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**Simulation Clinical Nurse Educator – CNM2**

**Letterkenny University Hospital**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Simulation Clinical Nurse Educator – CNM2** **Grade Code: (2119)** |
| **Remuneration** | The Salary scale for the post is as at: 01/03/2025€60,854, €61,862, €62,715, €64,106, €65,644, €67,154, €68,664, €70,364, €71,943, €74,658, **€76,897 LSI**New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Campaign Reference** | **L8504** |
| **Closing Date** | **Thursday 31st July 2025 at 4pm** |
| **Proposed Interview Date (s)** | It is anticipated that interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week’s notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **West North West Hospital Group, Letterkenny University Hospital**There is currently one whole time permanent vacancy available in Letterkenny University Hospital, Letterkenny, Co. Donegal.The successful candidate may be required to work in any service area within the vicinity as the need arises. A panel may be formed for **Simulation Clinical Nurse Educator – CNM2** at Letterkenny University Hospital from which current and future permanent and specified purpose vacancies of full time or part time duration may be filled. |
| **Informal Enquiries** | Dr Caroline Richardson, **Email:** caroline.richardson2@hse.ie |
| **Details of Service** | The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.The region comprises of 7 hospitals across 8 sites:* [Letterkenny University Hospital (LUH)](https://saolta.ie/hospital/letterkenny-university-hospital)
* [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital)
* [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital)
* [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital)
* [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Lady’s Hospital Manorhamilton (OLHM)
* Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital

The region’s Academic Partner is NUI Galway.The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff **Vision**Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.**Guiding Principles**Care - Compassion - Trust – LearningOur guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:* Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population.
* Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity.
* Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners.

Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Mission Statement** | Patients are at the heart of everything we do. Our mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.**OUR VISION STATEMENT** Our Vision is to build on excellent foundations already laid, further developing and integrating our Group, fulfilling our role as an exemplar, and becoming the first Trust in Ireland.**OUR GUIDING VALUES** **Respect** - We aim to be an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more. **Compassion** - we will treat patients and family members with dignity, sensitivity and empathy.**Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity. **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research. **Learning** - we will nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential. **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions. **Teamworking** – we will engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission. **Communication** - we aim to communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.*These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.*  |
| **Reporting Relationship** | Reports to Emer Duffy (Nurse Practice Development Co-ordinator) professionally andDr Caroline Richardson(Associate Director of Postgraduate Medical Education and Training)andDr Orla Dunne (Dean of Donegal Medical Academy), operationally.  |
| **Purpose of the Post**  | The Simulation Clinical Nurse Educator will work closely with Faculty, content experts, course/program leaders and Clinical Simulation Program staff to develop, coordinate, implement and evaluate simulation-based education and events across undergraduate and postgraduate healthcare profession areas. |
| **Principal Duties and Responsibilities** | * The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree.
* Maintain throughout the hospital awareness of the primacy of the patient in relation to all hospital activities.
* Performance management systems are a part of this role and you will be required to participate in the Group’s performance management programme.

**Professional /Clinical****Simulation-Based Education Activities:***The Simulation Clinical Nurse Educator will:** Work collaboratively with faculty and Simulation Program staff and other clients and stakeholders to develop, coordinate, implement and evaluate simulation-based education and events, Including: learning objectives, case scenarios, program planning, evaluation tools as well as other needs of the departments and groups utilising the Healthcare Simulation Space.
* Work with intra-or interdisciplinary teams, brainstorm and problem solve and participate in educational strategic planning.
* Participate in simulation event and scenario planning meetings to provide curriculum and learning objective expertise consistent with capabilities and limitations of Clinical Simulation Program staff, equipment and facilities to meet faculty needs.
* Collaborate with faculty and staff and other clients and stakeholders to achieve consistent, integrated application of simulation-based education and events, research and other activities across the HSE West& North West Region.
* Work collaboratively with faculty and staff and instruct faculty and others on technical aspects of operating simulators and equipment. Develop and lead faculty development activities including courses, individual instruction, and resources as appropriate for advanced simulation techniques. Maintain documentation of completion of orientation and faculty development activities.
* Ensure appropriate fidelity and realism of simulation events including moulage, equipment, supplies, rooms & furniture to meet simulation-based learning objectives.
* Assist with set up of simulation scenarios and equipment.
* Participate in running simulation events (e.g. workshops, symposia and conferences) and scenarios as appropriate.
* Participates in the development and review of relevant policies, procedures, protocols and guidelines

