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**Director of Nursing 1, Assistant (Women’s Health and Paediatrics)**

**Job Specification, Terms & Conditions**

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| **Job Title and Grade** | **Director of Nursing 1, Assistant (Women’s Health and Paediatrics)***(Grade Code 2910, Band 1)* |
| **Campaign Reference** | NRS04986 |
| **Closing Date** | Friday 22nd September 2017 at 12 noon |
| **Proposed Interview Date (s)** | Week commencing 23rd October 2017 |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Organisational Area** | Health Service Executive (HSE) West  |
| **Location of Post** | **Mayo University Hospital, Saolta University Health Care Group**Initial assignment will be to Mayo University Hospital.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 Mayo University Hospital from which current and future permanent and specified purpose vacancies of full time or part time duration may be filled. |
| **Informal Enquiries** | Ms Andrea McGrail, Interim DONM**Email:** andrea.mcgrail@hse.ie,**Tel:** 094 9042324 |
| **Details of Service** | Saolta University Health Care Group is one of six new hospital groups announced by the then Minister for Health, Dr. James Reilly TD in May, 2013, as part of a re-organisation of public hospitals into more efficient and accountable hospital groups that will deliver improved outcomes for patient. The Saolta University Health Care Group comprises of 7 hospitals:* Letterkenny University Hospital
* Sligo University Hospital
* Mayo University Hospital
* Roscommon University Hospital
* Portiuncula University Hospital, Ballinasloe
* Merlin Park University Hospital Galway
* University Hospital Galway

The Group has one overall Group Management Team, turnover of €820 million and operates with 1,781 beds and staffing of 8,274 WTE (9,768 headcount) in January 2016.The objectives of the groups are to:* Achieve the highest standard of quality and uniformity in care across the group.
* Deliver cost effective hospital care in a timely and sustainable manner.
* Encourage and support clinical and managerial leaders.
* Ensure high standards of governance, both clinical and corporate and recruit and retain high quality nurses, NCHDs, consultants, allied health professionals and administrators in all our hospitals.

 There is an evolving Group governance structure with 4 Clinical Directorates which manage the clinical specialities across each site:* Medicine
* Perioperative
* Diagnostics
* Women and Children’s

Each Directorate has a set of key performance indicators to improve quality, drive performance, and ensure efficiency.The Group provides a range of high quality services for the catchment areas it serves and GUH is a designated supra-regional cancer service provider meeting the needs of all the counties along Western seaboard and towards the midlands from Donegal to North Tipperary.Saolta University Health Care Group aims to meet its service plan targets. Its priority is to implement the national clinical care programmes across the Group and establish a performance management culture with the development of Key Performance Indicators (KPIs).**Vision**The formation of the hospitals groups, which will transition to independent hospital trusts, will change how hospitals relate to each other and integrate with the academic sector.  Over time, the Group will deliver:* Higher quality service
* More consistent standards of care
* More consistent access to care
* Stronger leadership
* Greater integration between the healthcare agenda and the teaching, training, research and innovation agenda

Our Academic Partner is the National University of Ireland, Galway and we are developing further international partnerships in the UK and the USA. |
| **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 fulfill 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** | The post holder will report to the Director of Nursing and Midwifery Mayo University Hospital |
| **Purpose of the Post**  | To provide day-to-day oversight and management to the maternity services (Women and Children inpatient and outpatient services) at Mayo University Hospital and the surrounding community. Work as part of the senior nursing team duty manager cover incorporating evening and weekends.  |
| **Principal Duties and Responsibilities** | **Professional/Clinical***The Director of Nursing 1, Assistant (Women’s Health and Paediatrics)** 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 part of role and you will be required to participate in the Group’s performance management programme.
* Demonstrate behaviour consistence with the Mission and Values of the group.
* Place kindness and compassion at the core of daily work.
* Provide operational support to areas of responsibility to include senior management walkabouts, safety and quality checks and user satisfaction.
* Carry out audits across the group as required.
* Evaluate the systems of nursing & midwifery care delivery and recommend changes in midwifery procedures, practices and policies in order to reflect an evidence based practice approach to service delivery.
* Ensure that modern standards of clinical nursing & midwifery care are in operation and that regular monitoring of nursing/midwifery care is undertaken through audit.

