

PRISON NURSE IN THE IRISH PRISON SERVICE

Title of Position: Prison Nurse in the Irish Prison Service

Department or Agency: Irish Prison Service

Location: As advertised

PART 1

Brief Description of position

The appointee will provide prisoners under his/her care with a level of nursing care equivalent to that available in the general community.

The role of nursing staff not only encompasses general nursing care but also other services such as counselling, health education and promotion, and preventative medicine.

A Prison Nurse will be responsible for maintaining a safe and clean clinical environment and will function as a primary health care provider.

Principal Duties

- To maintain the highest standard of nursing care and participate in a multidisciplinary team, while also having regard to, and a clear understanding of, the needs of safe custody.
- To create and maintain a therapeutic environment within the prison as a whole but particularly within any defined medical area within the prison. To work in close liaison with doctors, nurses, and other prison staff as a professional member of a therapeutic team.
- To observe and operate within the various legal provisions pertinent to the practice of nursing, in particular to ensure safe custody and administration of drugs in accordance with established procedures and law.
- To be conversant with and to observe the Prison Rules in force at any given time (the current Prison Rules were issued in 2007)
- To be conversant with and to observe IPS healthcare standards and policies and other national and international standards that affect the role of a healthcare professional in a prison setting.
- To work within the guidelines of the Nurses' Scope of Practice and to be familiar with and work within other guidelines published by the Nursing and Midwifery Board of Ireland (NMBI). To adhere to the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (most recent version issued by NMBI in December 2014).
- To make reports and keep such records as are required and to provide statistical data as required.
- To be responsible for the maintenance of up to date nursing records in the Patient Medical Record held for each prisoner in a format decided by the Irish Prison Service (IPS). (It is IPS's policy that, in the interests of confidentiality and efficiency, such records should be maintained in an appropriate electronic format, i.e. Prisoner Health Management System/PHMS.)
- To maintain prisoners' confidentiality in line with professional code of practice and community norms. The successful candidate will be required to ensure that full medical confidentiality is

maintained in relation to patient records; that all information relating to the IPS is held in a secure manner; meets all requirements of the Data protection Act 1988 and Data Protection (Amendment) Act 2003, Official Secrets Act 1963, Freedom of Information Act 2014.

- To engage in primary healthcare initiatives and to be proactive and progressive in developing health care programmes in the IPS.
- To participate in nurse-led healthcare initiatives such as diabetic care, viral screening, vaccination clinics etc. To support and implement prison vaccination policy.
- To maintain a safe and clean clinical environment.
- To participate in assessing patients for attending doctors.
- To support and participate in prison drug treatment services.
- To provide emergency First Aid treatment should the need arise.
- To be responsible for safe use and safe keeping of equipment necessary for the performance of duties. To ensure that necessary equipment is in full working order. To report any faults and ensure availability of replacements, through the appropriate management structures.
- To bring to the attention of line managers any issues which may impact directly or indirectly on the quality of care provided to prisoners.
- To comply with any training needs assessments that may be carried out by line managers, with a view to acquiring the required competencies necessary for prison nursing.
- To maintain competencies and knowledge of clinical and professional developments in nursing and to attend relevant study opportunities in accordance with appropriate Continuous Professional Development (CPD) programmes.
- To participate and develop personal and professional practice through the IPS's Performance Management and Development System (PMDS).
- To support and implement measures as set out in Standard Operating Procedures as required in collaboration with multidisciplinary teams in the prison.
- To print medical files and transmit to IPS Headquarters when requested by designated Freedom of Information officer in Care & Rehabilitation Directorate in accordance with the Freedom of Information Act and Data Protection Act.
- To discharge such other duties applicable to the position as may be assigned from time to time.

Core Competencies & Skills

- Health Needs Assessment - including Mental Health
 - Risk Assessment
 - Care Planning
 - Emergency Response - CPR & First Aid
 - Wound Management
 - Medication Management
 - Drug Treatment
 - Primary Care – vaccination, health promotion, chronic disease management etc
 - Communication Skills
 - IT Skills
 - Patient Advocacy
- (Support will be provided to develop/enhance skills in line with individual requirements.)

