

Appointments to the Nursing and Midwifery Board of Ireland

Closing Date: 15:00 on Wednesday 4th November 2020

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

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

Membership of State Boards

High standards of corporate governance in all State Agencies, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State's overall social and economic development.

Members of State Boards are appointed to act on behalf of the citizen to oversee the running of the affairs of state bodies. State bodies must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities. Members of State Boards, and the relevant management team, are accountable for the proper management of the organisation.

Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government. In that regard and in accordance with 13.2 of the Guidelines on Appointments to State Boards, "it is advisable that no member of a State Board should serve more than two full terms of appointment or should hold appointments to more than two State Boards."

The [Code of Practice for the Governance of State Bodies 2016](#) (the Code) provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies.

In order to be an effective contributor on a State Board it is recommended that members should:

- bring independent and objective scrutiny to the oversight of the organisation;
- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.

Appointments to the Nursing and Midwifery Board of Ireland (NMBI)

Location:	NMBI, 18/20 Carysford Avenue, Blackrock, Co. Dublin
Number of Vacancies:	Three. Further vacancies that arise may be filled from this campaign.
Remuneration:	€5,985. (It should be noted that in line with the 'One Person One Salary' principle, no public servant will be entitled to receive remuneration in the form of board fees, save for situations that are statutorily provided for, for example, Worker Directors). Travel and subsistence is payable at appropriate civil service rates.
Time Commitment:	11 meetings per annum which alternate each month between one and two day meetings. Board members may also be required to sit on up to 3 committees. Further details on the time commitment required is outlined in the paragraph regarding the frequency of Committee meetings and time required to be devoted to committee work under (1) below. The successful candidate(s) whose skills includes financial expertise as set out below may be required to chair the Board's Business, Strategy and Finance Committee.

Candidates' attention is also drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

1. Background

On 21 December 2011, the [Nurses and Midwives Act 2011](#) was signed into law. This Act updated the provisions relating to the regulation of nurses and midwives. Among the provisions that have yet to be commenced is Part 11 which relates to the Maintenance of Professional Competence.

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

The Board has two main objectives:

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

The Board is the statutory body which sets the standards for the education, practice, registration and professional conduct of approximately 79,000 registered nurses and midwives. It also provides guidance on how nurses and midwives should provide care to patients, their families and society.

The Board has three statutory committees and four advisory committees as follows:

Statutory Committees

- Fitness to Practise Committee (FTP) (2011 Act);
- Midwives Committee;
- Preliminary Proceedings Committee (PPC);

Advisory Committees

- Audit and Risk Committee;
- Education, Training and Standards Committee
- Business, Strategy and Finance Committee
- Registration Committee.

The frequency of committee meetings and time required to be devoted to committee work.

The Advisory Committees and the Midwives Committee are required to meet a minimum of 4 times per year, but usually meet on average six times per year. The Advisory Committee meetings last for, on average, 3 1/2 hours and approximately 2 hours of preparation time is required in advance to read papers. The PPC meets monthly and meetings last for 6 hours on average. Approximately 6 hours preparation time is required in advance.

Members of the FTP committee sit on inquiry panels. Time commitments vary depending on the nature and complexity of individual inquiries. Lay Board members may be required for up to 12 Inquiries per year. No preparation time is required in advance as all documentation is considered on the day(s) of the Inquiry. In addition, The FTP Committees meets twice per year for training and updates.

2. Functions of the Board

The Board's functions in safeguarding the public involve establishing and maintaining the register of nurses and midwives. In that regard, the NMBI are developing an online Registration and Education System which will be make the NMBI more accessible and also make the necessary interactions that registrants, higher educational institutions, applicants, candidates and graduates have with the NMBI faster and easier to manage. This new system has a real-time, self-serve objective meaning that registrants will for example be able to update their details, renew registration (from 2020) and view registration status online

The NMBI also establishes procedures and criteria for assessment of qualifications and registration. Additionally, it approves education programmes and further education programmes for the purposes of registration and continued registration and keeps these programmes under review.

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

- A Code of Professional Conduct and Ethics;
- Guidance on all aspects of professional conduct and ethics; and
- Guidance on maintaining professional competence.

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

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

The current composition of the Board can be found [here](#).

3. Person Specification.

The Minister for Health invites applications from suitably qualified candidates to fill three vacancies on the Board of the NMBI.

Candidate's attention is drawn to the provisions of the Code in relation to the role of a Board member, where the principle states: -

- Each State body should be headed by an effective Board which is collectively responsible for the long-term sustainability of the body.
- Non-executive Board members should bring an independent judgement to bear on issues of strategy, performance resources, key appointments and standard of conduct.

Details on the role of Board Members can be found in Section 3 of the Code which can be found [here](#).

Please note that these positions must be held by a person who is not currently and has never been a registered nurse or a registered midwife in the State or in another jurisdiction.

Essential

Candidates must demonstrate in their application evidence of significant experience at an appropriately senior level in at least one of the following:

Financial Expertise (Accountancy, Audit, Corporate Finance)

Candidates must demonstrate evidence of proven experience at a sufficiently senior level in finance and risk management. Experience on an audit committee would also be desirable. Candidates should have a recognised accountancy qualification and being a member of an accountancy related professional body would be an advantage

Change Management/Organisational Development

Candidates must demonstrate evidence of proven experience at a sufficiently senior level in change management/organisational development, particularly in relation to the regulatory environment

Digital Transformation

Candidates must demonstrate evidence of experience in implementing a digital transformation programme, or experience in implementing new digital models in an organisation of similar size and complexity to the NMBI.

