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**Clinical Nurse Manager lll (Medical)**

**Job Specification, Terms & Conditions**

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| **Job Title and Grade** | **SLIGO 0494 Clinical Nurse Manager lll (Medical)**  *(Grade Code 233X)* |
| **Campaign Reference** | SLIGO 0494 |
| **Closing Date** | **5pm Friday 22nd November 2024 through Rezoomo only at** [**https://www.rezoomo.com/job/72197/**](https://www.rezoomo.com/job/72197/) |
| **Proposed Interview Date (s)** | As soon as possible after closing date. Please note you may be called forward for interview at short notice |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Organisational Area** | Health Service Executive (HSE) West and North West |
| **Location of Post** | Sligo University Hospital.    There is currently one Clinical Nurse Manager III Post available in the Medical Directorate, Sligo University Hospital. This position is a whole time permanent, pensionable post  A panel may be formed as a result of this campaign for **Sligo University Hospital** from which current and future permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | **Name:** Jennifer Flannery, Assistant Director of Nursing  **Phone** 0873425261  **Email:** jennifer.flannery@hse.ie |
| **Details of Service** | HSE West and North West 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 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. |
| **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:*   * Be professionally accountable to the Assistant Director of Nursing * Be accountable to the Director of Nursing. |
| **Purpose of the Post** | * To provide professional / clinical leadership in the Medical Directorate * To oversee the management of resources including staffing and staff development. * To facilitate communication across the healthcare teams. |
| **Principal Duties and**  **Responsibilities** | **Professional / Clinical**  *The Clinical Nurse Manager lll, Medical will:*   * Provide a high level of professional and clinical leadership. Demonstrates integrity and ethical stance and expects and supports the same from staff within the medical directorate. * 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 Guidelines * National and Area Health Service Executive (HSE) guidelines. * Local policies, protocols and guidelines * Current legislation * Manage, monitor and evaluate professional and clinical standards ensuring an evidence based, care planning approach. * 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 e.g. Frail Intervention Team (FIT) and Patient Flow Team. * Facilitate co-ordination, co-operation and liaison across healthcare teams and programmes e.g. all medical teams, Advanced Nurse Practitioners, Clinical Nurse Specialists, Allied Health Professionals and work closely with nursing support staff i.e. Healthcare Assistants and Multitask Attendants. * Liaise with the Clerical Manager to ensure efficient running of administration function in the departments. * Collaborate with service users, family, carers and other staff in treatment / care planning and in the provision of support and advice. Welcomes feedback from service users and communicates this back to staff and identifies areas of good practice whilst collaborating to implement suggested improvements .Regularly reviews service users satisfaction with the services and aids in addressing issues that arise proactively. * Adheres to the role of the HSE in safeguarding the vulnerable person and actively engages with agencies that aid in this safeguarding such as Social care division, TUSLA, Public Health, GPs An Garda Siochana and community based services. * Is aware of and practices the principles of Open Disclosure. * Communicate results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy / as required. * Formulate, manage and implement best practice policies and procedures * Ensure that service users and others are treated with dignity and respect. Advocates with and on behalf of the patient to protect their rights and wishes. * Promotes the dignity and comfort of the family /relatives of the deceased patient. * Promotes a family centred approach for the care of children in the department. * Ensures adherence to professional practice guidelines, local policies and standards by staff that are authorised to prescribe medicinal products and ionising radiation. * Ensure close working relations with Practice Development. Coordinates and supervises the perceptorship of student nurses and junior staff. * 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 improvement/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. * Ensure the maintenance of nursing records in accordance with local service and professional standards.   **Health & Safety**  *The Clinical Nurse Manager lll Medical 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 Quality Risk Patient Safety Manager and report to senior management team where appropriate. * Ensure adherence to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. Ensure advice of relevant stakeholders is sought prior to procurement e.g. CNS infection control, Occupational Therapist. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   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 Site Specific Safety Statement (SSSS) for the departments 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 need assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant ward/department/service are appropriately managed and investigated in accordance with HSE procedures[[1]](#footnote-1). * 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**.  **Education and Training**  *The Clinical Nurse Manager lll, Medical 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. * Acts as a role model at all times, provides support and monitors clinical staff in performing assessment of the patient, interpretation of data and integration of knowledge. * 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. * Is able to recognise and take action when poor professional practice is observed.   **Management**  *The Clinical Nurse Manager lll, Medical will:*   * Lead on the implementation of clinical governance arrangements . * Is proactive and flexible in problem solving staff shortages, skill mix and demands when required for both departments. * Provide support, advice and direction to staff as required. * Engage with the wider healthcare team and facilitate team building. * Abides by the principles of delegation and supervision when assigning duties to others taking into account strengths, weaknesses and development needs of staff. * Creates and maintains collaborative networking and communication on a proactive basis to support patient flow and care throughout the organisation, eg Patient flow, OPD, Psychiatric liason. * Facilitates communication at ward and departmental level and within the senior nurse/midwife team. Makes provision for regular interdepartmental meetings for staff communication and is receptive and respectful of all contributions. * Provide staff leadership and motivation which is conducive to good working relations and work performance. Maintains an objective position when encountering differences of opinion or conflict. Possess skills to de-escalate tension using a respectful and calm approach and deals with unexpected events in a logical and supportive manner. * 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. Supports succession planning by identifying and supporting future leaders. * Formulate service plans and budgets in co-operation with the wider healthcare team. * Lead on practice development within the clinical area. * Manage resources, including staff, efficiently and effectively to ensure the highest standards of service. * Manage and evaluate the implementation of the service plan and budget. * Provide reports on activity and services as required. * Is competent in the use of the tools and techniques of change management such as effective meeting skills, project management, financial management, process mapping, implementation planning and use of ICT. * 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. * Actively engage in attendance management.   