Essential Requirements

Candidates must:

- be registered or entitled to register on the General and/or Psychiatric Register of Nurses kept by the NMBI. **If not registered, such registration must be completed prior to attendance at interview stage for this competition.**
- have good clinical skills
- be caring and compassionate
- be an effective communicator
- be flexible in approach, without compromising nursing standards while having the ability to compromise
- have the ability to work independently and without direct supervision
- be assertive
- have advocacy skills

Desirable (but not essential) for the job

- Evidence of other post graduate qualifications – proof of which must be provided.
- Have experience or interest in the areas of practice nursing, public health/health promotion, drug treatment and/or mental health.

Location of Prisons

There are 12 institutions in the Irish prison system. These institutions are as follows:

- 10 traditional “closed” institutions – Mountjoy Prison and the Dóchas Centre, both on North Circular Road, Dublin 7; Wheatfield Prison and Cloverhill Prison, both in Clondalkin, Dublin 22; Arbour Hill Prison, Dublin 7; Portlaoise Prison and Midlands Prison, both in Portlaoise, Co. Laois; Limerick Prison; Cork Prison; and Castlerea Prison, Co. Roscommon.
- Two open centres, which operate with minimal internal and perimeter security – Shelton Abbey, Arklow, Co. Wicklow and Loughan House, Blacklion, Co. Cavan.

The majority of female prisoners are accommodated in the Dóchas Centre, Mountjoy Campus, Dublin 7, with the remainder accommodated in Limerick Prison.

Working Environment:

Prison Nurses will undertake healthcare duties exclusively as per international best practice guidance.

Induction

Successful candidates, on appointment as probationary Prison Nurses, will undertake an induction in their prison location assisted by a senior member of staff and under the pupillage of the Chief Nurse Officer.

This induction must be completed successfully in order to be eligible for confirmation of appointment as a Prison Nurse (see Part 2 of this Booklet under the heading of Tenure and Probation).

Part 2

Principal Terms and Conditions of Service for a Probationary Contract for a period of one year for the Established Position of Prison Nurse in the Irish Prison Service

Tenure and Probation

The appointment is to an established position on a probationary contract in the Irish Prison Service (IPS).

The probationary contract will be for a period of one year from a date to be specified in a contract between each appointee and the IPS. Notwithstanding this paragraph and the paragraphs below, this will not preclude an extension of the probationary contract in appropriate circumstances.

During the period of the probationary contract, a probationary prison nurse's performance will be subject to review by a supervisor(s) to determine whether the individual:

- (i) has performed in a satisfactory manner the professional nursing standard required;
- (ii) has been satisfactory in general conduct;
- (iii) is suitable from the point of view of health, with particular regard to sick leave; and
- (iv) has satisfactorily undertaken the training required, including academic, physical and on-the-job.

Should a probationary prison nurse's performance be deemed satisfactory by the IPS, as assessed against the above criteria (i) to (iv), he/she, on completion of the period, will be appointed to the established position of Prison Nurse.

Should a probationary prison nurse's performance be deemed unsatisfactory by the IPS, the appointment may be terminated at any time during the probationary period.

Notwithstanding the preceding paragraphs, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts 1973 to 2005.

In certain circumstances, the contract may be extended and the probation period suspended. The extension must be agreed by both parties. The probationary period stands suspended where an employee is absent due to Maternity or Adoptive Leave. In relation to an employee who is absent on Parental Leave or Carer's Leave, the IPS may require probation to be suspended if the absence is not considered to be consistent with a continuation of the probation. Probation may be suspended in cases such as absence due to a non-recurring illness. The employee may, in these circumstances, make application to the IPS for an extension to the contract period.

The Unfair Dismissals Acts 1977 to 2005 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without its being renewed

The detail of the probationary process will be explained to each appointee by the IPS. A copy of Department of Public Expenditure and Reform guidelines on probation will also be made available on request.

