

**Clinical Midwife Manager 2 (Antenatal Educator)**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | Clinical Midwife Manager 2 (Antenatal Educator)*(Grade Code:2132)* |
| **Campaign Reference** | HBS09270 |
| **Closing Date** | Wednesday, 25th November 2020 at 12 noon |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. 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. |
| **Location of Post** | S**aolta University Healthcare Group**There is currently one permanent part time (0.85WTE) vacancy available in Mayo University Hospital, Castlebar, Co MayoA panel may be formed as a result of this campaign for **Mayo University Hospital** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries** | Andrea McGrail, Director of Midwifery**Tel:** 094-9042313**Email:** andrea.mcgrail@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 Saolta University Health Care Group comprises of 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)
* [Merlin Park University Hospital (MPUH)](https://saolta.ie/hospital/merlin-park-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 Lady’s Hospital Manorhamilton (OLHM)
* [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway)

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 10,653 staff (October 2019), and has a budget of €868 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.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. **Vision**The formation of the hospitals groups, which will transition to independent hospital trusts, will change how hospitals relate to each other and integrate with the academic sector. Over time, the Group will deliver:* Higher quality service
* More consistent standards of care
* More consistent access to care
* Stronger leadership

Greater integration between the healthcare agenda and the teaching, training, research and innovation agenda. |
| **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** | Reports to the CMM 3 / Divisional Midwife Manager as relevant to the post / as appropriate. Accountable to the Assistant Director of Midwifery and Director of Midwifery. |
| **Purpose of the Post**  | The primary purpose of the post of the Antenatal Education Co-ordinator is to: Support improvements in the health and wellbeing of babies, pregnant women and their partners though the antenatal and post-natal period. Provide a comprehensive Antenatal Education Programme based on the Nurture Programme to meet the needs of a diverse population. Identify and meet the learning needs of the pregnant woman and her partner. Build a woman’s confidence in her ability to give birth Promote breastfeeding Influence health behaviours  Promote and protect physiological birth.* Contribute to a reduction in perinatal morbidity and mortality.

