informed authority and leadership in the relevant area of nursing • Expert skills in documentation of complete episodes of advanced skills • Lecturing and presentation skills • Advanced leadership, communication, collaboration and influencing skills • Experience of influencing and effecting change • Knowledge of national and international best practice/standards pertinent to the relevant area of nursing • Advanced health assessment, diagnostic,

		<p>and clinical management skills</p> <ul style="list-style-type: none"> • Health education and health promotion • Role model for expert nursing care in the relevant area. • Advanced theoretical knowledge, associated clinical skills and advanced clinical decision making for his/her caseload • Higher levels of clinical judgement, discretion and clinical decision making • Clinical risk management • Clinical supervision programme • Professional and clinical leadership • Clinical audit and analysis of audit findings • Dissemination of his/her research findings • Leader and advocate of evidence- based nursing practice • Articulate and communicate a vision for excellence in nursing practice • Computer skills (Microsoft Word, Excel, PowerPoint, Outlook and others as relates to the RANP/ANP Candidate position)
Health	Candidates 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.	
Character	Candidates for and any person holding the office must be of good character	

Informal Enquiries or Role Specific Enquiries:

Ms Julie Tony- Assistant Director Of Nursing, Email: jtony@svhg.ie

Post Specific Requirements, additional qualifications and or experience required

The following service specific requirements, additional qualifications and /or experience are offered for consideration in developing the role for a specific scope of practice within a post or within a specific location.

Such examples may be as follows:

- Be a registered nurse prescriber or agree to undertake, within an agreed timeframe, the Nurse Prescribing of Medicinal Products Certificate.
- Have undertaken or agree to undertake, within an agreed timeframe, the Nurse Prescribing of Ionising Radiation Certificate.

The above Job Description 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. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

Particulars of Office:

The appointment is: Whole-time, Permanent, Pensionable.

A panel may be formed to fill future positions in the next six months.

Probationary Period: The appointee shall hold office for a probationary period of six months if a new employee to the organisation– The Hospital's Probation and Induction policy will apply.

Pension Scheme: The candidate will be entered into one of the Hospital Superannuation Schemes.

Annual Salary:**Candidate Advanced Nurse Practitioner Salary Scale**

€70,725- €79,872 per annum pro rata (01/08/2025)

Advanced Nurse Practitioner Salary Scale

€71,408- €88,123 per annum pro rata (01/08/2025)

These particulars are subject to change in line with overall public pay policy.

Candidate ANP/ANP- NET Tumours

Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.

Working Hours: The person appointed will work a basic 37.5 hour week.

Annual leave entitlement: 25 days per annum pro rata (26 after 5 years and 28 after 10 years qualified excluding breaks and service)

Additional Information

Confidentiality:

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required

Hygiene:

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Policies / Legislation:

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

Protected Disclosure Policy:

See link below for more information on our Protected Disclosure Policy as per the Protected Disclosure (Amendment) Act 2022;

[Protected Disclosures - St. Vincent's University Hospital \(stvincents.ie\)](https://www.stvincents.ie/protected-disclosures)

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.

Candidate ANP/ANP- NET Tumours

- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

Application Process: St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of on-line applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

Non-European Economic Area Applicants: While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non-European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on www.djei.ie), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at www.djei.ie.

Former Public Service employees: Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

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 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.

Shortlisting: Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one weeks' notice of interview. Interviews are held in person only, no subsequent or alternative dates to dates given will be offered to candidates. All interviews are held in the HR Department of St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

Disability: Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance,

occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

Declaration: Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

Benefits of working at St Vincent's University Hospital

St. Vincent's University Hospital is a recognised *Employer of Choice* in Ireland and was the first public hospital to be awarded *Joint Commission International Accreditation* in February 2010. The range of benefits of working in the hospital includes:

- Competitive salary and increments
- Defined benefit pension scheme
- Paid maternity leave scheme
- Access to excellent learning and development opportunities
- Support, including leave and/or financial, is available to employees for approved courses
- Onsite and online library facilities
- Subsidised staff restaurant
- Various flexible working hours options available in many areas
- Time off and leave options to promote work life balance and family friendly working arrangements
- Subsidised pharmacy - employees may purchase discounted medication from the Pharmacy on production of a prescription resulting in significant savings.
- Generous sick pay scheme and Occupational Health Services to support attendance including free flu vaccination for employees
- Access to subsidised gym facilities
- Access to health services credit union
- Group discount on health insurance
- Free membership of Groupschemes.com which provide hundreds of discounts to members of the scheme and direct access to a wide range of savings on day-to-day items across a wide range of products and services including travel, clothing, motor, health and wellbeing, music and entertainment.
- Tax saver commuter ticket scheme - employees can save up to 48% of travel costs as a result of tax savings
- Cycle to Work Scheme and changing facilities
- Access to Health Promotion services including smoking cessation programme
- Active Social Committee
- Excellent access to public transport including tram and bus routes.

St Vincent's University Hospital buildings and grounds are **smoke-free**

This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

Date: August 2025

APPENDIX A

Candidate Advanced Nurse Practitioner

In exercise of the powers conferred on me by Section 22 of the Health Act 2004, I hereby approve the qualifications, as set out hereunder, for the appointment and continuing as Advanced Nurse or Midwifery Practitioner, Candidate in the Health Service Executive.

Statutory Registration, Professional Qualifications, Experience, etc.

(a) Eligible applicants will be those who on the closing date for the competition have the following:

- (i) Be a registered nurse/midwife with the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.

AND

- (ii) Be registered in the division(s) of the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) Register for which the application is being made or entitled to be so registered.

OR

- (i) In recognition of services that span several patient/client groups and/or division(s) of the register, provide evidence of validated competences relevant to the context of practice.

AND

- (iii) Have a broad base of clinical experience relevant to the advanced field of practice

AND

- (iv) Be eligible to undertake a Master's Degree (or higher) in Nursing/Midwifery 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 & 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.

OR

- (v) Be currently undertaking a Master's Degree in Nursing/Midwifery (Advanced Practice Pathway) or be eligible to register to undertake additional Level 9 National Framework of Qualifications (Quality and Qualifications Ireland) specific modules of a Master's Degree in Nursing/Midwifery (Advanced Practice Pathway) within an agreed timeframe. Educational preparation must include at least three modular components pertaining to the relevant area of advanced practice, in addition to clinical practicum.

OR

- (vi) Possess a Master's Degree (or higher) in Nursing/Midwifery 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 & 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

AND

- (b) Candidates must possess the requisite clinical, leadership, managerial and administrative knowledge and ability for the proper discharge of the duties of the office.

Annual Registration

- (i) Practitioners must maintain live annual registration on the appropriate/relevant Division of the register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann) for the role.

AND

- (ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).

Health

Candidates 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.

Character

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

