

 **Clinical Nurse Manager 2, Nursing Support Services,**

**Galway University Hospitals**

**Job Specification, Terms & Conditions**

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| **Job Title and Grade** |  **Clinical Nurse Manager 2, Nursing Support Services, Galway University Hospitals***(Grade Code 2119)* |
| **Campaign Reference** | **G3084** |
| **Closing Date** | 10.00 am on 24th November 2020 |
| **Term** | 1 year |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after closing date. Candidates will normally be given at least one weeks' notice of interview. The timescale may be reduced in exceptional circumstances |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Organisational Area** | Saolta University Health Care Group  |
| **Location of Post** | Initially Assignment: Nursing Support Services, University Hospital Galway, Saolta University Health Care GroupThere is currently one temporary whole time post available for one year initially. 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 Clinical Nurse Manager 2, Nursing Support Services, Galway University Hospitals from which current and future permanent and temporary vacancies of full- time or part- time duration may be filled. |
| **Informal Enquiries** | Paula Noone, CNM III, Nursing Support**Telephone:** 091544679**Email:** Paula.Noone@hse.ie  |
| **Details of Service** | 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 VISION STATEMENT** Our Vision is to build on excellent foundations already laid, further developing and integrating our Group, fulfilling our role as an exemplar, and becoming the first Trust in Ireland.**OUR GUIDING VALUES** **Respect** - We aim to be an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more. **Compassion** - we will treat patients and family members with dignity, sensitivity and empathy.**Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity. **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research. **Learning** - we will nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential. **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions. **Teamworking** – we will engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission. **Communication** - we aim to communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.*These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.*  |
| **Reporting Relationship** | Clinical Nurse Manager 3/Assistant Director of Nursing as relevant to the post / as appropriate. Accountable to the Director of Nursing. |
| **Purpose of the Post**  | To provide professional / clinical leadership in the designated area(s) of responsibility. To oversee the management of resources including staffing and staff development of the Nursing Support team. To facilitate communication across the healthcare teams. The post of Clinical Nurse Manager 2 has a pivotal role in service planning and development, co-ordinating and managing activity and resources within the clinical area. The CNM 2 responsibilities include: overseeing the quality of care provided by nursing support employees and integrate Health Care Assistants as part of the ward team as per Department of Health Review 20198. Oversees the development and implementation of policy and procedures, the monitoring of activity and the delivery of agreed levels of service for the designated area(s). The CNM2 plays a key role in providing clinical and professional leadership and promoting the values of the organisation. |
| **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 Group’s 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.

*The Clinical Nurse Manager 2 will:** Provide a high level of professional and clinical leadership
* Provide safe, comprehensive nursing care to service users within the guidelines laid out by the Nursing & Midwifery Board of Ireland.
* The Manager will practice nursing according to

Professional Clinical GuidelinesNational and Area Health Service Executive (HSE guidelines). Local policies, protocols and guidelinesCurrent legislation* Manage, monitor and evaluate professional and clinical standards ensuring an evidence based, care planning approach in Nursing Support Services.
* Manage own caseload in accordance with the needs of the post
* Participate in teams as appropriate, communicating and working in co-operation with other team members
* Facilitate co-ordination, co-operation and liaison across healthcare teams and programmes.
* Collaborate with service users, family, carers and other staff in treatment / care planning and in the provision of support and advice
* Formulate, manage and implement best practice policies and procedures
* Ensure that service users and others are treated with dignity and respect
* Ensure the maintenance of documentation in accordance with local service and professional standards.
* Adhere to and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care.
* Evaluate and manage the implementation of best practice policy and procedures e.g. admission and discharge procedures, control and usage of stocks and equipment, grievance and disciplinary procedures.
* Maintain professional standards in relation to confidentiality, ethics and legislation
* In consultation with other disciplines, implement and assess quality management programmes as appropriate.
* Participate in clinical audit as required and ensure that clinical audits are performed in his/her area(s) of responsibility.
* Initiate and participate in research studies as appropriate
* Devise and implement Health Promotion Programmes for service users as relevant to the post
* Operate within the Scope of Practice - seek advice and assistance from his / her manager with any cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance
* Ensure staff work in compliance with the Scope of Practice.
* The CNM2 will plan and co–ordinate a programme to integrate the Health Care Assistant into all ward areas.
* The CNM 2 will liaise with the clinical areas for feedback and performance review of the Health Care Assistant.
* The CNM 2 will promote the role of the Health Care Assistant (HCA) and other Nursing support staff as part of the multi-disciplinary team
* The CNM 2 will implement and assess quality management programmes
* The CNM 2 will promote the expansion of the role of the HCA.