The post of CMM 2 has a pivotal role in service planning, co-ordinating, and managing activity and resources within the clinical Childbirth Education area. In relation to Childbirth education the main responsibilities are: quality assurance, resource management, staffing and staff development, practice development, facilitating communication and professional / clinical leadership.  |
| **Principal Duties and Responsibilities** | *The Clinical Midwife Manager 2 (Antenatal Educator) will:***Professional /Clinical*** Develop, plan, co-ordinate and lead out on a comprehensive package of evidence based antenatal education that will meet the needs of the mothers and their partners attending MUH for maternity care.
* Be an informed resource for midwives, doctors and other allied health professionals.
* Ensure client confidentiality is respected and the dignity of people is assured and maintained at all times.
* Facilitate the co-ordination of care of clients between hospital and community and establish links with community support services
* Will collaborate with the multidisciplinary team to ensure that the highest quality service can be delivered paying attention to Class sizes, and in particular vulnerable groups with particular needs.
* Will collaborate with other Antenatal Education CMM2’s to ensure a standardised education package is available for all women aligned to the National standards for Antenatal education in Ireland 2020.
* Will regularly evaluate user satisfaction and outcomes for mothers and make necessary changes to antenatal programmes provided.
* Will participate in the development of information provided for pregnant women, either in leaflet form, booklets, DVD, books etc.
* Assess woman’s needs and wants in relation to childbirth education.
* Plan, implement, co-ordinate and evaluate childbirth education programmes, which focuses on attitudes, knowledge, behaviour and skills in conjunction with other members of multidisciplinary team.
* Determine suitable alternatives for individual people (i.e. individual counselling, refer to other services to community resources) in consultation with the multidisciplinary team.
* Establish clear referral pathways
* Provide verbal and written communication to clients on childbirth education.
* Provide a high level of professional and clinical leadership.
* Maintain accurate and complete client’s records in conjunction with hospital policy on records/documentation and in line with Freedom of Information Act.
* Plan, implement, co-ordinate and evaluate refresher sessions for ex-participants of the childbirth education programme.
* Assess and audit quality standards in line with the National standards for Antenatal Education in Ireland 2020.
* Act as the woman’s advocate within the multidisciplinary team.
* Develop childbirth education which is easily accessible and available to special needs group.
* Promote breastfeeding and provide expert advice and education on breastfeeding.
* Lead in the commissioning of new and developing services, management and evaluation of the services provided.
	+ and guidelines
	+ Current legislation
* Manage own caseload in accordance with the needs of the post.
* Adhere to and contribute to the development and maintenance of midwifery/nursing standards, protocols and guidelines consistent with the highest standards of patient care.
* Maintain professional standards in relation to confidentiality, ethics and legislation.
* In consultation with CMM3, Senior Management and other disciplines, implement and assess quality improvement programmes.
* Participate in clinical audit as required and implement any changes required from audit.
* Participate in metrics.
* Initiate and participate in research studies as appropriate.
* Engage in performance review processes including personal development planning.
* 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.
* Develop appropriate systems in the stream lining of education, practice development, audit data collection and reporting.
* Ensure appropriate liaison and communication within the Department of Midwifery and the Centre of Midwifery/Nurse Education and with all members of the multidisciplinary team as necessary.
* To actively participate in educational programmes specifically designed for the provision of antenatal, Intrapartum and postnatal care.
* Be aware of the advances in midwifery practice, supportive of the development of the profession and familiar with recommendations of judicial reports relating to maternity services.
* Manage patient care to ensure the highest professional standards using an evidence based, care planning approach.
* Provide a high level of professional and clinical leadership.
* Be responsible for the co-ordination, assessment, planning, delivery and review of service user care by all staff in designated area(s).
* Provide safe, comprehensive midwifery care to service users according to the Code of Professional Conduct as laid down by the Bord Altranais agus Cnáimhseachais na hÉireann (Midwifery Midwifery Board Ireland) and Professional Clinical Guidelines
* Practice midwifery according to:
	+ Professional Clinical Guidelines
	+ National and Area Health Service Executive (HSE) guidelines.
	+ Local policies, protocols and guidelines
	+ Current legislation
* Manage own caseload in accordance with the needs of the post.
* Participate in teams / meetings / committees 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.
* Communicate verbally and / or in writing results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy.
* Plan discharge or transition of the service user between services as appropriate.
* Ensure that service users and others are treated with dignity and respect.
* Maintain midwifery records in accordance with local service and professional standards.
* 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 CMM3 and other disciplines, implement and assess quality management programmes.
* Participate in clinical audit as required.
* 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.

**Health & Safety*** 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.
* Observe, report and take appropriate action on any matter which may be detrimental to staff and/or service user care or well-being / may be inhibiting the efficient provision of care.
* Assist in observing and ensuring implementation and 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 / clinical risk reporting.
* Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
* Liaise with other relevant staff e.g. CNS infection control Occupational Therapist re appropriateness for procurement.
* 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.

**Education and Training*** Engage in continuing professional development by keeping up to date with midwifery literature, recent midwifery research and new developments in midwifery management, education and practice and to attend staff study days as considered appropriate.
* Be familiar with the curriculum training programme for Undergraduate / Postgraduate programmes for Midwifery 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 midwifery and non-midwifery staff.
* Provide support and supportive supervision to Clinical Midwife Manager 1 and front-line staff where appropriate.
* Engage in performance review processes including personal development planning as appropriate.
* Effectively educate staff on hospital, regional and national policies as applicable.
* Lead and support on practice development within the clinical area.
* Plan work in line with the recommendations of the National standards for Antenatal Education in Ireland 2020 and focus on patient pathway of care.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
* Support clinical staff competency development as appropriate
* Liaise closely with Clinical Nurse / Midwifery Managers for all specialties in relation to policy proposals, staff training and development.
* Liaise with other teaching and academic departments to provide expert educational support within the hospital and community settings.
* Provide educational material/information at departmental level.
* Advise on in-service education and professional growth opportunities for staff, pertinent to the area.

