 **Clinical Lead - Covid-19 Vaccination Programme**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | Clinical Lead – Covid-19 Vaccination Programme, Galway Vaccination Centre |
| **Term** | Immediate until 30th September 2021 |
| **Campaign** **Reference Number** | CLCOVGALWAY |
| **Closing Date** | 10.00am on 14th June 2021 |
| **Proposed Interview date(s)** | Due to the urgent requirement of this post interviews will take place as soon as possible after the closing date. This means that you may be called forward for interview at very short notice. |
| **Taking up Appointment** | A start date will be agreed at job offer stage and an early start date will be required following offer of appointment. |
| **Organisational Area** | Galway Vaccination Centre, Saolta University Health Care Group |
| **Location of Post** | We are recruiting for a Clinical Lead for Galway Vaccination Centre, BallybritThe programme will be delivered nationally on a regional basis – Vaccination Centres Geographical Locations: * Galway
* Mayo
* Sligo
* Donegal
* Roscommon

**Locations may change this will be notified at the earliest possible date.** |
| **Informal Enquiries** | Ms. Marie Corbett, Interim Director of Nursing, Workforce Planning, Saolta University Health Care GroupEmail marie.corbett3@hse.ie  |
| **Details of Service** | The Clinical Lead appointed to the post will work within the Integrated Services Programme; working as a part of multi-disciplinary teams delivering a coordinated approach to the rollout of the Covid-19 Vaccination Programme.The Covid-19 vaccination programme has evolved, developed and expanded in response to the Pandemic. A dynamic, flexible and responsive approach to Vaccinations will be required to meet future and changing demands. This will require the Team Members to be agile in terms of work attendance patterns and locations. The anticipated operational hours for the Vaccination Centre are 8am to 8pm, Monday to Sunday.Successful Candidates and new Team Members will be provided with full training and induction and on-going support. Covid-19 vaccination is a critical element of the response to the Pandemic.The Saolta University Health Care Group provides acute and specialist hospital services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.The Group comprises 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 Ladies 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 Group's Academic Partner is NUI Galway.The Saolta Group’s region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs in excess of 10,000 employees, and has a budget in excess of €800 million. 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.**Vision**Our vision is to be a leading academic Hospital Group providing excellent integrated patient-centred care delivered by skilled caring staff.**Saolta 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 Saolta Group Hospitals, 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.

**Saolta Strategy 2019-2023**We have developed a five year strategy which outlines the vision and framework for the Group’s strategic development from 2019 to 2023.We are committed to ensuring that our patients are at the centre of all service design, development and delivery. Over the five years of the strategy we will further develop our services, both clinical and organisational based around seven key themes: Quality and Patient Safety; Patient Access; Governance and Integration; Skilled Caring Staff; Education Research and Innovation; eHealth and Infrastructure. These will be our key areas of focus to enable us to meet the future needs of our patients. We continue to work very closely with our colleagues in the community both Community Healthcare West and Community Health Organisation 1 in the North West to deliver more streamlined care to our patients in line with the national focus of bringing services closer to patients.While the tertiary referral centre for the Group is University Hospital Galway, it is essential that all our hospitals work more closely together in delivering services to address the challenges facing us across our region. A key theme of our 5 year strategy is the development of Managed Clinical and Academic Networks (MCAN).These networks will ensure that specialities in individual hospitals will no longer work in isolation but as a networked team which will improve clinical quality and patient safety. It will also support collective learning/sharing of expertise and will be supported by education, training, research and audit programmes. It will result in safer, standardised and more sustainable services for our patients. |
| **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 GUIDING VALUES** **Respect** - We are 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 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 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. **Team working** – we engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission. **Communication** - we 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 Operational Site Manager |
| **Purpose of the Post**  | The Clinical Lead in the Vaccination Centre has a pivotal role in leading and coordinating the delivery of the clinical service within the Centre being responsible for the highest standard of care, and for the development and maintenance of professional standards in accordance with the HSE policies for the Vaccination programme. The post holder will work in collaboration with the Operations Site Manager to facilitate the overall smooth running of the Vaccination Centre.The Clinical Lead will plan and guide clinical activities within the Vaccination Centre in order to ensure the safe delivery of vaccinations to the public providing clinical supervision to staff delivering all aspects of vaccinations: clinical assessment prior to vaccination, the preparation and administration of the vaccination and subsequent observation thereby ensuring the best clinical outcome for all attendees.The post holder will lead the development of appropriate clinical procedures for the Vaccination Centre. |
| **Principal Duties and Responsibilities** | * The post holder will support the principle that 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 Group’s awareness of the primacy of the patient in relation to all hospital activities.
* Performance management systems are part of the role and you will be required to participate in the Group’s performance management programme