**Professional/Clinical***The Director of Nursing 1, Assistant (Women’s Health and Paediatrics)** Areas of responsibility will be assigned by the Director of Nursing Midwifery as required by service changes and developments.
* Act as an ambassador for, and lead the staff in achieving the hospital’s mission, vision, values and strategic plan, as envisaged by the HSE and the SAOLTA.
* Participate with the Director of Nursing Midwifery and the Senior Nursing & Midwifery Management colleagues in ensuring that the day-to-day activities and resources of the hospital are managed and co-ordinated throughout so that a first class user/ patient focused service is delivered.
* Contribute to the change agenda and initiatives within SAOLTA and work collaboratively with key stakeholders to achieve strategic and operational change.
* Participate in the hospital & Saolta group Children First Committee.
* Be aware of all policies in relation to fire prevention, moving and handling, major emergency, waste management and risk management and implement these.
* Determine how best to achieve the aims, directions and objectives set by the Director of Nursing Midwifery to ensure they are delivered within the timeframe, policies, guidelines and limits set.
* Liaise and give reports to the Director of Nursing Midwifery and Out of Hours Managers / Senior Management as required.
* The post holder will be requested to participate / lead projects on a hospital/organisational wide basis by the General Manager and Director of Nursing Midwifery.
* Lead in the areas of clinical governance e.g. risk management, quality, complaints, legal issues and health & safety for divisions/units.
* Participate in Hygiene and Decontamination Audits or any other audits as required by the HSE and fully implement all HIQA guidelines as a part of the multi-disciplinary team.
* Be responsible in partnership with lead clinicians for identifying areas for development and for preparing business cases for these areas including the rationale for development.

**Managerial** *The Director of Nursing 1, Assistant (Women’s Health and Paediatrics)** Practice an enabling management style with the front-line management team and other contributing professionals.
* Ensure that critical human and material resources are allocated in an effective way, monitor activity levels and intervene to align resources and maximise efficiencies.
* Facilitate Nurse/Midwife Managers / Nurse Specialists / Midwife Specialists in deciding how the workload is to be measured, care delivered and quality monitored.
* Ensure that all nursing and support services are managed to optimise effectiveness, quality and efficiency.
* Ensure co-ordination of staff deployment across service units/wards to meet fluctuations in demand.
* Review and develop roster schedules across the service units/wards to provide for optimal scheduling versus workload requirements and skill mix.
* Monitor sickness/absence and implement local and national control measures at department level. Proactively manage persistent poor staff attendance.
* Participate in interdisciplinary and inter-service policy planning groups in order to effect optimal clinical and non-clinical service delivery to service units/wards.
* Participate and collaborate in the development of the Directorate Service Planning process for SAOLTA.
* Provide reports on matters affecting the implementation and monitoring of the service plans against the targets set.
* Participate in the overall financial planning of the service including the assessment of priorities in pay and non-pay expenditure.
* Customise and contribute to the selection of policies, introduction and development of information and other systems for the Nursing/Midwifery service in SAOLTA.
* Prepare an annual report on Midwifery and related activities and expenditure in the area of responsibility.
* Develop the concept of collaborative care planning in conjunction with other professionals.
* Contribute to the development and implementation of a discharge policy and ensure good liaison with the Community Care Services.
* Participate as a key Manager in the overall financial planning for SAOLTA including the assessment of priorities in pay and non-pay expenditure.
* Work closely with the Director of Nursing and the Director of Midwifery in ensuring expenditure is controlled within budget and identify potential for efficiency savings through improved practices and innovation.
* Delegate, as appropriate responsibility for budgetary control and implementation of monthly expenditure audit systems.