**Technical:***The Simulation Clinical Nurse Educator will:** Develop technical proficiency with basic aspects of the operation, maintenance, support, troubleshooting, repair and replacement needs for all simulation equipment and train other education leads in the handling of this equipment where necessary.
* Participate in preventative maintenance of equipment according to manufacturers’ recommendations and scheduled maintenance to ensure that equipment is operational.
* Collaborate with team members to develop and maintain appropriate materials and protocols for scheduling, administration and record keeping of simulation-based education, orientations and trainings.
* Maintain an archive of simulation cases and set-up guides to ensure most current information is available.

**Other Responsibilities:***The Simulation Clinical Nurse Educator will:** Demonstrate teaching/leadership skills using creativity, integrity, initiative and communication.
* Demonstrate ability to use basic audiovisual equipment.
* Communicate and collaborate in a positive, professional manner with faculty, staff, learners, and stakeholders of the Healthcare Simulation Space.
* Provide communication and feedback to program director on facility, technology, equipment, operational and other needs identified for overall maintenance and program functioning.
* Create innovative ideas, evaluate new equipment, and identify opportunities for technology improvement and integration into healthcare education.
* Engage in available opportunities to learn about current developments and best practices in simulation, share information and best practices externally.
* Develop and maintain relationships with simulation specialists to engage in collaborative problem solving and innovation.
* Conduct facility tours; participate in events providing exposure and insight to the program.
* Participates in professional development planning with their line manager to make use of skills and capabilities to achieve personal, professional and organizational goals
* Perform other duties as assigned.

**Health & Safety***The Simulation Clinical Nurse Educator will:** Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff e.g. health and safety procedures, emergency procedures.
* Take appropriate action on any matter identified as being detrimental to staff and/or service user care or well being / may be inhibiting the efficient provision of care.
* Ensure adherence to established policies and procedures e.g. health and safety, infection prevention and control, storage and use of controlled drugs etc.
* Ensure completion of incident / near miss forms
* Maintain a feedback mechanism with the clinical risk manager and report to senior management team where appropriate.
* Ensure adherence to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. Ensure advice of relevant stakeholders is sought prior to procurement e.g. CNS infection control, Occupational Therapist.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service

**Management***The Simulation Clinical Nurse Educator will:** Exercise authority and co-ordinate the functions of the assigned area(s)
* Provide support, advice and direction to staff as required
* Engage with the wider healthcare team and facilitate team building
* Provide staff leadership and motivation, which is conducive to good working relations, and work performance.
* Promote a culture that values diversity and respect in the workplace
* Contribute to the strategic management and planning process
* Manage resources, including staff, efficiently and effectively to ensure the highest standards of service.
* Manage and evaluate the implementation of the service plan and budget
* Provide reports on activity and services as required
* Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters.
* Engage in IT developments as they apply to service user and service administration

**KPI’s*** The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets.
* The development of Action Plans to address KPI targets.
* Driving and promoting a Performance Management culture.
* In conjunction with line manager assist in the development of a Performance Management system for your profession.
* The management and delivery of KPIs as a routine and core business objective.

**PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:*** Employees must attend fire lectures periodically and must observe fire orders.
* All accidents within the Department must be reported immediately.
* Infection Control Policies must be adhered to.
* In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits.
* In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.
* Hospital uniform code must be adhered to.
* Provide information that meets the need of Senior Management.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Risk Management, Infection Control, Hygiene Services and Health & Safety*** The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
* The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
* The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
	+ Continuous Quality Improvement Initiatives
	+ Document Control Information Management Systems
	+ Risk Management Strategy and Policies
	+ Hygiene Related Policies, Procedures and Standards
	+ Decontamination Code of Practice
	+ Infection Control Policies
	+ Safety Statement, Health & Safety Policies and Fire Procedure
	+ Data Protection and confidentiality Policies
* The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group’s Risk Management Incident/Near miss reporting Policies and Procedures.
* The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
* The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.
* The post holders’ responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager.
* The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
* The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
* The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
* It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **Candidates must have at the latest date of application: -**1. **Statutory Registration, Professional Qualifications, Experience, etc**
2. Be registered in the General Division or the Midwifery division of the Register of Nurses maintained by An Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) or be entitled to be so registered.