Desirable for all roles

- Previous experience of Board/committee membership
- A demonstrable understanding of the public sector environment and corporate governance in the public sector
- Demonstrable knowledge of, and experience in dealing with, corporate governance issues.
- A career history which would demonstrate evidence of decision making and judgement;
- Previous experience gained in regulation at Board or committee level;
- Sectoral Knowledge or experience.

The Minister shall have regard to the desirability for gender balance on the Board as the Minister considers appropriate and determines from time to time when making appointments.

In order to qualify for appointment a person must not have any legal impediment or conflicts of interest likely to interfere with his/her ability to assume the role of a member of the Board. Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.

4. Term of Appointment

Appointments to the Board will be for an initial period of 5 years with an option to extend the term of engagement for a second term, subject to:

- The membership of any member of the Board may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of the Board may resign his or her membership of the Board by notice in writing sent to the Board. The resignation shall not take effect until the meeting of the Board next held after receipt of the notice of resignation.
- Members of the Board shall hold office subject to the provisions of the Schedule of the 2011 Act, unless the member sooner dies, resigns or becomes disqualified.
- The roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2016 which is available here [Code of Practice for the Governance of State Bodies](#).
- A person is ineligible to be a board member if he or she is a member of either House of the Oireachtas or of the European Parliament or is regarded under Section 19 of the European Parliament Elections Act 1997, as having been elected to the European Parliament to fill a vacancy.

5. Submitting your Application

Before submitting your application, please review the self-assessment questionnaire which can be found [here](#). This questionnaire is designed to help you in considering whether to submit an expression of interest - you are not required to submit the questionnaire as part of the application process.

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

Your submission should be made via the following link www.stateboards.ie together with your **Curriculum Vitae** and a **cover letter** (see Appendix 1 of this booklet for help with the online process).

IMPORTANT NOTE

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

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

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this State Board. **Please only include information that is directly relevant to the particular role for which you are applying.**

If you have any questions regarding the application process please email info@stateboards.ie.

5. Assessment Process

An Assessment Panel (the "Panel") will be convened by PAS to consider and assess the applications received by PAS. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
 - Consideration of the written applications; and/or
 - Meeting/conference call; and/or
 - Referee checks; and/or
 - Any other selection or verification method deemed appropriate (this may include PAS requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- arrive at a shortlist of the most suitably qualified candidates (based on the information provided by the candidate) to be sent forward for consideration by the Minister.

Please note that the Public Appointments Service will not be responsible for any expenses incurred by candidates as part of our selection process.

6. Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated

in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

7. Data Protection

The Data Protection Act 2018 provides that the processing of personal data shall be lawful where such processing is necessary for the performance of a statutory function of a controller. PAS is mandated by statute under the Public Service Management (Recruitment and Appointments) Act, 2004 to act as the centralised assessment and selection body for the civil service and to carry out all the procedures necessary to undertake the recruitment, assessment and selection of suitable candidates for appointment. By submitting your personal data (including your name, address, contact details and details of your education and work history contained in your curriculum vitae and cover letter) via publicjobs.ie, you acknowledge that such data may be used by the Public Appointments Service and disclosed to and used by client departments, in connection with its statutory roles to assist and advise relevant Ministers in relation to appointments to the boards of State bodies. The information contained in your publicjobs profile is yours to manage, amend, update or delete as appropriate. For more detailed information on our Data Protection Policy, please see our [Code of Practice for the Protection of Personal Data in the Public Appointments Service](#).

If your application is assessed and you are considered to be suitable for appointment your c.v. and cover letter (and any additional supplementary information requested as part of the application process), will be forwarded to the State Board Liaison Officer in the relevant Department. Once it obtains your personal data, the Department will act as data controller of such data and will retain it for up to one year following the appointment/s. Unless you request the withdrawal of your application such data may be used in considering your suitability for other similar vacancies/roles that arise for a period of up to one year for this Board.

APPENDIX 1

Submitting your application:

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

1. Go to www.stateboards.ie.
2. On the bar at the top of the page click on "Available Appointments".
3. This brings you to a page with all our advertised vacancies. Select whichever position you would like to apply for (you are welcome to apply for more than one position if you wish).
4. On the relevant page please click on the "apply for position" button at the bottom of the page
5. This will bring you to a page on www.publicjobs.ie and, if you already have a publicjobs.ie account, will prompt you for your username and password. If you do not have an account, you will be asked to create one.
6. Once you input your details you will be brought to a page where there is a prompt in the middle of the page which says "apply here". Click on the link to the online application form beside it.
7. A form will appear on your screen, some of the text boxes will be populated with information from your publicjobs.ie profile (Name, address etc.). You will need to complete the rest of the fields and enter your name and the date at the bottom of the form.
8. If there is a supplementary question, ensure that your response complies with the word limit and that it does not contain any special characters (i.e. %, & etc.) or you may receive an error message and will be unable to submit your application.
9. Click on "continue".
10. You will then be brought to a screen where you should upload your CV and Cover Letter. These are required documents and your application cannot be processed without them. Once you have selected these and uploaded them, please click on the "submit" button at the bottom of the page.
11. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

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