

**Principal Psychologist (Specialist - CAMHS)**

**HSE Mid-West Community Healthcare CHO3**

**Campaign Reference: MWCH 24.027**

**Job Specification & Terms and Conditions of Employment**

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| **Job Title, Grade Code** | Psychologist, Principal (Specialist - CAMHS)  (Grade Code: 3727) |
| **Remuneration** | The salary scale for the post is (as of 01/01/2024):  €109,392, €112,012, €114,638, €117,243, €119,210, €123,012, €126,814 **(Pro Rata)**  Salary Scales are updated periodically and the most up to date versions can be found here: <https://www.hse.ie/eng/staff/resources/hr-circulars/final-1-march-2023-salary-scales.pdf> |
| **Campaign Reference** | MWCH 24.027 |
| **Closing Date** | **12th July 2024 @ 12.00om** |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Mental Health Services HSE Mid-West Community Healthcare HSE Mid-West Community Healthcare  There is currently one permanent whole-time vacancy available:  Principal Psychologist, Child and Adult Mental Health Services Mid-West Community Healthcare. The successful candidate will be based in Mid-West (Limerick, Clare or North Tipperary, this will be confirmed with successful candidate).  A panel may be formed as a result of this campaign for **Mental Health Services, HSE Mid-West Community Healthcare** from which current and future, permanent and specified purpose vacancies in CAMHS (full or part-time) may be filled. |
| **Informal Enquiries** | **Name:** Dr Edmond O’Dea, Principal Clinical Psychologist (Manager)  **Phone:** 061 461205 - 0872194923  **Email:** edmond.odea@hse.ie |
| **Details of Service** | The Mental Health Psychology Services in Mid-West Community Healthcare provide a wide range of psychological services to a population of approximately 413,059. Almost 24% of the population are under the age of 18.  The Mental Health psychology service in the Mid-West is managed by a Principal Psychology Manager who has overall responsibility for governance and strategic planning and development of the service as part of the mental health management teams in the Mid-West and in line with national mental health policy and international best practice.  There are currently 12 qualified staff working in CAMHS psychology services in the Mid-West.  The Principal Psychologist Specialist CAMHS will support the Principal Psychology Manager and work in partnership with the other professional disciplines and operational managers ensuring high standards of professional practice across Mental Health Services  The Department has strong links with the Clinical psychology programmes based and University of Limerick and University of Galway and the Educational and Child Psychology programme based at Mary Immaculate College. Supervised placements to doctoral level students are provided and form an essential part of the partnership between the Mid-West Healthcare and the University sector. There are currently over 80 Doctor of Clinical & Educational Psychology trainees under line management of the Principal Psychology Manager in the Mid-West.  Staff members have opportunities to:   * Participate in CPD and to avail of external training as part of agreed PPD plans, subject to budgetary constraints. * Contribute to staff training and teach both in HSE, UL, NUIG & MIC. * Participate in and supervise service related research. |
| **Reporting Relationship** | The post holder will report operationally and professionally to the Principal Psychology Manager. |
| **Key Working Relationships** | * CAMHS Clinical Director * Heads of Disciplines working in CAMHS * CAMHS Operational management Team Members |
| **Purpose of the Post** | The overall purpose of the post is to assist the Principal Psychology Manager in the clinical governance of the service and to contribute to and support the development of the service in line with CHO and national operational plans.  The Principal Psychologist Specialist for CAMHS for the Mid-West healthcare will provide operational governance, line-management and supervision as required for staff in their designated areas of responsibility, in addition to carrying a clinical caseload. The post-holder will also support the Principal Psychology Manager with designated departmental organisational tasks and projects relevant to the development of Mental Health psychology services, offering leadership to more junior staff as required. |
| **Principal Duties and Responsibilities** | *Under the direction of the Psychology Manager the Principal Psychologist Specialist (Child Mental Health Psychology) will:*  **Professional / Clinical**   * Provide psychology services, including assessment, consultation and the provision of psychological interventions to children and families within the service area. * Provide clinical supervision to other psychology staff within the service (Senior, Staff grade, trainees or assistants (as required) to ensure high standards of clinical practice and governance. * Assist in effectively managing staff resources in order to optimise the availability and delivery of good quality and equitable Psychology services to service users. * Exercise professional responsibility for the active management of waiting lists for Psychology services. * Communicate effectively and work in co-operation with all multi-disciplinary colleagues and others to ensure integrated service provision for service users. . * Foster positive working relationships with psychology and multi-disciplinary colleagues across health