



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna  
Feidhmeannacht na Seirbhíse Sláinte  
Ospidéal Dr. Steevens'  
Baile Átha Cliath 8

Office of the National Director of Human Resources  
Health Service Executive  
Dr. Steevens' Hospital  
Dublin 8  
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**Tel. 01 6352241**

**HSE HR Circular 023/2013**

**20<sup>th</sup> December 2013**

**To: Each Member of Leadership Team, HSE;  
Each Regional Director of Performance and Integration, HSE;  
Each Assistant National Director of Human Resources, HSE;  
Each Employee Relations Manager, HSE  
Each CEO/HR Manager directly funded Voluntary Hospital / Agency**

**Re: Sponsorship of Postgraduate Certificate in Nursing/Midwifery.  
(Applied Professional and Clinical Development NQF Level 9)**

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Dear Colleagues,

The provisions of the public service stability agreement (Haddington Road Agreement) provides for the introduction of a graduate staff nurse/midwifery programme. The principle characteristics of the program are as follows:

- A two year programme
- Rate of pay to be 85% of the first point of the January 2011 staff nurse/midwife scale. Progressing to 90% of same in year two of participation
- Educational component to be at certificate level
- Any appointments to the programme will not affect the ECF in the health service
- Any subsequent appointment following completion of the graduate programme will be to the third point of the staff nurse scale
- Hours of work will be the same as standard working hours in place at the time for nurses and midwives
- This programme will be reviewed as part of the overall review of the Haddington Road Agreement.

The over riding purpose of this scheme is to reduce the current unsustainable spend by the health services on agency and overtime within nursing and midwifery. The precise procedure to be followed by employers seeking to obtain approval for the recruitment of graduate staff nurse/midwives has been previously set out and a copy of this documentation attached.

This circular applies to the two year education programme leading to a Postgraduate Certificate in Nursing/Midwifery (Applied Professional and Clinical Development NQF Level 9).

## **Conditions**

### **Eligibility to apply**

The graduate program is open to all EU 2013 Nursing & Midwifery graduates who are registered at the time of application with Nursing and Midwifery Board of Ireland (NMBI) and who have been offered and have accepted a graduate contract of employment within HSE and voluntary agencies at *Staff Nurse/Midwife, Graduate Nurse (GN) (Yr 1) or (Yr 2)* grades.

Candidates must be employed by the HSE or HSE Funded agencies

### **Definition**

A sponsoring health service agency is a statutory or voluntary agency in the public health service where the staff nurse/midwife graduate will be working for the duration of the programme.

Participation in the education programme is mandatory for both the employing agency and the graduate.

### **Employers Obligations:**

The sponsoring agency, when seeking to make appointments under the programme, will facilitate the following:

- planned rotation, for the duration of the programme, to allow the graduate staff nurse/midwife to gain experience in a range of areas; and
- the required study leave of six days

Funding for this programme will be provided by the HSE; however, no funding will be provided for repeat module(s), repeat units of study or repeat examination fees. Such fees must be borne by the nurse or midwife concerned.

### **Additional Costs**

All other and additional costs, charges and expenses e.g. text books and library charges incurred by the staff nurse/staff midwife graduate undertaking the programme will be discharged by them at their own expense.

### **Leave**

When requesting annual leave (24 days) the staff nurse/ staff midwife graduate will take cognisance of the requirement for face to face delivery and planned on-line delivery of the programme so as to ensure their attendance for those days

### **Staff nurse/staff midwife graduate requirements**

The graduate staff nurse/staff midwife will attend the programme in full and will undergo such assessments as may be required by the educational provider with in order successfully completing the programme.

### **Governance – Education**

The graduate staff nurse/staff midwife may be required to provide their sponsoring agency with evidence of completion of programme modules.

### **Employers' obligations**

The employer will grant paid study leave to attend the required education days (two days per module up to a maximum of six days for the entire program).

### **Non-completion of the education component of the programme**

A graduate absented failing to complete the programme within the two years due to unforeseen or exceptional circumstances may be facilitated, at the discretion of the sponsoring agency and higher education institute, to complete the course and examinations in such manner as may be specified.