Salary

The current scale of pay for Prison Nurses is as follows:

€36,671 - €39,207 - €41,161 - €43,048 - €44,929 - €46,772

€48,633 (long service increment)

(A different rate may apply where the appointee is a civil or public servant appointed before 6 April 1995 and is not required to make a Personal Pension Contribution or PPC.)

Starting salary

Entry will normally be at the minimum point of the scale.

Entry above the minimum point of the scale may be possible for an appointee who possesses qualifications and/or experience, additional to the eligibility requirements, provided these are accepted as being of special value for the position.

An appointee may submit written evidence from a current employer stating that the appointee is currently employed at a salary which exceeds the minimum of the scale. This evidence will not give an appointee an entitlement to entry above the minimum point of the scale.

ALL NEGOTIATIONS REGARDING POINT OF ENTRY MUST BE AGREED PRIOR TO SIGNING OF CONTRACT.

Payment of increments

Increments along the scale of pay may be granted annually subject to satisfactory service having regard to the terms of the Performance Management and Development System in operation in the Irish Prison Service and to your attendance. A long service increment may be payable after 3 years' satisfactory service at the maximum of the scale.

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Payment of wages

All payments to staff taking up duty with the Irish Prison Service (IPS) are paid via Electronic Funds Transfer (EFT).

Statutory deductions from salary will be made as appropriate by the IPS. A Prison Nurse will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due to him/her in accordance with the Payment of Wages Act 1991. The IPS will advise in writing of the amount and details of any such overpayment and give at least one week's notice of the deduction to take place and will deduct the overpayment at an amount that is fair and reasonable having regard to all the circumstances.

Superannuation and Retirement

Retirement for Prison nurses appointed on foot of this competition will be compulsory at 70 years of age. Earlier minimum retirement ages will apply to members of previous pension schemes, depending on when they were recruited to the public service and whether they have broken their service in the meantime. This should be clarified with HR in individual cases.

Each appointee will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time an appointment is offered. In general, a new appointee will usually be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at <http://www.per.gov.ie/pensions>. The Public Service Pensions (Single Scheme and Other Provision) Act 2012 provides the legislative basis for the Single Scheme, which commenced on 1 January 2013.

The key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age - The minimum age at which pension is payable is 66 (rising to 67 and 68 in line with State Pension age changes)
- Retirement Age - Scheme members must retire at the age of 70

The Single Scheme applies to all pensionable first-time entrants to the Public Service, as well as to former public servants returning to the public service after a break of more than 26 weeks. In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26 week rule may not apply. Full details of the conditions governing

whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

All appointees will be required to disclose all information and sign a declaration relating to any prior public service employment in order to correctly determine one's public service pension entitlement.

For further information in relation to pension arrangements for civil servants, please see the following website: <http://www.per.gov.ie/pensions>

General terms

An appointment as a Prison Nurse is subject to the Civil Service Regulation Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004, and any other Act for the time being in force relating to the Civil Service.

Appointees shall be subject to the following:

- Prison Rules (the current Prison Rules were issued in 2007)
- Any Codes of Practice or Discipline adopted by the Nursing and Midwifery Board of Ireland (NMBI).
- Civil Service Code of Standards and Behaviour (issued by the Standards in Public Office Commission).
- Official Secrets Act 1963, as amended by the Freedom of Information Act 2014. Appointees will agree not to disclose to third parties any confidential information, either during or subsequent to the period of employment.

An officer will agree not to publish material related to his or her official duties without the prior approval of the Minister for Justice and Equality.

Political Activity

During the term of employment, a Prison Nurse will be subject to the rules governing civil servants and politics.

Registration with (NMBI)

Prison Nurses are required to be registered on the General and/or Psychiatric Register of Nurses kept by the Nursing and Midwifery Board of Ireland (NMBI). It will be the responsibility of each Prison Nurse to maintain his/her registration in good standing with NMBI.

Headquarters

An appointee's headquarters will be such as may be designated from time to time by the Irish Prison Service. When absent from home and headquarters on duty, appropriate travelling expenses and subsistence allowances will be paid, subject to normal civil service regulations.