care divisions so as to ensure clear care pathways and efficient access to psychological services. * Ensure the compliance of Psychology services with regulatory standards (HIQA/MHC) * Ensure the compliance of Psychology services in Approved Centres with Mental Health Commission standards, including Integrated Care Planning requirements. * Participate in the local planning of National Clinical Programmes in Mental Health and ensure appropriate psychology service involvement in their implementation. * Develop and maintain close liaison with key stakeholders, including service users and service user representative groups. * Demonstrate an appreciation of service user expertise through experience, including the promotion of the role of service user in service development. * Represent and advocate for the psychological needs of service users. * Contribute to the development of structures and processes to improve co-ordinated interdisciplinary service delivery, including clinical leaderships within the CAMHS service as required. * Participate in service meetings and committees as delegated by the Psychology Manager. * Act as a representative of the psychology service / profession as required by the Psychology Manager. * Work within limits of professional competence in line with principles of best practice, professional conduct and excellent clinical governance. * Support and guide psychology staff in using evidence based practice and tailoring interventions (individual and group) to offer choice to clients and their families. * Provide, as required, reports and relevant statistics regarding the service to the Psychology Manager and relevant management teams, supporting and contributing to the planning and development of services. * Attend meetings, case conferences, professionals meetings and reviews within the designated service and provide information to these meetings as required by the Psychology Manager. * Assist the implementation of clinical audit and quality initiatives and evaluate the outcomes of service provision as agreed with the Psychology Manager. * Ensure compliance with current and future legislation, policies and procedures, guidelines and protocols. * Ensure anti-discriminatory practice and cultural competence at individual and service levels. * Provide as required, in relation to his/her designated area of responsibility, the HSE senior management with such information and professional advice and guidance it may require in the preparation, monitoring and evaluation of services. * Encourage and initiate psychological research and, where appropriate, initiate and/or participate in multi-disciplinary research programmes as agreed with the Principal Psychology Manager. * Work in and promote an ethical and professional manner at all times. * Deputise for the Principal Psychology Manager as required. * Promote a culture that values of integrity, learning, partnership and respect in the workplace. * Participate in the selection process for staff for HSE Psychology Services, and other services as required.   Perform such other duties appropriate to his office as may be assigned by the Principal Psychology Manager.  **Research & Evaluation**   * Utilise evidence-based literature, research and best practice guidelines to support effective practice and good quality equitable services. * Evaluate Psychology service provision and staff resources in order to optimise the availability and clinical impacts of Psychology services for service users. * Undertake project management including audit and service evaluation with colleagues within the service in order to enhance service provision. * Participate in evaluation of clinical activity within the service and provide such information as required by the Principal Psychology Manager for the purpose of service monitoring, evaluation and improvement. * Ensure the Psychology service is compliant with local, regional and national reporting requirements, including KPIs, outcome measures and other metrics as may be requested by HSE management. * Manage and respond to service user complaints within HSE guidelines and policies. * Encourage and support service related research and provide research advice as appropriate. * Represent a professional view point in relation to nationally accepted good practice and to ensure a high level of ethical standards and professional conduct. * Lead and contribute to service developments and their evaluation.   **Education & Training**   * Receive regular professional supervision as agreed with the Principal Psychology Manager. * Ensure that Psychologists in the care group area receive appropriate levels of clinical supervision, as required under professional registration standards. * Provide and deliver training and supervision to professional postgraduates (including Trainee Clinical Psychologists) and to Assistant Psychologists. * Provide supervision to the work of non-psychologists in delivery of psychological interventions, as appropriate and as agreed with the Psychology Manager. * Provide psychological training, advice and consultation to staff from health and other agencies in areas relevant to direct clinical work and to psychology service provision. * Provide professional and clinical supervision to Assistant Psychologists, to appropriate professional standards and support other Psychologists in the care group area to comply with these standards. * Attend mandatory training programmes and ensure Psychologists under their line management attend mandatory training programmes as required. * Be informed of advances in professional knowledge and practice. * Be informed of developments in national policies, strategies and legislation and their impact on practice. * Take responsibility for overseeing the continuous professional development of other Psychologists in ensuring compliance with statutory registration requirements. * In collaboration with the Psychology Manager, attend training events as informed by service requirements. * Be responsible for the induction of new staff as delegated by the Psychology Manager.   **Health & Safety**   * Contribute to the development and review of multi-disciplinary and discipline specific policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards and carry responsibility for ensuring Psychology staff compliance with same. * Ensure Psychology staff complies with such standards. * Ensure line manager responsibilities regarding Health and Safety for Psychology staff in line with regulatory standards as they may apply to the care group area... * 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. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Management**   * Provide and support the management of clinical supervision provision to assigned staff. * Ensure Psychology staff compliance with relevant regulatory frameworks. * In consultation with the Principal Psychologist Manager, assign duties and responsibilities to other Psychologists as appropriate to ensure effective and efficient service delivery. * Represent Psychology on the CAMHS Operational Management Team * Drive service improvements and ensure service accountability and transparency. * Ensure the maintenance of appropriate service user records and statistics in accordance with HSE and regulatory requirements and local guidelines, for example, Freedom of Information Act, Data Protection Acts, GDPR and other relevant legislation. * Provide service reports / audit data / KPIs as required by the Principal Psychology Manager. Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways and integrated care plans. * Compile, manage and review Psychology specific Risk Registers and contribute to the active maintenance of multi-disciplinary Risk Registers. * Participate in Quality and Patient Safety initiatives and committees as delegated by the Psychology Manager. * Actively manage identified work place risks as appropriate to the post’s level of responsibility. * Comply with HSE policies and standards and ensure that Psychologists under their line-management comply with such policies and standards. * Respond in a timely fashion to requests for service based information from a variety of sources, including Senior HSE management. * Actively participate in the development and continuing improvement initiatives of psychology services in conjunction with the Principal Psychology Manager and relevant others. * Contribute to policy development, performance monitoring, business / service planning processes and budgetary control in conjunction with Psychology Manager and relevant others. * Implement relevant HR policies and procedures as delegated by the Psychology Manager. * Engage in recruitment processes and other HR functions as required. * Remain informed and ensure compliance with organisational developments within the Irish Health Service. * Manage and co-ordinate service delivery within an allocated area of responsibility as delegated by the Psychology Manager.   **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 the Principal Psychology Manager/Director of Psychology 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. **Professional Qualifications, Experience, etc.** 2. Candidates must hold:    1. A recognised University degree or diploma (QQI level 8 equivalent) obtained with first- or second-class honours in which psychology was taken as a major subject and honours obtained in that subject.   **And**   * 1. Have an Irish post-graduate professional psychology qualification accredited by the Psychological Society of Ireland in Clinical, Counselling or Educational Psychology.   **Or**   1. A recognised postgraduate professional psychological qualification equivalent from another jurisdiction validated by the Department of Health.   **And**   1. Have at least eight years satisfactory post graduate experience in the area of psychology inclusive of any time spent in pursuing a course leading to the postgraduate qualification and including at least three years satisfactory experience in a senior capacity within Child psychology Services. Please note that you must have achieved the 8 years (96 months) experience no later than the closing date of this recruitment campaign.   **and**   1. Candidates must possess the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office. 2. **Health**   Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.   