

**Physiotherapist, Manager-in-Charge III**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Physiotherapist, Manager-in-Charge III**  *(Grade Code: 3182)* |
| **Campaign Reference** | 02MUH2024 |
| **ECC Reference** | M2894 |
| **Closing Date** | 12 noon Tuesday 9th of July 2024 |
| **Link to Application Form** | <https://www.rezoomo.com/job/65084/> |
| **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** | Mayo University Hospital  There is currently one permanent whole-time vacancy available.  A 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** | **Name & Title:** Catherine Donohoe  **Tel:** 094 9042329  **Email:** [Catherine.donohoe@hse.ie](mailto:Catherine.donohoe@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 Lady’s 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 12,700 staff (January 2023), and has a budget of €1 Billion  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.    **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 - Learning  Our 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.   Physiotherapy Service Mayo University Hospital  The department delivers **inpatient services** to:  Medical, Stroke unit, Elderly Medicine, CCU and off site in St John’s ward.  ICU and General Surgical wards,  Trauma and Elective Orthopaedics,  Maternity and Paediatric wards  **Outpatient physiotherapy services** include:  MSK Triage (Orthopaedics and Rheumatology)  Virtual Fracture clinics  Trauma clinics and MSK outpatients (Consultant referred)  Emergency Department – Front Door Frailty, MSK Soft tissue injury,  Women’s Health and Continence service (including UrogynaecologyTriage)  Acute Paediatric outpatients  Respiratory outpatient and COPD outreach  New physiotherapy services coming on stream are Cardiac Rehabilitation, Cancer and Lymphoedema and ongoing development of the seven day older person’s service. |
| **Mission Statement** | Patients are at the heart of everything we do. Our Mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.  **OUR GUIDING VALUES**  **Respect** - We are an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more.  **Compassion** - we treat patients and family members with dignity, sensitivity and empathy.  **Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity.  **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research.  **Learning** - we nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential.  **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions.  **Team working** – we engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | The post holder will report to the General Manager Mayo University Hospital |
| **Purpose of the Post** | The Physiotherapist Manager-in-Charge III will be responsible for leading and managing the Physiotherapy Service at Mayo University Hospital, in line with best practice, and maintaining throughout the Hospital an awareness of the primacy of the patient in relation to all hospital activities.  The Physiotherapist Manager-in-Charge III will provide the required governance and leadership for physiotherapy staff to deliver a high quality service and encourage innovation and flexibility in service design and delivery.  The Physiotherapist Manager-in-Charge III will support the development and implementation of appropriately focused management and operational planning and control systems within the hospital in line with the broader organisation.  The Physiotherapist Manager-in-Charge III will ensure that service development is in line with National policy and strategy and that national targets (KPIs) are met.  The Physiotherapist Manager-in-Charge III will work collaboratively with nursing, medical and HSCP colleagues, as a member of the senior hospital team, in delivering safe and effective hospital care.  The Physiotherapist Manager-in-Charge III will ensure that physiotherapy services are in line with national and international standards and support risk management and patient safety. |
| **Principal Duties and Responsibilities** | *The Physiotherapist, Manager-in-Charge III will:*  **Professional / Clinical Responsibilities**   * Be responsible for the overall management and performance of Physiotherapy activity within the designated area(s) in keeping with good professional practice and subject to agreed national policy directives and priorities including the clinical programmes. * Provide professional, managerial and clinical leadership in the delivery of a high quality Physiotherapy service. * Ensure service delivery corresponds to best national and international practice e.g. that an appropriate range of service user goal orientated interventions are in place. * Ensure that professional standards are maintained through clinical audit, supervision and training. * Operate within the scope of Physiotherapy practice as per CORU requirements and in accordance with local guidelines. * Engage at a national level on the development of standards and patient pathways. * Develop and promote integrated models of service delivery between relevant stakeholders. * Be responsible for robust communication with relevant stakeholders regarding:   + Health & Safety and Risk Management pertaining to patient care.   + Service levels, service innovations and development.   + Medical / legal issues related to Physiotherapy.   + Liaising with Universities and external agencies regarding CPD, student placements, accreditation etc. * Foster and lead a culture and practice of evaluating service outcomes and implementing quality improvement initiatives.   **Education & Training**   * Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate. * Encourage and support the promotion of continued professional development and training by making recommendations with regard to the on-going education, research, supervision, training and in-service needs of Physiotherapists to meet HSE standards. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Be responsible, in partnership with local General Management for the practice education of student therapists through provision of placements and through support for therapists who are practice educators within their departments. * Build and communicate an understanding of the role and contribution of Physiotherapy within multidisciplinary teams to ensure a clear pathway for service users.   **Quality and Risk, Health and Safety Management**   * Take responsibility for all aspects of staff and client safety within their area(s) of responsibility. * Contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards and ensure that staff comply with same. * Adequately identify, assess, manage and monitor risks within their area of responsibility. * Carry out risk assessments within the Physiotherapy service. * 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.   **Management**   * Keep updated on current and impending legislation / national / organisational / professional developments and the perceived impact on practice. * Develop and co-ordinate the implementation of service & business plans for Physiotherapy in line with the national and local service plans. * Problem solve effectively and be innovative in service planning and development. * Optimise the use of available resources to achieve effective outcomes when planning and delivering a flexible service that meets the needs of all service users. * Engage in financial planning and the organisation of the service using relevant systems as appropriate to the role. * Promote on-going evaluation and audit of service delivery models. * Develop and implement quality initiatives, audits etc. based on up to date evidence based practice and report on outcomes. * Contribute to the development of policies, procedures and guidelines in relation to the Physiotherapy service, engaging staff as appropriate. * Ensure the compliance to all HR policies and procedures as required. * Oversee the implementation of appropriate induction and probationary systems. * Oversee the implementation of appropriate performance management system (e.g. clinical audit/quality assurance programmes) for the delivery of a high quality Physiotherapy service. * Work with all stakeholders in the management of absenteeism, recruitment, performance and student allocations etc. * Provide service delivery reports as required e.g. service plan, annual report. * Ensure compliance with a high standard of documentation, including service user files in accordance with local guidelines and relevant legislation e.g. FOI, GDPR. * Represent Physiotherapy at relevant fora. * Act as spokesperson for the Organisation as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders.   **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 them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**  **1. Statutory Registration, Professional Qualifications, Experience, etc**  **(a) Candidates for appointment must**:  Be registered, or be eligible for registration, on the Physiotherapists Register maintained by the Physiotherapist Registration Board at CORU.  And  Have five years full time (or an aggregate of 5 years fulltime) post qualification clinical experience.  And  Have the requisite knowledge and ability (including a high standard of suitability, management, leadership and professional ability) for the proper discharge of the duties of the office.  And  Provide proof of Statutory Registration on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU before a contract of employment can be issued.  **2.** Annual registration  On appointment, practitioners must maintain annual registration on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU  And  Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).  **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. |
| **Post Specific Requirements** | Demonstrate depth and breadth of physiotherapy experience in an acute setting, (clinical services management, staff management, implementing change etc.) as relevant to the post.  Demonstrate depth and breadth of Leadership and Management experience as relevant to the post.    Demonstrate evidence of service development / service improvement as relevant to the post.  Demonstrate evidence of Continuing Professional Development relevant to the role. |
| **Other requirements specific to the post** | * Have access to appropriate transport to fulfil the requirements of the role |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  *For example:*   * Demonstrate a level of clinical knowledge, clinical reasoning skills and evidence based practice appropriate to carrying out the duties and responsibilities of the role in line with relevant legislation and standards. * Demonstrate an appropriate level of understanding of the Physiotherapy process, the underpinning theory and its application to the role. * Demonstrate evidence of having applied / used appropriate assessment tools and treatments and a knowledge of the implications of outcomes to service users. * Demonstrate the knowledge, abilities and technical skills required to provide safe, efficient and effective service in the area(s) of responsibility. Has a sound knowledge of clinical risk management. * Demonstrate knowledge of legislative requirements relating to the healthcare services and the workplace. * Demonstrate a commitment to continuous professional development and knowledge sharing. * Demonstrate a willingness to engage with and develop IT skills relevant to the role.   **Planning and Managing Resources**  *For example:*   * Demonstrate the ability to lead on the strategic planning and delivery of services in an efficient, effective and resourceful manner, within a model of patient centred care and with a focus on value for money. * Promotes and encourages work with other professions to ensure an optimum service is provided for service-users. * Demonstrates a high level of initiative and adaptability in response to workforce demands.   **Managing and Developing (Self and Others)**  *For example:*   * Leads on the design and delivery of a high quality, person centred service working with and through others in achieving goals. * Provides clear direction on a regular basis and adopts an approachable management style, promotes collaborate working relationships. * Deals positively and constructively with obstacles / conflict. * Fosters a learning culture amongst staff and colleagues to drive continuous improvement in services to patients.   **Commitment to providing a Quality Service**  *For example:*   * Is sufficiently aware of policy, legislative and professional requirements to ensure appropriate standards in their area(s) of responsibility. * Embraces and promotes change - plans strategically to drive change / make improvements to service delivery. * Continuously challenges the standards of quality and efficiency and strives to find ways to improve standards of care. * Displays strong awareness and appreciation of the service users and the ability to empathise with and treat others with dignity and respect.   **Evaluating Information and Judging Situations**  *For example:*   * Relies on professional expertise and management experience to understand and evaluate problems. * Makes decisions in a transparent manner by involving and empowering others where appropriate. * Evaluates information and makes effective decisions especially with regard to service delivery. * Demonstrate effective problem-solving strategies, including the ability to be flexible and innovative, and manage challenging scenarios. * Explains the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach. * Adequately identify, assess, manage and monitor risk within their area of responsibility.   **Communications and Interpersonal Skills**  *For example:*   * Display effective communication skills (verbal & written), including the ability to present complex information. * Tailors the communication method and the message to match the needs of the audience; demonstrates active listening skills. * Demonstrates effective interpersonal skills including the ability to network effectively, collaborating and fostering positive working relationships to ensure person-centred service delivery. * Demonstrates sensitivity, diplomacy and tact when dealing with others; is patient and tolerant when dealing with conflict situations. * Demonstrates strong influencing and negotiation skills; remains firm but flexible when putting forward a point of view. |
| **Campaign Specific Selection Process**  **4**  **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. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **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 <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <https://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. | |

 **Physiotherapist, Manager-in-Charge III**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent** and **whole time.**  The post is pensionable. A panel 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 for the post as of 01/06/2024 is:  €85,713 €87,117 €88,517 €89,991 €91,544 €93,094 €94,337  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 is to be confirmed at Job Offer stage.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at 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 of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First Webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **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. |
| **Ethics in Public Office 1995 and 2001**  **(Positions remunerated at or above the minimum point of the Grade VIII salary scale €70,373 as at 01.10.2021)** | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€69,676 as at 01.10.2020) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <https://www.sipo.ie/>. |

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)