Under the direction of the Operational Site Manager, the Clinical Lead in the Vaccination Centre will provide the overall Clinical Governance for the Vaccination Centre.**Clinical Leadership and Practice***The Clinical Lead will:* * Provide clinical direction and supervision to the clinical staff to provide a high level of safe care in accordance with the operational policy of the Vaccination Centre
* Manage, monitor and evaluate professional and clinical standards across the vaccination service in the Vaccination Centre ensuring an evidence based approach
* Practice in accordance with professional clinical and regulatory guidelines, National and Area Health Service Executive guidelines, Vaccination Centre specific policies, protocols and guidelines, current legislation as it pertains to the vaccination programme
* Ensure adherence to all standards and guidelines relating to storage, handling and administration of vaccines s per HSE guidelines
* Ensure the storage of vaccines under temperature controlled conditions in accordance with the HSE National Cold Chain Service
* Provide direct care to individuals attending the Vaccination Centre as appropriate
* Support clinical staff undertake the reviews of complex medical histories pre-vaccination providing expert clinical advice and guidance as appropriate
* Address any concerns that may arise regarding the vaccine and contra-indications for specific individuals.
* Oversee the clinical staff responsible for the preparation and storage of the vaccine within the Clinic to ensure it is undertaken as per specification.
* Oversee vaccination administration within the booths in the Vaccination Centre.
* Oversee the activities in the observation area within the Vaccination Centre to ensure that any signs of adverse reaction to the vaccine are detected early and appropriate intervention instigated.
* Lead the response within the Vaccination Centre in situations where an individual who has been vaccinated experiences a potential adverse reaction, offering specialist advice and support as needed.
* Ensuring that all activities in the Vaccination Centre adhere to infection prevention and control standards.
* Ensure adherence to all standards and guidelines relating to professional practice and behaviour
* Lead the development of quality initiatives including clinical audit, standard setting, review of clinical complaints or untoward incidents
* Influence and facilitate change within the Vaccination Centre as new evidence emerges regarding the vaccines and/or more effective ways to manage the vaccination programme delivery.
* Participate in the work of the overall team in the Vaccination Centre, communicating and working in co-operation with the other team members and the wider health service.
* Assist in the development and updating of clinical policies and procedures in the Vaccination Centre and the implementation of same.

**Education and Training***The Clinical Lead will:* * Participate in the identification, development and delivery of induction, education, training and development programmes for clinical staff in the Vaccination Centre
* Ensure all staff have completed relevant mandatory training prior to commencing their role in the vaccination centre.
* Assess and sign-off clinical competence of new vaccinators as required.
* Provide support, supervision and professional development to staff within the Vaccination Centre sharing expert knowledge to maintain professional standards.
* Provide support/advice to those engaging in continuous professional development in the Vaccination Centre.
* Engage in and provide performance review processes including personal development planning within the Vaccination Centre.
* Maintains own professional development as relevant to the work in the Vaccination Centre ensuring fit for practice

**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. *The Clinical Lead will:* * Work with the Operations Site Lead in the Vaccination Centre to ensure that effective safety procedures are developed and managed to comply with statutory obligations
* Be aware of risk management issues, identify clinical risks within the Vaccination Centre and take appropriate action
* Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).
* Maintain a feedback mechanism and report to senior management where appropriate
* Work in a safe manner with due care and attention to the safety of self and others.
* Ensure that they comply with hygiene services requirements in their area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, cleaning, the management of laundry, waste, sharps and equipment.
* Ensure adherence to policies in relation to the care and safety of any equipment supplied for the fulfilment of duty and bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in the equipment.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example: Safety, Health and Welfare at Work Act 2005, Health and Social Care Act 2008: code of practice on the prevention and control of infections, 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
* Support, promote and actively participate in the sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service