**Personnel Management***The Director of Nursing 1, Assistant (Women’s Health and Paediatrics)** Ensure that a sufficient number of qualified and experienced staff are available to fill vacancies arising from predictable staff turnover or to deal with periodic peaking of demand.
* Ensure that policies and procedures facilitate the recruitment, induction and retention of midwifery and support workers personnel.
* Facilitate and lead in the development and implementation of family friendly initiatives to support midwifery personnel participating actively in the work force.
* Facilitate in the development of personal development planning for midwifery personnel.
* Implement procedures for dealing with staff grievances, handling disciplinary matters or negotiating on conditions of employment appropriate to his/her work as set out in personnel policies.
* Empower line managers in managing all leave entitlements and WTE control.
* Foster good employee relations and promote good communication among nursing / midwifery staff and their interdisciplinary colleagues.
* Develop a shared sense of commitment and participation among staff in the management of change, the development of the Nursing Midwifery Services and in responding to the changing health needs of patients.
* Deal with relevant industrial relations issues relating to Nursing Midwifery and allied staff in consultation with the H.R. Dept and the Director of Nursing Midwifery where relevant.
* Participate in the formulation of relevant personnel policies and procedures.
* Keep the Director of Nursing & Director of Midwifery appraised of any significant development within his/her area of responsibility and perform such additional duties as may be assigned from time to time by the Director of Nursing Midwifery.

**Education***The Director of Nursing 1, Assistant (Women’s Health and Paediatrics)** Advise and co-operate with the Director of Nursing & Director of Midwifery and academic bodies, etc where necessary.
* Identify the clinical learning needs of staff relevant to service requirements and individual personal development, thereby ensuring in-service training programmes meet service needs and fulfil the scope of practice for professional development.
* Provide for the organisation of clinical placements for student nurses/midwives.
* Taking cognisance of service developments, facilitate and enable nursing personnel undertake of relevant education and training programmes in order to discharge the developing roles of the Clinical Nurse Midwife Specialist and Advanced Nurse Midwife Practitioners.
* Support and facilitate the education and development requirements of the competency based approach to Nursing Midwifery management thereby ensuring effective Midwifery management in the Irish Health and Personal Social Services.
* Monitor recent Midwifery research and new developments. Initiate, facilitate and take part in relevant Midwifery research and promote awareness of ongoing and current research into issues affecting patient care in SAOLTA.

**Education***The Director of Nursing 1, Assistant (Women’s Health and Paediatrics)** Facilitate and support the development of a comprehensive continuous quality improvement programme that includes the following:
* The development and maintenance of an Integrated Healthcare Risk Management programme in collaboration with the Risk Advisors for the Directorate.
* Monitor the implementation of National Standards for Safer Better Maternity Services 2016.
* Support and identify suitable Clinical Audit projects within the Directorate and support the implementation of bench marking and Performance Indicators.
* Assist in the identification of suitable patient care groups for Integrated Care Pathways and liaise with the Integrate Care Pathway Co-ordinator.
* Assist in the Quality Improvement Programmes.
* Ensure the opportunities exist for the development of Nursing/Midwifery practice, which reflects current research and best practice, which is patient focused and cost effective.
* Participate and advise on any nursing/midwifery and associated research projects.
* Ensure that effective safety procedures are in place that complies with the Heath, Safety and Welfare and Work Act.
* Participate and advise on the ongoing development, implementation and monitoring of hospital policies and procedures.
* Be actively involved in and support continuous quality improvement initiatives including clinical audit and complaints management.
* Carry out ongoing reviews of nursing/midwifery workforce within areas of responsibility to ensure correct grades and skill mix of staff are available to deliver services and resources are effectively and efficiently utilised.
* Encourage participation and contribution from all grades/disciplines, to promote collaborative working, utilising synergies and sharing of innovative ideas.
* 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 etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**KPIs*** 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.
* To develop individual Plan of Actions (POAs) with the Director of Nursing Midwifery and agree performance targets.

**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 Act, 2005 all staff must comply with all safety regulations and audits.
* In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted.
* Hospital uniform code must be adhered to.
* Provide information that meets the need of Senior Management.

**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 Hospitals 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.
* It is the post holders’ specific 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 responsibility of the post holder to be aware of and comply with the HSE Health Care Records Management / Integrated Discharge Planning (HCRM / IDP) Code of Practice.
* All staff are responsible for identifying, assessing and reporting all risks and for contributing to the management and review of all risks.