**Health & Safety***The Clinical Nurse Manager 2 will:** Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff e.g. health and safety procedures, emergency procedures.
* Take appropriate action on any matter identified as being detrimental to staff and/or service user care or well being / may be inhibiting the efficient provision of care.
* Ensure adherence to established policies and procedures e.g. health and safety, infection control, storage and use of controlled drugs etc.
* Ensure completion of incident / near miss forms
* Maintain a feedback mechanism with the clinical risk manager and report to senior management team where appropriate.
* Ensure adherence to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. Ensure advice of relevant stakeholders is sought prior to procurement e.g. CNS infection control, Occupational Therapist.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Education and Training***The Clinical Nurse Manager 2 will:** Contribute to service development through appropriate continuous education, research initiatives, keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and attend staff study days as considered appropriate.
* Provide support advice to those engaging in continuous professional development in his / her area of responsibility.
* Be familiar with the curriculum training programme for student nurses and be aware of the clinical experience required to meet the needs of the programme
* Participate in the identification, development and delivery of induction, education, training and development programmes for nursing and non-nursing staff.
* Provide support supervision and professional development of appropriate staff
* Engage in performance review processes including personal development planning e.g. by setting own and staff objectives and providing and receiving feedback.

**Management***The Clinical Nurse Manager 2 will:** Exercise authority and co-ordinate the functions of the assigned area(s)
* Provide support, advice and direction to staff as required
* Engage with the wider healthcare team and facilitate team building
* Facilitate communication at ward and departmental level and within the senior nurse/midwife team.
* Provide staff leadership and motivation which is conducive to good working relations and work performance.
* Promote a culture that values diversity and respect in the workplace
* Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service, the community, voluntary organisations.
* Contribute to the strategic management and planning process
* Formulate service plans and budgets in co-operation with the wider healthcare team
* Lead on practice development within the clinical area
* Manage resources, efficiently and effectively to ensure the highest standards of service incorporating clerical support and Health Care Assistants assigned within Nursing Support services.
* Proactively review and manage patients who require Enhanced Observation at ward level in line with current policy.
* Manage and evaluate the implementation of the service plan and budget
* Provide reports on activity and services as required
* Develop and manage departmental and nursing policy with a particular emphasis on change management. Monitor as appropriate and lead on proactive improvement.
* Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters.
* Actively participate in the Nursing Management structure by ‘acting up’ when required
* Engage in IT developments as they apply to service user and service

**Administration*** Provide staff leadership and motivation which is conducive to good working relations and work performance
* Ensure that effective safety procedures are developed and managed to comply with statutory obligations in conjunction with relevant staff

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

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

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

**The above Job 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 experience** | 1. Professional Qualification, Experience, etc:
* Eligible applicants will be those who on the closing date for the competition:

 1. Be registered in the General Division of the Register of Nurses & Midwives maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland)

**And**1. Have at least 5 years post registration experience of which 2must be in the speciality or related area.

**And**1. Candidates must demonstrate evidence of continuous professional development.

**And*** Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the functions of the role.

2. Annual registration

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| 1. Practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann).

**And**1. Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).
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**Health**A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **Character**Each candidate for and any person holding the office must be of good character**Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland).** |
| **Post Specific Requirements** | * Demonstrate depth and breadth of post registration nursing experience as relevant to the role.
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| **Other requirements specific to the post** | * A Flexible approach to working hours
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| **Skills, competencies and/or knowledge** | * Demonstrate the ability to lead on clinical practice and service quality
* Demonstrate promotion of evidence-based decision making
* Demonstrate practitioner competence and professionalism
* Demonstrate the ability to plan and manage effectively
* Demonstrate the ability to build, lead and manage a team(s)
* Demonstrate strong interpersonal skills including the ability to build and maintain relationships
* Demonstrate strong communication and influencing skills
* Demonstrate commitment to providing a quality service
* Demonstrate strong problem solving and decision making skills
* Demonstrate initiative and innovation in the delivery of service
* Demonstrate resilience and composure
* Demonstrate openness to change
* Demonstrate integrity and ethical stance
* Demonstrate a commitment to continuing professional development
* Demonstrate the ability to relate nursing research to nursing practice
* Demonstrate knowledge of quality assurance practices and their application to nursing procedures.
* Demonstrate an awareness of HR policies and procedures including disciplinary procedures
* Demonstrate an awareness of relevant legislation and policy e.g. legislation relevant to the service area, health and safety, infection control etc.
* Demonstrate an awareness of current and emerging strategies and policies in relation to the clinical / designated area.
* Demonstrate an awareness of the Health Service Transformation Programme
* Demonstrate a willingness to develop IT skills relevant to the role
* Demonstrate the ability to participate in the service planning and development process
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| **Campaign Specific Selection Process****Ranking/Shortlisting/ Interview** | A ranking and or short-listing exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or short-listing 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 / Public Appointments Service 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.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. |



 **Clinical Nurse Manager 2, Nursing Support Services**

**Galway University Hospitals**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is temporary whole time for one year initially.A panel may be created for Clinical Nurse Manager 2, Nursing Support Services, GUH from which permanent and specified purpose vacancies of full or part time duration may be filledAppointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The Salary scale (as at 01/10/2020) for the post is : €50,912: €51,756: €52,468: €53,633: €54,920: €56,183: €57,446: €58,868: €60,190 |
| **Working Week** | The standard working week applying to the post is 39 hours per week HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at job offer stage |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004. |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation * To report child protection concerns at or above a defined threshold to TUSLA.
* To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report

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