### **Review of Initiative**

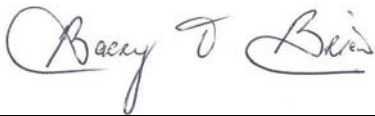
This initiative will be kept under annual review.

### **Queries**

Any queries in relation to this Circular should be addressed to The Office of Nursing Services, Dr Steevens' Hospital, Dublin 8. Tel. 01 6352241 Email: [John.scott@hse.ie](mailto:John.scott@hse.ie)

Please see step by step guide to the recruitment and selection process below.

Yours Sincerely,



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Barry O'Brien  
National Director of Human Resources.

**Step by Step Guide – Recruitment & Selection Process Intern Graduate Nurse/Midwife Roles**

| Stages   | Actions Required   |
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| <p><b>1. Approval to Fill Post</b></p>               | <p>Ensure exception/approval to fill post exists i.e. post has been approved for filling by Head of Service/Regional Director of Operation/Hospital Group CEO or other delegated officer as approved</p>   |
| <p><b>2. Prepare Advertisement Documentation</b></p> | <ul style="list-style-type: none"> <li>▪ Application Form (Appendix A)</li> <li>▪ Guidelines to completing application form (Appendix C)</li> <li>▪ Job Specification/Role Profile (Appendix B1-B5)</li> <li>▪ Policies and Procedures (Appendix E)</li> <li>▪ HSE Advertising Template (Appendix I)</li> </ul>  |
| <p><b>3. Advertisement</b></p>                       | <ul style="list-style-type: none"> <li>▪ Advertise post on <a href="http://www.hse.ie">www.hse.ie</a> <ul style="list-style-type: none"> <li>➢ Send advert details to <a href="mailto:nrs.advertising@hse.ie">nrs.advertising@hse.ie</a> who will place the advert on <a href="http://www.hse.ie">www.hse.ie</a></li> <li>➢ Send advert details at least 24 hours before posts is due to go live on the website</li> </ul> </li> <li>▪ Advertise in your local FAS offices <a href="http://www.fas.ie">www.fas.ie</a></li> <li>▪ Advertise in your local third level institution which runs the appropriate courses</li> </ul> <p><b><u>Advert details for HSE website should include the following:</u></b></p> <ul style="list-style-type: none"> <li>▪ <b>Job Title (see Job Spec.)</b></li> <li>▪ <b>Intern Grade Code (see Job Spec)</b></li> <li>▪ <b>Advert Reference Code</b> - (if exists)</li> <li>▪ <b>WTE</b> - e.g. fulltime/part time/both 0.5 etc</li> <li>▪ <b>Closing Date and Time</b></li> <li>▪ <b>County</b> – where posts will be located</li> <li>▪ <b>HSE Area</b> – e.g. DML, DNE, West or South</li> <li>▪ <b>Staff Category</b> – e.g. Intern Graduate Nurse/Midwife posts come under Nursing on the website</li> <li>▪ <b>Informal Enquires</b> e.g. contact name, email, number (This person must be available to take queries during while campaign remains open for applications)</li> <li>▪ <b>Application Details</b> e.g. email address/postal address</li> <li>▪ <b>Proposed Interview Dates</b> – (if known)</li> </ul> <p>Additional documentation to be emailed with</p> |

