

Appointment to the Nursing and Midwifery Board of Ireland

Closing Date: 15:00 on Friday 8th December 2017

**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.

Appointment to the Nursing and Midwifery Board of Ireland

Entity:	Nursing and Midwifery Board of Ireland (NMBI)
Board Meeting Location:	Meetings will be held in the NMBI, 18/20 Carysford Avenue, Blackrock, Co. Dublin
Number of Vacancies:	1
Remuneration:	€5,985. (Members may choose to waive their fees. 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 e.g. Worker Directors).
Time Requirements:	Approximately 11 one to two day meetings per annum and additional committee meetings possible. Board members may be required to sit on up to 3 committees

Candidate's 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. It has been commenced in three stages with the exception of Part II - Maintenance of Professional Competence, and any provisions of the Act associated with that part.

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 ,70,402 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 six advisory committees as follows:

Statutory Committees

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

Advisory Committees

- Audit and Risk Committee;
- Education and Training Committee;
- Ethics Committee;
- Governance and Finance Committee;
- Registration Committee;
- Standards and Validation 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. The PPC meets monthly.

The FTP Committee meets twice per year for training and updates. Members of this committee sit on inquiry panels.

2. Functions of the Board

The Board's functions in safeguarding the public involve establishing and maintaining the register of nurses and midwives. It also establishes procedures and criteria for assessment 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 practice 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 is as follows:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Breda Liston	06/12/2015		05/12/2020	Board Member	Nominated by election and appointed by the Minister for Health
Denis Murphy	15/02/2013		14/02/2018	Board Member	Nominated and appointed by the Minister for Health
Denise Lawlor	31/07/2015		05/12/2017	Board Member	Nominated by the Irish University Association and appointed by Minister for Health
Dermot Manning	31/07/2013	31/07/2016	05/12/2020	Board Member	Nominated and appointed by the Minister for Health
Eamann Sheosaimh Breatnach	06/12/2012		05/12/2017	Board Member	Nominated by the Medical Council. Appointed by the Minister for Health
Essene Cassidy	06/12/2012		05/12/2017	Board Member	Nominated by election. Appointed by the Minister for Health
John Murray	06/12/2012		05/12/2017	Board Member	Nominated by election. Appointed by the Minister for Health
Karen Canning	06/12/2015		05/12/2020	Board Member	Nominated by election. Appointed by the Minister for Health
Kevin O'Carroll	15/02/2013		14/02/2018	Board Member	Nominated by HIQA. Appointed by the Minister for Health
Kilian McGrane	29/07/2015	06/12/2015	05/12/2020	Board Member	Nominated by the HSE. Appointed by the Minister for Health
Liam Minihan	06/12/2015		05/12/2020	Board Member	Nominated by HSE and Appointed by Minister for Health

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Lorraine Clarke-Bishop	06/12/2015		05/12/2020	Board Member	Nominated by election. Appointed by the Minister for Health.
Louise Kavanagh-McBride	06/12/2015		05/12/2020	Board Member	Nominated by Minister for Education and Skills, appointed by Minister for Health
Mark Blake-Knox	06/12/2012		05/12/2017	Board Member	Nominated and appointed by the Minister for Health
Martin Higgins	29/10/2015	12/07/2016	05/12/2020	Board Member	Nominated and appointed by the Minister for Health
Mary Barrett	06/12/2012		05/12/2017	Board Member	Nominated by election. Appointed by the Minister for Health
Michele Monahan	06/12/2012		05/12/2017	Board Member	Nominated by CORU. Appointed by the Minister for Health
Noel Giblin	06/12/2012		05/12/2017	Board Member	Nominated by election. Appointed by the Minister for Health
Pat Dolan	15/02/2013	12/07/2016	05/12/2020	Board Member	Nominated and appointed by the Minister for Health
Rosaleen McElvaney	06/12/2015		05/12/2020	Board Member	Nominated by election. Appointed by the Minister for Health
Sinead Cleary	06/12/2012		05/12/2017	Board Member	Nominated by election. Appointed by the Minister for Health
Tanya King	29/06/2017		05/12/2020	Board Member	Nominated by the HSE and appointed by the Minister for Health
Vacancy				Board Member	Nominated and appointed by the Minister for Health

3. Person Specification.

The Minister for Health invites applications from suitably qualified candidates to fill one vacancy on the Board of the NMBI. Any further vacancies on the Board over the next 12 months relating to the Corporate Governance Role can be filled from the panel established following this competition.

Please note that this position 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,

Candidates **must** have significant experience at an appropriately senior level of corporate governance and at least one of the following:

- Evidence of previous experience of Quasi Judicial decision making;
- Significant experience of change management/re-organisation strategy.

The following skills are desirable:

- A career history which would demonstrate evidence of decision making and judgement;
- Previous experience gained in a Regulatory Body or on a Regulatory Board;
- Previous experience of Risk Management/Risk Analysis;
- Previous Board member experience.

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](#).

4. Term of Appointment

Appointments to the Board will be for an initial period of up to 5 years with an option to extend the term of engagement for a second term of up to 5 years, 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 giving notice in writing to the Board but the resignation shall not become effective until the next Board meeting after receipt of the notice of resignation.
- A board member shall cease to be a member of the board if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the

Oireachtas or as a representative in the European Parliament, elected to the European Parliament, or becomes a member of a local authority.

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. Please give careful consideration to the possibility of any potential conflict of interest that may arise if appointed to this board.

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 Board 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.

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

6. 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
 - Meeting¹/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 suitable candidates 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.

7. 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.

8. Data Protection Acts 1988 & 2003

Should your name be forwarded to a Minister for consideration, please note that your cover letter and curriculum vitae will be forwarded to the State Board Liaison Officer in the relevant department and may be retained for up to one year.

For further information on Data Protection please follow the [link](#)

¹ The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

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. Click on "continue".
8. 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.
9. 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.