**The above Job Description 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, on the latest date for receiving completed application forms for the office, possess:** **1. Professional Qualifications, Experience, etc** (a) Eligible applicants will be those who on the closing date for the competition: (i) Are registered, or be eligible for registration in the General Nurse Division and Midwives division of the Register of Nurses and Midwives, as maintained by the Nursing & Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann). **and**(ii) Have 7 years post registration nursing experience and 3 years nursing management midwifery experience at a minimum of CNM2. **and**(iii) Possess a post graduate qualification at not less than level 8 (QQI) in health care or management related area. **and**(b) Candidates must possess the requisite clinical, leadership, managerial and administrative knowledge and ability for the proper discharge of the office. **2. Annual Registration** Practitioners must maintain live annual registration in the relevant division of the Nurses & Midwifery Register maintained by the Nursing & Midwifery Registration Board (Bord Altranais agus Cnáimhseachais na hÉireann) **3. Age** Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs. **4. Health** Candidates 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. **5. Character** Candidates for and any person holding the office must be of good character.*Note: A photocopy of your Level 8 (or higher) post registration Quality & Qualifications Ireland major academic award Course Transcript must be submitted with your Application Form. Failure to submit a copy of your Course Transcript will result in you not being brought forward to the next stage of the selection process.* |
| **Post Specific Requirements** | Demonstrate depth and breadth of midwifery experience as relevant to the post including:* Evidence of management experience in an acute setting,
* In-depth experience of HR Management.
* In-depth experience of Operational Management (including staffing, maintenance, and site management).
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| **Other requirements specific to the post** | Will be included at expression of interest stage, if applicable |
| **Skills, competencies and/or knowledge** | ***Candidates must:*****Professional/Clinical knowledge** * Demonstrate a high degree of commitment, professionalism and dedication to the philosophy of quality health and social care provision.
* Demonstrate relevant knowledge expertise and experience.
* Demonstrate evidence of policy development and the ability to translate policy into action.
* Demonstrate knowledge and experience of quality audit/assurance systems.

**Commitment to Providing a Quality Service*** Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality patient centred care.
* Demonstrate an ability to monitor and evaluate service performance and levels of care.

**Planning and Organising Resources*** Demonstrate ability to plan, organise and deliver services in an efficient, effective and resourceful manner, within a model of patient centred care and value for money.
* Demonstrate ability to manage deadlines and effectively handle multiple tasks.

**Building and Maintaining Relationships: Leadership, Managing People & Team Skills*** Demonstrate leadership skills and ability to influence others.
* Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment.
* Demonstrate ability to manage, motivate and develop staff to maximise performance at work.
* Demonstrate the ability to foster a learning culture amongst staff and colleagues to drive continuous improvement in services to patients.
* Demonstrate ability to work effectively with multi-disciplinary teams.

**Evaluating Information and Judging Situations*** Demonstrate the ability to evaluate information and solve problems.

**Communication and Interpersonal Skills*** Demonstrate effective communications and interpersonal skills including: the ability to present information in a clear and concise manner: the ability to engage collaboratively with all stakeholders; the ability to give constructive feedback.
* Demonstrate competency in general use of information technology-computers, office functions, internet for research purposes, email, preparation of presentation materials etc.
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| **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 [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, information for candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.This job description 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. |

**Director of Nursing 1, Assistant (Women’s Health and Paediatrics)**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is permanent and whole time.  The post is pensionable. A panel will be formed from this recruitment campaign and future permanent or specified purpose vacancies of full time or part time hours will be filled from this panel. The tenure of these posts will be indicated at “expression of interest” stage.Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The salary scale for the post at 01/04/17 is: €55,870 - €56,952 - €57,996 - €61,201 - €62,210 - €63,382 - €64,477 - €65,566 - €66,959 |
| **Working Week** | The standard working week applying to the post will be confirmed at Job Offer Stage |
| **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. |
| **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. |
| **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. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **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 ward/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 ward/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 |
| **Ethics in Public Office 1995 and 2001****Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 65,812 as at 01.04.2017)** | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 65,812 as at 01.04.2017) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below;A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer. C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <http://www.sipo.gov.ie/> |

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)