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|  | <p>advert details to <a href="mailto:nrs.advertising@hse.ie">nrs.advertising@hse.ie</a> for placement on <a href="http://www.hse.ie">www.hse.ie</a> with advert:</p> <ul style="list-style-type: none"> <li>▪ Application Form</li> <li>▪ Guidelines to completing Application Form</li> <li>▪ Job Specification/Role Profile</li> <li>▪ Policies and Procedures</li> </ul> <p><a href="mailto:nrs.advertising@hse.ie">nrs.advertising@hse.ie</a> will confirm receipt of email and confirmation of posting to the web</p>   |
| <p><b>4. Request Interview Board Members</b></p>                         | <p>Send email to relevant Director of Nursing/Head of Service requesting interview board nominees</p> <p>Nominees should be at relevant level e.g. CNM1, CNMII or other relevant staff member supervising the grade of staff to be interviewed</p> <p><b><u>Interview board should</u></b></p> <ul style="list-style-type: none"> <li>▪ Consist of 3 persons as follows: <ul style="list-style-type: none"> <li>➢ 2 x relevant Managers and 1 x independent Chairperson</li> </ul> </li> <li>▪ Ensure Gender Balance on interview Board</li> </ul>   |
| <p><b>5. Conduct Eligibility on Application Forms</b></p>                | <p>Check application form to determine applicants who applied are eligible for post advertised as per eligibility criteria outlined in Job Specification</p>   |
| <p><b>6. Agree interview schedule, dates</b></p>                         | <p><b><u>Based on number of eligible candidates determine</u></b></p> <ul style="list-style-type: none"> <li>▪ Number of interview boards required (<i>multiple boards means less time commitment from managers</i>)</li> <li>▪ Number of days needed to conduct interviews</li> <li>▪ Agree Interview Dates with Board Members</li> <li>▪ Agree Interview Briefing (interview training) date with Board Members</li> </ul>  |
| <p><b>7. Schedule candidates and issue call to interview letters</b></p> | <p><b><u>Once interview dates have been agreed:</u></b></p> <ul style="list-style-type: none"> <li>▪ Schedule all candidates for interview</li> <li>▪ Issue call to interview letters (Appendix K)</li> <li>▪ Issue regret letter to candidates not eligible</li> </ul> <p><b><u>Documentation to be issued with call to interview letter:</u></b></p> <ul style="list-style-type: none"> <li>▪ Call to interview letter outlining: date, venue, time, duration of interview, expiry time for confirming attendance, any special needs requirements etc</li> <li>▪ Candidate Preparation Interview Information e.g. structure of interview,</li> </ul> |

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|  | <p>what will happen at interview etc (Appendix L)</p> <ul style="list-style-type: none"> <li>▪ Garda Clearance Form (Appendix D) (to be returned on day of interview or prior to interview taking place)</li> </ul> <p>Information on Code of Practice Appeals Procedures (<a href="http://www.CPSA.ie">www.CPSA.ie</a>)</p>   |
| <p><b>8. Finalise Interview Schedules</b></p>  | <ul style="list-style-type: none"> <li>▪ Once candidates have confirmed attendance, finalise interview schedule for board members</li> <li>▪ Review empty slots where possible</li> <li>▪ If multiple interview boards, create interview schedule for each interview board outlining candidate ID, Name, Time and date of interview</li> </ul>   |
| <p><b>9. Prepare Documentation for Interview Briefing Day (interview board training)</b></p> | <p>This includes:</p> <ul style="list-style-type: none"> <li>▪ Interview guidelines e.g. structure of interview, timing for each section, performance indicators for marking, note taking, legislation etc</li> <li>▪ Administration Procedure for interviews</li> <li>▪ Interview Board Make up</li> <li>▪ Interview Schedules</li> <li>▪ Application Form (if doing briefing in person)</li> </ul> <p>In advance of interview briefing, request interview board members to submit Professional Knowledge/Experience questions for the last section of the interview (Professional Knowledge)</p> <p>The purpose of this is to ensure consistency in the questions asked of candidates</p> <ul style="list-style-type: none"> <li>▪ It is responsibility of Campaign Manager to ensure that the Professional Knowledge /Experience Questions are: <ul style="list-style-type: none"> <li>➢ Pertinent to the role candidate is being interviewed for;</li> <li>➢ Covers all areas where that role will be based e.g. adult, paediatrics, mental health, etc</li> <li>➢ Does not contain questions covered by generic competencies addressed earlier in the interview e.g. planning/organising, teamwork, etc</li> <li>➢ Does not contain questions covered by Induction or Statutory Training</li> </ul> </li> </ul> <p>Ensure Professional Knowledge/Experience Questions are agreed by all board members by end of the Briefing/Training Day</p> |

