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**Physiotherapist-in-Charge (Grade III)**

**Job Specification, Terms & Conditions**

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| **Job Title and Grade** | **Physiotherapist-in-Charge (Grade III)**  *(Grade Code: 3182)* |
| **Campaign Reference** | NRS05112 |
| **Closing Date** | Monday 9th October 2017 |
| **Proposed Interview Date (s)** | Week commencing 6th November 2017 |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Location of Post** | **Galway University Hospitals and Roscommon University Hospital,**  **Saolta University Health Care Group**  There is currently one permanent whole-time vacancy available.  Initial assignment will be to Galway University Hospitals and Roscommon 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 as a result of this campaign for Galway University Hospitals and Roscommon University Hospital, Saolta University Health Care Group from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Chris Kane, General Manager, Galway University Hospital.  **Email**: [chris.kane@hse.ie](mailto:chris.kane@hse.ie)  **Telephone**: 091 544200 |
| **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 General Manager GUH |
| **Purpose of the Post** | The Physiotherapist Manager in Charge III will be responsible for leading and managing the Physiotherapy Service at Galway University and Roscommon University Hospitals in line with best practice and maintaining throughout the Hospitals an awareness of the primacy of the patient in relation to all Hospital activities.  The post holder will support the development and implementation of appropriately focused management and operational planning and control systems within the Group and ensure that service plan targets are met. |
| **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 part of role and you will be required to participate in the Group’s performance management programme.  Professional / Clinical *The Physiotherapist-in-Charge (Grade III) will:*   * Maintain throughout the Hospital awareness of the primacy of the patient in relation to all hospital activities * 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 * Lead and coordinate the Physiotherapy Service at Galway University Hospitals as a Regional Centre of Excellence and Roscommon University Hospital in line with best practice to provide a patient centred physiotherapy service. * Be responsible for the overall management and performance of physiotherapy activity within the designated area in keeping with good professional practice and subject to agreed national policy directives and priorities , including the clinical programmes * Be responsible for the delegation of management of physiotherapy services to the Deputy Physiotherapy Managers * Develop and implement policies and procedures to support safety, best practice and service provision. * Manage risk within the physiotherapy service on all sites and provide for the requirements of SAOLTA safety standards. * Manage resources effectively and provide statistics in line with requirements. * Represent the physiotherapy services and their users in accordance with the management systems of SAOLTA and participate in processes including * Clinical Directorates Management System * Service Planning Process * Performance Management * Patient Safety Management * Risk Management * Quality Improvement * Support audit, service evaluation, and clinical research * Facilitate the provision of Clinical Placements for Physiotherapy Students. * Maintain and develop professional standards in line with changing practices both within and outside the profession and contribute to developments as part of the Group. * Ensure compliance with all required HSE and hospital policies and procedures.  Education & Training *The Physiotherapist-in-Charge (Grade III) will:*   * Lead by example a professional, efficient and dedicated physiotherapy team. * Manage oneself in accordance with professional standards to ensure composure and quality of working life * Undertake continuing professional development * Recruit, select, induct and retain staff in cooperation with national and local human resource policies and procedures. * Provide for staff development needs.  Management *The Physiotherapist-in-Charge (Grade III) will:*   * Manage staff in line with best practice in people management including staff performance and review processes * Identify the strategic direction of physiotherapy service and establish the needs of service users and providers to deliver the service of the future in accordance with the strategic direction of SAOLTA * Lead the management of change in relation to service provision * Performance management systems are part of role and you will be required to participate in the Group’s performance management programme * Monitoring of sickness/absence and implementation of local and national control measures at Department Level. Proactively manage persistent poor staff attendance * 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.   **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   + Children First Policy * 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.   **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 have at the latest date of application:**  **1. Statutory Registration, Professional Qualifications, Experience, etc.**  **Category A:**   1. **Individuals who qualify before the 30th September 2016 and have not engaged in the practice of the profession in the Republic of Ireland:**   **OR**   1. **Individuals who qualified before the 30th September 2016 and have been engaged in the practice of the profession for less than 2 years fulltime, (or an aggregate of 2 years fulltime) in the Republic of Ireland between 30th September 2011 and 30th September 2016:**   **OR**   1. **Individuals who do not meet Category A (i) or (ii) (above) or Category B (below) and who are deemed eligible by CORU for registration under Section 38 of the Health & Social Care Professionals Act, 2005:**   **Must satisfy the following:**   1. Hold a qualification approved by the Physiotherapists Registration Board at CORU: 2. The B.Sc (Honours) degree in Physiotherapy from the University of Dublin\*   \*(The award granted after completing the four year study programme in the University of Dublin).  **OR**   1. Degree of Bachelor of Science (Hons) in Physiotherapy, National University of Ireland, Royal College of Surgeons in Ireland.   **OR**   1. Degree of Bachelor of Physiotherapy from University College Dublin, National University of Ireland, Dublin.   **OR**   1. Honours Degree Bachelor of Science (Physiotherapy) from University College Dublin, National University of Ireland, Dublin.   **OR**   1. The B.Sc (Honours) Degree in Physiotherapy from University of Limerick.   **OR**   1. Master of Science Physiotherapy (Pre-registration) from University College Dublin, National University of Ireland, Dublin.   **OR**   1. The Diploma in Physiotherapy of the University of Dublin or National University of Ireland, Dublin.   **OR**   1. Hold a comparable qualification recognised by the Irish Society of Chartered Physiotherapists.   **OR**   1. Submit proof to the HSE of their application for recognition of their qualifications from the Physiotherapists Registration Board at CORU by the date specified by the HSE.   **AND**   1. Have five years full time (or an aggregate of five years full time) post qualification clinical experience.   **AND**   1. Submit proof to the HSE of their application for registration as a Physiotherapist (under standard arrangements section 38) on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU before a contract of employment can be offered.   **AND**   1. Have the requisite knowledge and ability (including a high standard of suitability, management, leadership and professional ability) for the proper discharge of the duties of the office.   **Category B:**  **Individuals who qualified before the 30th September 2016 and have been engaged in the practice of the profession in the Republic of Ireland for a minimum of 2 years fulltime (or an aggregate of 2 years fulltime), between 30th September 2011 and 30th September 2016 must:**   1. Hold a qualification approved by the Physiotherapists Registration Board at CORU: 2. The B.Sc (Honours) degree in Physiotherapy from the University of Dublin   **OR**   1. Degree of Bachelor of Science (Hons) in Physiotherapy, National University of Ireland, Royal College of Surgeons in Ireland.   **OR**   1. Degree of Bachelor of Physiotherapy from University College Dublin, National University of Ireland, Dublin.   **OR**   1. Honours Degree Bachelor of Science (Physiotherapy) from University College Dublin, National University of Ireland, Dublin.   **OR**   1. The B.Sc (Honours) Degree in Physiotherapy from University of Limerick.   **OR**   1. Master of Science Physiotherapy (Pre-registration) from University College Dublin, National University of Ireland, Dublin.   **OR**   1. The Diploma in Physiotherapy of the University of Dublin or National University of Ireland, Dublin.   **OR**   1. A non-Irish physiotherapy qualification recognised by CORU or the Irish Society of Chartered Physiotherapists.   **AND**   1. Have five years full time (or an aggregate of five years full time) post qualification clinical experience.   **AND**   1. Have the requisite knowledge and ability (including a high standard of suitability, management, leadership and professional ability) for the proper discharge of the duties of the office.   **2. Registration on the Physiotherapists Register**  **Category A**  Appointees who subsequently fail to achieve the necessary registration on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU **will not** be able to continue in the role of a Physiotherapist beyond the 30th September 2018.  **Category B**  Appointees must have applied for registration with CORU by the 30th September 2018.  **3. Annual Registration**  (i) Practitioners must maintain annual registration on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU.  **AND**  (ii) Confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).  **4. 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.  **5. 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.  **6. Character**  Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of physiotherapy experience in a large acute setting, including management experience (clinical services management, staff management, implementing change and service improvement, etc.) as relevant to the post. |
| **Other requirements specific to the post** | Access to appropriate transport as post will involve travel across sites |
| **Skills, competencies and/or knowledge** | **Candidates must** :  **Planning & Organising to deliver Quality results**   * Demonstrate the ability to look ahead and forward plans for service developments. Anticipates trends and identifies opportunities. Ensures that the learning from new service models and practices influences service planning. * Demonstrate the 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. * Demonstrate foresight and future planning within the professional field   **Knowledge & Professional Knowledge**   * Demonstrate excellent knowledge of physiotherapy and evidence based practice * Demonstrate evidence of IT skills to enable service and statistical analysis, report writing and email communication * Demonstrate commitment to continuous professional development and knowledge sharing * Demonstrate knowledge of clinical risk management and implementation of standards including knowledge of legislation e.g. Health and Safety, Freedom of Information Act 1997, Childcare Act, HIQA Standards * Demonstrate knowledge of strategic vision and policy framework of Health Service Executive. * Demonstrate knowledge of professional registration requirements * Demonstrate evidence of attainment of management course   **Building & Maintaining Relationships including Leadership & Teamwork Skills**   * 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 understanding of, and commitment to, the underpinning requirements and key processes in providing quality patient centred care. * Demonstrates the ability to evaluate information and make effective decisions * Demonstrate an ability to monitor and evaluate service performance and levels of care. * Demonstrate the ability to facilitate change and improve service delivery * Demonstrates the ability to manage complaints and conflict in the workplace * Demonstrate initiative and innovation in identifying areas for service improvement   **Critical Analysis & Decision Making**   * Demonstrate an awareness and appreciation of the service user, including promoting the role of service user in care planning and decision-making and service development * Demonstrate effective problem solving strategies, including the ability to be flexible and innovative in these challenging times   **Communication & Interpersonal**   * The ability to get a message across fluently and persuasively in a variety of different media – oral, written and electronic. The ability to make a compelling case to positively influence the thinking of others. Is strategic in how he/she goes about influencing others: shows strong listening and sensing skills. |
| **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. | |

**Physiotherapist-in-Charge (Grade III)**

**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 is (as at 01/04/2017):  €69,212 - €70,305 - €71,395 - €72,545 - €73,755 - €74,963 - €75,930 |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer Stage.  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. |
| **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 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. |
| **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)