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS**   * Employees must attend fire lectures annually and must observe fire orders. * All accidents within the Department must be reported immediately. * Infection Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management.   **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. * The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. * The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:   + Continuous Quality Improvement Initiatives   + Document Control Information Management Systems   + Risk Management Strategy and Policies   + Hygiene Related Policies, Procedures and Standards   + Decontamination Code of Practice   + Infection Control Policies   + Safety Statement, Health & Safety Policies and Fire Procedure   + Data Protection and confidentiality Policies * The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Hospitals Risk Management Incident/Near miss reporting Policies and Procedures. * The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. * The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. * It is the post holders’ specific responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. * The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. * The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. * The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. * It is the responsibility of the post holder to be aware of and comply with the HSE Health Care Records Management / Integrated Discharge Planning (HCRM / IDP) Code of Practice.   **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 latest date for receipt of completed applications for the post possess:**  **1. Professional Qualifications, Experience, etc**   1. Eligible applicants will be those who on the closing date for the competition: 2. Are registered in the General division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.   **And**   1. Have at least 5 years post registration experience of which 2 must be in the speciality of Medical Nursing or related area.   **And**  iii Have the clinical, managerial and administrative capacity to properly discharge the  functions of the role.    **And**  Iv Candidates must demonstrate evidence of continuous professional development.  **And**   1. 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**  (i) 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**  (ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).  **3. 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.  **4. Character**  Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Demonstrate depth and breadth of nursing experience in medical nursing as relevant to the role. * Demonstrate your depth and breadth of nursing experience in Management and HR Management in an acute setting, as relevant to the role. * Demonstrate your depth and breadth of nursing experience in operational management, such as staffing, site management and maintenance as relevant to the role. |
| **Other requirements specific to the post** | * The post holder will be required to participate in the out-of-hours senior nurse management rota for the hospital incorporating weekends and rotating to day duty as required. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge**   * Demonstrate practitioner competence and professionalism. * Demonstrate knowledge of relevant legislation & standards. * Demonstrate an understanding of key issues and priorities in the health service. * Demonstrate commitment to educational and professional development issues. * Demonstrates strong knowledge of research methods and knowledge of the challenges and opportunities to develop research, audit and evidence based practice. * Demonstrates excellent critical thinking. * Demonstrate the ability to relate nursing research to nursing practice.   **Organisation & Management Skills**   * Demonstrate ability to effectively manage workload, prioritise and manage deadlines. * Demonstrate evidence of computer skills including use of Microsoft Word, Excel, PowerPoint and Internet search engines etc. * Demonstrate promotion of evidence-based decision making. * Demonstrate problem solving and decision making skills.   **Building & Maintaining Relationships including Leadership Skills & Team Skills**   * Demonstrate skills to effectively manage and lead change. * Demonstrate ability to lead relevant projects and show initiative in developing new projects. * Demonstrate effective communication and interpersonal skills. * Demonstrate strong communication and influencing skills. * Demonstrate the ability to build and develop relationships with nursing colleagues and the broader multidisciplinary team. * Demonstrate resilience and composure. * Demonstrate openness to change. * Demonstrate integrity and ethical stance.   **Commitment to Providing a Quality Service**   * Demonstrate knowledge and understanding of educational and professional development issues. * Demonstrate the ability to lead on clinical practice and service quality. * Demonstrate commitment to self-development and performance improvement. * Demonstrates a strong degree of self-awareness, seeking feedback from colleagues. * Demonstrate the ability to critically analyse and articulate how nurses contribute to the enhancement of the patient experience. * Demonstrates ability to reflect on incidents and situations. * Demonstrate an ability to analyse and evaluate information and situations to inform decision making. * Demonstrate initiative and innovation in the delivery of service. * Demonstrate an awareness of HR policies and procedures including disciplinary procedures.   **Analysis, Problem Solving and Decision Making Skills**   * Demonstrate promotion of evidence-based decision making. * Demonstrate effective analytical, problem solving and decision making skills * Demonstrate integrity and ethical stance. * Recognises when it is appropriate to refer decisions / problems to the next level * Relies on experience to anticipate, understand & evaluate problems / make decisions. * Demonstrates sound practical judgement and decisiveness. * Gathers information from a range of sources to make well-founded decisions / solve problems and takes information on board quickly and accurately. * Uses experience to generate a number of possible alternatives.   **Interpersonal/Communication Skills**   * Demonstrate interpersonal verbal and written communication skills. * Demonstrate ability to develop positive working relationships internally and externally. * Demonstrate experience of communicating effectively in multi-disciplinary teams.   Demonstrate ability to build and maintain relationships as part of a team. |
| **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. | |

**Clinical Nurse Manager lll Medical**

**Terms and Conditions of Employment**

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| **Tenure** | This post is Permanent, Full-Time & Pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. 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 (as at 01/10/24) for this post is:  €68,652 - €70,010 - €73,444 - €74,795 - €76,154 - €77,530  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post will be confirmed at Job Offer Stage  ***\*\*Please note the hours of work include working: days, nights, week-ends, unsocial hours as required to meet service needs****.* |
| **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. |
| **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. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the ward/department/service[[2]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant ward/department/service are appropriately managed and investigated in accordance with HSE procedures[[3]](#footnote-3). * 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. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-2)
3. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-3)