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| <p><b>10 Prepare Interview Briefing Packs</b></p>                      | <p>Interview Briefing Pack for each board member must contain:</p> <ul style="list-style-type: none"> <li>▪ Schedule for each day of interviews</li> <li>▪ Application form for each candidate</li> <li>▪ Note taking Sheets</li> <li>▪ Marking Sheets</li> <li>▪ Exceptional Incidence Forms</li> <li>▪ Job Specification</li> <li>▪ Professional Knowledge/Experience Questions as agreed at interview briefing</li> <li>▪ Stationary (if applicable)</li> <li>▪ Travel &amp; Subsistence Form (if applicable)</li> <li>▪ Name badges, desk plates, door signs</li> </ul>   |
| <p><b>11 Checking Interview Results and Issuing Result Letters</b></p> | <p>Check the interview board has returned the following documentation for <u>each</u> candidate interviewed:</p> <ul style="list-style-type: none"> <li>▪ Signed Application Form (if applicants submit form by email, they must sign declaration on last page on day of interview)</li> <li>▪ Marking Sheet</li> <li>▪ Note Taking Sheets</li> </ul> <ul style="list-style-type: none"> <li>▪ Check all marks are added correctly on marking sheet for each candidate</li> <li>▪ Check each marking sheet is signed by all 3 board members</li> <li>▪ Place candidates in order of merit based on mark obtained at interviewed e.g. highest mark is Number 1, etc.</li> </ul> <ul style="list-style-type: none"> <li>▪ Issue interview results to successful candidates confirming successful, order of merit and include a copy of their marking sheet</li> </ul> <ul style="list-style-type: none"> <li>▪ Issue letter to unsuccessful candidates and include a copy of their marking sheet</li> </ul> |
| <p><b>12. Job Offers</b></p>   | <p>Offer approved posts to candidates on panel in order of merit followed by conducting the necessary clearances</p>  |
| <p><b>13. Screening/Clearances Process</b></p>                         | <p>Full clearances should include:</p> <ul style="list-style-type: none"> <li>▪ Full Garda clearances in line with HSE Garda clearance policy and forthcoming statutory obligations (Appendix D)</li> <li>▪ Occupational Health clearances. (Appendix J)</li> <li>▪ Obtain suite of satisfactory references, minimum of 3. See attached (Appendix F1 – F2)</li> <li>▪ Obtain overseas police clearances in line with HSE police clearance policy (Appendix G)</li> </ul>  |

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|  | <ul style="list-style-type: none"><li>▪ Validation of relevant qualifications (original or notarized copy)</li><li>▪ Validate nursing registration on ABA website</li><li>▪ Validation of personal documents<ul style="list-style-type: none"><li>➤ Passport/drivers license</li></ul></li><li>▪ Validation of birth certs/marriage certs etc.</li><li>▪ Validation of work permit, where appropriate</li><li>▪ Issue contract (Appendix H) and other supporting documentation, to include HR101 Form/Pension-Related Deduction Employment Declaration/Public Service Pension Scheme Declaration/Maternity Leave Conditions (as appropriate)/Sick Leave Conditions and Procedures, Superannuation Information/Job Specification / Terms &amp; Conditions/HSE Staff Responsibility for the Protection and Welfare of Children document</li></ul> |
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**Graduate Nurse Scheme 2013 – Business Case Form**

| <b><u>HSE Business Case Form seeking approval to recruit Graduate Nurses 2013</u></b>   |  |
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| <b>SPECIFIC POST REQUESTED (Line Manager Completion)</b>  |  |
| <b>Name of Agency</b>   |  |
| <b>Brief Description of Service</b>   |  |
| <b>Post/Job Title &amp; Location</b>  |  |
| <b>Number of nursing posts (wte value) currently filled by overtime/agency within existing financial run rate</b>   |  |
| <b>Weekly cost of agency/overtime engaged to fill above nursing posts</b>   |  |
| <b>Details of Cost savings to be achieved through replacement of agency/OT with graduate nurse posts</b><br><br><b>Year 1 savings (85% of first salary point of January 2011 Staff Nurse Scale)</b> |  |
| <b>Year 2 savings (90% of first salary point of January 2011 Staff Nurse Scale)</b>   |  |
| <b>Financial outturn YTD – June</b>   |  |
| <b>Financial Year End Forecast</b>  |  |