Duties

An appointee will be required to perform any duties assigned from time to time by direction of the Irish Prison Service as appropriate to the position of Prison Nurse.

Outside Employment

The position is whole-time and an appointee may not be connected with any outside business which would interfere with the performance of his/her official duties.

Medical Confidentiality

To maintain prisoners' confidentiality in line with professional code of practice and community norms. The successful candidate will be required to ensure that full medical confidentiality is maintained in relation to patient records; that all information relating to the IPS is held in a secure manner; meets all requirements of the Data protection Act 1988 and Data Protection (Amendment) Act 2003, Official Secrets Act 1963, Freedom of Information Act 2014.

Hours of attendance

Hours of attendance are as fixed from time to time. At present they amount to 39 hours a week, usually a five day week which can include Saturdays and or/Sundays. A Prison Nurse may be required to work on public holidays, depending on the needs of the service

A Prison Nurse will have a 7 day week liability (i.e 5 days out of 7) including night duties, every second weekend and some public holidays and over festive seasons. Prison Nurses may also be required to work Additional Hours (to a maximum of 360 per annum) which will attract additional payment

Additional Hours (Over time)

The Additional Hours System provides for extra attendance by staff. It involves the allocation of up to 360 hours maximum per person per annum. (Under this system a lower number of hours may be allocated, i.e. 240 hours, 112 hours, or nil hours.) A nurse may apply to change the AH band assigned to them, which is then reviewed in order of seniority, in accordance with the available budget and the space available in each of the AH bands.

The rate of remuneration may be adjusted from time to time in line with Government policy.”

Annual Leave

Annual leave will be 22 working days a year in the first five years of service, 23 days after five years of service and 24 days after ten years of service. This leave is on the basis of a five day week and is exclusive of the usual public holidays.

The Organisation of Working Time Act 1997

The terms of the Organisation of Working Time Act 1997 will apply, where appropriate, to this position.

Sick leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the relevant sick leave circulars.

The appointee will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the Irish Prison Service. Payment during illness will be subject to the appointee making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Termination of contract

Either party may terminate the contract of employment at any time by giving sufficient notice as provided for under the Minimum Notice and Terms of Employment Acts 1973 to 2005.

Important Note on Terms and Conditions

Candidates should note that different pay and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the appointee.

Security Clearances

Character references will be made in respect of individuals who come under consideration.

PLEASE NOTE: the Garda Vetting form which you will be required to complete and return on the day of interview **only covers addresses in the Republic of Ireland.**

If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, it is **mandatory** for you to furnish a **Police Clearance Certificate** from those countries stating that

you have no convictions recorded against you while residing there. You will need to provide a separate **Police Clearance Certificate for each country you have resided in**. Clearance must be dated after the date you left the country. Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority (i.e. in this instance the Irish Prison Service).

It is YOUR responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and being in order.

The following websites may be of assistance in this regard:

www.met.police.uk

www.met.police.uk/dataprotection This covers the London area only.

www.police.uk/forces/forceslist.asp This website will provide you with a link to each police force website in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that website.

www.disclosurescotland.co.uk

www.south-wales.police.uk/fe

www.north-wales.police.uk

www.psnl.police.uk

www.migrationint.com.au/office.asp (countries other than UK/Nl)

www.crb.gov.uk (This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau.)

www.afp.gov.au This website will provide you with information on obtaining a national police clearance certificate for Australia

www.courts.govt.nz This website will provide you with information on obtaining police clearance in New Zealand.

For other countries not listed above, you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance. When requested, a copy of your Clearance will be retained on file and the original returned to you by post. Any cost incurred in this process will be borne by the Candidate.

Expenses

The Irish Prison Service will not be responsible for any expense, including travelling expenses, candidates may incur in connection with their candidature.

Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence

ELIGIBILITY TO COMPETE AND CERTAIN RESTRICTIONS ON ELIGIBILITY

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public

health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Declaration:

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.