**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 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 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.
* It is the post holders’ specific responsibility for Quality & Risk Management, Hygiene Services and Health & Safety this 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 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 at the closing date:***Be currently employed in the Galway COVID-19 Vaccination Centre**AND**1. **Statutory Registration, Professional Qualifications, Experience, etc**

Eligible applicants will be those who on the closing date for the competition:Are registered or are eligible for registration as a regulated practitioner with any **one** of the following regulatory bodies;a) Irish Medical Council b) The Nursing and Midwifery Board of Ireland (NMBI)c) The Physiotherapists Registration Board at CORU as a physiotherapistd) Pharmaceutical Society of Ireland (PSI) as a pharmaciste) The Pre-Hospital Emergency Care Council (PHECC) as an emergency medical technician, paramedic or advanced paramedic **AND**5 years post registration experience and 3 years’ management experience **AND**Previous experience of working in immunisation/vaccination**AND**Candidates must possess the requisite clinical, leadership, managerial and administrative knowledge and ability for the proper discharge of the duties of the office.1. **Mandatory Training**

The Clinical lead must receive relevant training, (List will advised by Training subgroup)1. **Statutory Registration**

Practitioners must achieve relevant statutory registration prior to appointment and maintain annual registration with the appropriate regulator.1. **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.1. **Character**

Candidates for and any person holding the office must be of good character. |
| **Skills, competencies and/or knowledge** | **Professional/Clinical Knowledge** Demonstrates:* Relevant clinical knowledge of the vaccines and their administration
* Knowledge of the health service including a good knowledge of the relevant policy and legislative framework specific to delivery of the mass vaccination programme
* Understanding of relevant HSE Guidelines , SOPs and PPPGs

**Planning & Organising and Delivery of Results**Demonstrates:* The ability to lead on clinical matters relating to Covid-19 vaccinations and service quality
* Manage all resources efficiently and effectively to ensure sufficient supply of staff to booths and sufficient clinical roles are in place
* The promotion of evidence-based decision making
* The ability to successfully manage a range of different projects and work activities concurrently
* The ability to proactively identify areas for improvement and to develop practical solutions for their implementation
* The ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes
* The ability to use resources effectively, challenging processes to improve efficiencies where appropriate
* The ability to plan services with the public at the centre of decision making
* Commitment to quality service delivery

**Clinical Leadership and Managing Staff**Demonstrates:* Leadership skills and ability to influence others.
* Flexibility and openness to change and ability to lead and support others in a changing environment.
* Ability to manage, motivate and develop staff to maximize performance at work.
* Ability to foster a learning culture amongst staff and colleagues to drive continuous improvement in services to patients.
* Ability to work effectively with multi-disciplinary teams.
* Ability to give and receive constructive feedback.

**Commitment to Providing a Quality Service**Demonstrates:* Understanding of, and commitment to, the underpinning requirements and key processes in providing and improving quality care in the Vaccination Centre
* Ability to monitor and evaluate service performance and levels of care
* Awareness and appreciation of the individual who attends the Vaccination Centre
* Ability to empathise with and treat individuals who attend the Vaccination Centre, relatives and colleagues with dignity and respect.
* A track record of delivering on the quality and patient safety agenda

**Communication and Interpersonal Skills**Demonstrates:* Effective communication 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.
* Competency in general use of information technology-computers, office functions, internet for research purposes, email, preparation of presentation materials etc.
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| **Short listing / Interview** | Applicants may be shortlisted for interview based on information supplied in their application at the closing date or in other specified assessment documentation. Criteria for short listing is based on the requirements of the post as outlined in the post specific requirements, duties, 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 short listing stage of this process (where applied) will be called forward to interview |
| **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 specification may be reviewed. |

**Clinical Lead Vaccination Centre, Galway**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available in Galway Vaccination Centre is pensionable, whole time for a specified purpose until 30th September 2021 A panel may be created from which temporary 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 this post (as at 01/10/2020) is: 59,151; 60,296; 61,401; 64,794; 65,862; 67,103; 68,263; 69,415; 72,895New 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: **39**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 applying to the post is to 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 joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 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. |
| **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. |
| **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. |
| **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 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)