



Bord Altranais agus
Cnámhseachais na hÉireann
Nursing and Midwifery
Board of Ireland

Information Booklet

Membership of the
Fitness to Practise Committee

Membership of the Fitness to Practise Committee of the Nursing and Midwifery Board of Ireland

The Nursing and Midwifery Board of Ireland (NMBI) is seeking applicants to participate in the work of the Fitness to Practise Committee (FTPC).

Note:

No person can be a member of the Preliminary Proceedings Committee (PPC) and the FTPC at the same time.

A person who has been a member of the PPC cannot become a member of the FTPC.

Role of the NMBI

NMBI is the regulatory body for the professions of nursing and midwifery in Ireland. We have a statutory obligation to protect the integrity of the practice of the professions of nursing and midwifery and to protect the public. We perform our functions in the public interest under the Nurses Act, 1985 and the Nurses and Midwives Act 2011, as amended.

We do this by:

- maintaining a Register of Nurses and Midwives;
- promoting high standards of professional education, training and practice and professional conduct amongst nurses and midwives; and
- investigating and considering complaints against nurses and midwives who practise in Ireland.

Committees of NMBI

NMBI committees are established by the Board of NMBI to assist it in the performance of its functions, and to ensure that a broad range of contributions, skills and qualities are available to it in the interest of patients and the public. Committees are composed of Board and non-Board co-opted members who demonstrate knowledge, skills and/or expertise in the primary area of focus and responsibility of a particular committee.

Fitness to Practise Committee

The FTPC is a statutory committee of the Board of NMBI established under the Nurses and Midwives Act 2011. This committee considers complaints which are referred to it by the PPC. More information is available on our [website](#).

Skills and competencies

Essential

- Ability to make informed decisions, think critically and articulate opinions in a clear, concise and logical manner.
- Display a proven track record of effective judgement, decision making, initiative and analytical thought.
- Demonstrate experience in identifying solutions to complex issues and understanding their impact and implications.
- Possess excellent interpersonal and teambuilding skills with proven ability to build relationships with many different stakeholders.
- Ability to interact with other committee members in a group setting, valuing the contributions of all members.
- Display excellent oral and written communication skills, with ability to negotiate and challenge when necessary.
- Possess a strong sense of ethics, integrity and probity.
- Ability to bring objectivity and scrutiny to the governance of the organisation.

Desirable

- Display significant knowledge of the legal and regulatory environment in which NMBI operates or demonstrate capacity to acquire this knowledge
- Prior experience providing professional advice, support and guidance to the professions of nursing and midwifery or to other health care professionals.
- Knowledge of the Irish health sector.

Remuneration

Committee member expenses will be paid in accordance with NMBI's travel and expenses policy and public service travel and subsistence policy.

Members of the FTPC will be paid €300 a day subject to tax. Payments to FTPC members are also subject to the "one person one salary" (OPOS) principle, as recommended by the Review Body on Higher Remuneration in the Public Sector in 1972. The OPOS principle provides that, as a general rule, public servants should not receive additional remuneration for undertaking any other duties in the public service.

Term of appointment

The appointment to a committee of the Board will be for an initial period of three years. There should be no expectation of automatic re-appointment to a committee of the Board. You should note that successful applicants will not be employees of NMBI.

Please note: Members may serve no more than a total of two terms on a combined number of committees of NMBI i.e. if you have previously served a term on a committee other than the FTPC, you will be eligible to serve a term of no more than three years. If you have previously served two or more terms on a committee other than the FTPC, you will not be eligible for membership of the FTPC.

Time commitment

The time commitment will vary depending on the workload. The minimum number of scheduled meetings, including call-overs and inquiry days can be up to 15 full days per year, some of which may be consecutive, however additional meeting days may be required.

Location of meetings

Generally, all meetings of the committees are held in NMBI at 18-20 Carysfort Avenue, Blackrock, Co Dublin. However, from time to time meetings may be held in other national locations. Appointees are expected to be able to sit at all national locations. Some meetings may be held remotely by video conference.

Conflicts of interest

Personal or professional relationships with other Board or committee members or with NMBI staff may be perceived as a conflict of interest and should be declared on application.

Assessment process

- The Director of Fitness to Practise and the Chair of the FTPC/member of the FTPC will review and assess the expressions of interest received against a specific skills and experience matrix.
- A shortlist of candidates may be invited for interview.
- The names of the recommended candidates will be forwarded to the Board of NMBI for approval.

Data protection

NMBI will process any personal data provided by in connection with an application for this role in accordance with the General Data Protection Regulation and the Data Protection Acts 2018. The data will be kept for no longer than is necessary for the purposes for which that data is processed, and it shall be kept in a manner that ensure appropriate security of the data including the unauthorised or unlawful processing of data.

If your application is successful for this role, then your personal data will continue to be processed in accordance with the specified reason of the vacancy for which you have applied and your data will not be held longer than is necessary.

NMBI may disclose the data that you provided on the application form to external sources for the following reasons: where there is an external assessor assisting in the shortlisting or during interviews for the vacancy to which you have applied, and to internal and external auditors.

How to apply

1. Carefully read this information booklet.
2. Submit a cover letter setting out your suitability for the role including how you meet the required criteria.

3. Attach a CV of not more than two pages including the names and contact details of two referees (not related to you).
4. Return by email to Orla Coady at occoady@nmbi.ie by the closing date stated on the website.