1. **Character**   Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | *Applicants must:*  Demonstrate depth and breadth of experience in the provision of assessment, formulation, intervention, evaluation, reporting and supervision with a broad range of clinical problems in terms of complexity and severity seen within the care group area of Child Psychology as 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** | **Candidates must demonstrate:**  **Professional Knowledge & Experience**   * Insight into new and emerging developments in Mental Health Services and knowledge of Health Acts and Mental Health Services Policy and Guidelines, including National Policy on Access, group interventions, family interventions and * Ability to manage and guide staff to ensure maximum output within available resource. * Competence in the provision of clinical governance over professional psychology services, to an excellent standard, within multi-disciplinary settings. * An excellent awareness of current professional issues in Mental Health Services and the wider health services. * Sufficient professional knowledge to carry out the duties and responsibilities of the role to a high standard. * An excellent understanding of relevant regulatory frameworks and the ensuing responsibilities of the role, as well as a capacity to deliver on these responsibilities. * The clinical knowledge and evidence-based practice to carry out the duties and responsibilities of the role. * The abilities and technical skills required to provide safe, efficient and effective service in the area of practice. * An ability to apply knowledge to best practice. * Competence in delivering a professional service and an awareness of current professional issues. * A clear understanding of professional ethics. * Knowledge of research methods. * Demonstrates a willingness to develop IT skills relevant to the role.   **Planning and Managing Resources**   * An ability to apply professional knowledge to best practice and to the development of cost-effective services. * Demonstrates the ability to plan and deliver care in an effective and resourceful manner within a model of person-centred care. * Demonstrates flexibility, adaptability and the ability to prioritise, is committed to the delivery of targets. * Demonstrates innovation to overcome resource limitations. * Has an understanding of the practicalities of service planning, value for money and cost-benefit analysis.   **Managing and Developing (Self and Others)**   * Excellence in leadership skills; including the strategic development of services and proven success in project management of quality initiatives. * Effective team building and team enhancement skills*.* * Commitment to supporting continuing professional development in the interests of the service user. * An ability to manage and develop self and others in a busy working environment. * A clear commitment to the supervision process. * The ability to work independently as well as part of a team. * Adapts leadership style to suit the demands of the situation and the people involved. * Is motivated, perseveres despite setback and ensures that goals are achieved. * An ability to manage and develop self and others in a busy working environment. * Demonstrates a commitment to continuing professional development. * Flexibility and openness to change*.*   **Commitment to providing a Quality Service**   * A high level of commitment to a public service role. * Demonstrates a commitment to assuring high standards and striving for a user centred service. * Is aware of policy, legislative and professional requirements to ensure appropriate standards in area of responsibility. * Is open to change and supports the services’ ongoing change agenda. * Ensures that all service users are treated with dignity and respect and that service user welfare is a key consideration at all times.   **Evaluating Information and Judging Situations**   * The ability to effectively evaluate information and make appropriate decisions in the best interests of service users. * Gathers and analyses appropriate information to make well-founded decisions. * Makes decisions in a transparent manner by involving and empowering others where appropriate. * Is objective but not insensitive in the approach to decision making. * Formulates, articulates and demonstrates sound clinical reasoning. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility.   **Communications and Interpersonal Skills**   * Effective clinical supervision skills and line management skills * Excellent interpersonal communication and professional behaviour * Effective conflict resolution skills * Excellent communication skills, to the level required to effectively carry out the duties and responsibilities of the role. * A characteristic ability to empathise with and treat others with dignity and respect in challenging circumstances. * Verbal and written communication skills to effectively carry out the duties and responsibilities of the role. * Effective interpersonal skills including the ability to collaborate with colleagues, service users, families, carers etc. to understand and establish expectations and desired outcomes. * Is patient and tolerant when dealing with conflict or negative attitudes from others. * Negotiation skills and assertiveness as appropriate. |
| **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. |
| **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 on behalf of the HSE in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <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.** | |



**Principal Clinical Psychologist**

**HSE Mid-West Community Healthcare CHO3**

**Campaign Reference: MWCH 24.009**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **Permanent** and Whole Time (35 hours per week)**.**  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 is (as of 01/10/24):  €109,392, €112012, €114,638, €117,243, €119,210, €123,012, €126,814 (Pro Rata)  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/). |
| **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 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)