 **And**1. Have at least 5 years post registration experience of which 2must be in a high acuity or procedural setting.

 **And**Demonstrate evidence of continuing professional development at the appropriate level. **And**1. Candidates must possess the requisite knowledge, leadership and management ability for the proper discharge of the duties of the office.
2. **Annual registration**

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| (i) | Practitioners must maintain live annual registration in the General Nurse Division, and other divisions as relevant to the specific service, of the Register of Nurses and Midwives, as appropriate, maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann). |
|  |  **And** |
| (ii) | Practitioners must confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). |

**3. Health**A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **4. Character**Each candidate for and any person holding the office must be of good character. |
| **Post specific Requirements** | Demonstrate depth and breadth of post registration nursing or midwifery experience in the area of delivering healthcare education, training and simulation education.Desirable criteria:* Postgraduate qualification in Clinical Education / Simulation Based Education or related area
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| **Other requirements specific to the post** | Access to transport as the post will involve frequent travel. |
| **Skills, competencies and/or knowledge** | **Professional/Clinical Knowledge****Professional Knowledge**• Demonstrate practitioner competence and professionalism. • Demonstrate knowledge of relevant legislation & standards. • Demonstrate an understanding of key issues and priorities in the health service.• Demonstrate commitment to educational and professional development issues.• Demonstrates strong knowledge of research methods and knowledge of the challenges and opportunities to develop research, audit and evidence based practice.• Demonstrates excellent critical thinking and academic writing skills.**Planning & Organising Skills**• Demonstrate ability to effectively manage workload, prioritise and manage deadlines.• Demonstrate evidence of computer skills including use of Microsoft Word, Excel, Powerpoint and Internet search engines etc.**Building & Maintaining Relationships including Leadership, Managing People & Team Skills**• Demonstrate skills to effectively manage and lead change.• Demonstrate ability to lead relevant projects and show initiative in developing new projects.• Demonstrate ability to budget and assess financial viability of programmes.• Demonstrate knowledge and understanding of the corporate agenda to inform the provision of relevant education in response to service planning. • Demonstrate effective communication and interpersonal skills • Demonstrate the ability to build and develop relationships with nursing/midwifery colleagues and the broader multidisciplinary team. **Commitment to Providing a Quality Service**• Demonstrate knowledge and understanding of educational and professional development issues.• Demonstrate commitment to self-development and performance improvement.• Demonstrates a strong degree of self-awareness, seeking feedback from colleagues.• Demonstrate the ability to critically analyse and articulate how nurse/midwives contribute to the enhancement of the patient experience.• Demonstrates ability to reflect on incidents and situations and to debrief self and others in order to learn and enhance service provision.• Sees new developments in nursing and midwifery practice and research as opportunities for developing the nursing services and profession.• Demonstrate an ability to analyse and evaluate information and situations to inform decision making.**Interpersonal/Communication Skills**• Demonstrate interpersonal verbal and written communication skills.• Demonstrate ability to develop positive working relationships internally and externally.• Demonstrate experience of communicating effectively in multi-disciplinary teams.• Demonstrate ability to build and maintain relationships as part of a team.• Demonstrate skills in teaching and facilitation.• Ability to apply relevant education theory when assessing, teaching and supporting  learners, whilst cognisant of different learning styles. |
| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.Codes of practice are published by the CPSA and are available on <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |



**Simulation Clinical Nurse Educator (CNM2)**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is pensionable, permanent and whole time.A panel may be created for Clinical Nurse Manager 2, Simulation Clinical Nurse Educator (CNM2) from which permanent and specified purpose vacancies of full or part time duration may be filledAppointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The salary scale for the post is: (01/03/2025) €60,854, €61,862, €62,715, €64,106, €65,644, €67,154, €68,664, €70,364, €71,943, €74,658, **€76,897 LSI**New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be 37.5 hours per week. HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at job offer stage |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004. |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation * To report child protection concerns at or above a defined threshold to TUSLA.
* To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report

You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Protection of Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)