**Management*** Provide high Quality Women centred care
* Exercise authority in the running of the assigned area(s) as deputised by the CMM3.Provide the necessary supervision, co-ordination and deployment of midwifery and support staff to ensure the optimum delivery of care in the designated area(s).
* Manage communication at ward and departmental level and facilitate team building.
* 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.
* Formulate, implement and evaluate service plans and budgets in co-operation with the wider healthcare team.
* Manage all resources efficiently and effectively within agreed budget.
* Lead on practice development within the clinical area.
* Lead and implement change.
* Promote, facilitate and participate in the development of clinical standards and Guidelines. These are compiled from current relevant research to ensure evidence based practice. Monitor as appropriate and lead on proactive improvement.
* Contribute to the formulation, development and implementation of policies and procedures at area and hospital level.
* Ensure compliance with legal requirements, policies and procedures affecting service users, the community and other organisations and charities such as AIMSI, CUIDIU and Faileacain
* Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service and the community.
* Actively participate in the Midwifery Management structure by ‘acting up’ when required.
* Maintain all necessary clinical and administrative records and reporting arrangements.
* Engage in IT developments as they apply to service user and service administration.
* Manage all resources efficiently and effectively within agreed budget.
* Promote, facilitate and participate in the development of clinical standards and guidelines. These are compiled from current relevant research to ensure evidence based practice. Monitor as appropriate and lead on proactive improvement.
* Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters.
* Contribute to service planning and budgetary processes through use of audit data and specialist knowledge.
* Engage in IT developments as they apply to service user and service administration.
* Attend relevant meetings as required for role, liaise with appropriate staff.
* Attend staff meetings and receive staff suggestions for improvement in the system of work.
* Maintain open communication with all relevant staff.
* Promote effective documentation and maintain appropriate records.
* Consult with inter and intra-disciplinary both internally and externally as part of the contribution to promote staff education and patient management.
* Engage in performance review processes including personal development planning.
* Contribute to the midwifery/ nursing strategies to facilitate the recruitment, retention and succession planning of midwives and nurse.
* Report all accidents or incidents to the Clinical Midwife Manager 3, ADOM, or DOM, via the hospital approved reporting system (Q Pulse), and undertake Preliminary Assessment Reports (PAR’s) if required.

**The above Job Specification 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** | 1. **Professional Qualifications, Experience, etc**

**(a) Eligible applicants will be those who on the closing date for the competition:**(i) Are registered in the Midwives 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**(ii) Have at least 5 years post registration experience of which 2 must be in the speciality or related area of Midwifery**AND**(iii) Candidates must demonstrate evidence of continuous professional development.**AND****(b)** 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 experience in the area of Childbirth Education as relevant to the role.
* Demonstrate depth and breadth of experience / involvement in clinical practice management, practice development, education or quality improvement as relevant to the role.
* Demonstrate depth and breadth of teaching experience including assessing students and involvement in supporting staff in clinical education / facilitation as relevant to the post.
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| **Other requirements specific to the post** | * Have access to appropriate transport to fulfil the requirements of the role
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| **Skills, competencies and/or knowledge** | ***Candidates must:**** 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 organise effectively.
* Demonstrate the ability to build, lead and manage a team.
* Demonstrate strong interpersonal skills including the ability to build and maintain relationships.
* Demonstrate strong communication and influencing 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 midwifery research to midwifery practice.
* Demonstrate knowledge of quality assurance practices and their application to midwifery procedures.
* Demonstrate an awareness of HR policies and procedures including disciplinary procedures, managing attendance etc.
* 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 midwifery 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. |

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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.This job specification 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 Midwife Manager 2 (Antenatal Educator)**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is permanent and part-time (0.85WTE). The post is 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 01/01/2020) for the post is: (Pro Rata - part-time 0.85WTE)€49,914 - €50,741 - €51,439 - €52,582 - €53,843 - €55,081 - €56,320 - €57,714 - €59,010New 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 to be confirmed at Job Offer stage.  |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting 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 for Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection for 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 a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

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)