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**Paramedicine Practice Development Lead**

**Job Specification and Terms & Conditions**

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| **Job Title, Grade Code** | Paramedicine Practice Development Lead(Grade Code: 3193) |
| **Campaign Reference** | **NRS14327** |
| **Closing Date** | **Wednesday 3rd July 2024 at 12 Noon.** |
| **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** | **National Ambulance Service (NAS)\***There are currently 2 permanent and whole time vacancies available for a Paramedicine Practice Development Lead with initial assignments to:Paramedicine Practice Development - Older People and Dementia Care HSE Paramedicine Practice Development– Urgent Care Given the national level portfolios of both posts, The Director of Paramedicine is open to engagement in respect of flexibility around location of this post subject to reaching agreement on a minimum level of availability at the agreed HSE Regional Base. The post holder will be required as part of their role to attend meetings throughout the HSE A panel may be formed as a result of this campaign for **Paramedicine Practice Development Lead within the National Ambulance Service (NAS)** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries** | **Name:** Dr. Shane Knox, Director of Paramedicine**Email:** shane.knox@hse.ie **Phone:** +353 87 6043229 |
| **Details of Service** | The National Ambulance Service (NAS) is the statutory Pre-Hospital emergency and intermediate care provider for the State. The NAS mission is to serve the needs of patients and the public as part of an integrated health system, through the provision of high quality, safe and patient centred services. This care begins immediately at the time that the emergency call is received, continues through to the safe treatment, transportation and handover of the patient to the clinical team at the receiving hospital or emergency department. Serving a population of over 5 million people, the NAS responds to over 400,000 ambulance calls each year, employs over 2600 staff across 118 locations and has a fleet of in excess of 620 vehicles. In conjunction with its partners the NAS transports approximately 4,800 patients via an Intermediate Care Service, co-ordinates and dispatches more than 800 Aero Medical / Air Ambulance calls, completes 600 paediatric and neonatal transfers and supports Community First Responder Schemes across the state.In 2025, the National Ambulance Service will continue implementation of a strategic plan, NAS Strategy to 2025-2034, which is focused on ensuring the delivery of patient centred care. It brings together recommendations from a wide series of reviews into a single plan.  A critical element of this is the implementation of shifting models of care that will see the service utilise other alternative services for our patients than the emergency department.  |
| **Reporting Relationship** | The post holder will report to the General Manager, Care Pathways and Specialist Development or other nominated manager. |
| **Key Working Relationships** | The key working relationships associated with this role are:* NAS Managers and Staff
* Older People Services
* Mental Health Services
* Nursing Homes Ireland
* HSE Clinical Care Programmes
* Health and Social Care Professionals Office
* Office of the Nursing and Midwifery Services Director
* Department of Health
* Higher Education Institutes
* Aeromedical Providers
* Primary Care Providers
* HSE Communications (including Press and Media)
* External Service Providers
* Trade Unions
* Health Information and Quality Authority
* Pre Hospital Emergency Care Council
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| **Purpose of the Post**  | The post holder will be a member of Paramedicine Directorate Team and influence, shape and contribute to clinical effectiveness and transformation within NAS and support transformation in the wider HSE Integrated Operations system. Working closely with the Clinical Directorate and other members of the Paramedicine Directorate Team, lead on behalf of the General Manager, Care Pathways and Specialist Development on working with the wider health system to proactively progress opportunities for service transformation, clinical innovation and alternative models of care. The post holder will lead and support the clinical implementation of key strategies e.g. Nursing and Residential Triage Tool/ED Avoidance, Hear, Treat and Refer, See, Treat and Refer, the Trauma Strategy, development of Mental Health response, Safeguarding and Assisted Decision Making.The post holder will lead work with the Pre Hospital Emergency Care Council (PHECC) to progress the professionalization agenda of NAS and progress the development of Paramedic practice focussed on meeting current and future health service needs, including but not limited to:* Older People and Dementia Care
* Urgent Care
* Specialist Practice
* Paramedic Practice
* Critical Care
* Retrieval Care
* Mental Health Care

The post holder will work with the General Manager, Clinical Strategy and Evaluation to ensure that Irish models are evidence-based and in keeping with international practice. The post holder will contribute to the work of the Tertiary Education and Professional Development Teams in the planning, development and education of clinical staff in order to contribute to the continued development of an effective, person centred and equitable Health Service.  Paramedicine Practice Development Lead - Older People and Dementia Care. This is a national level role with the post holder being responsible for overseeing a national project responsible for the implementation of the Nursing and Residential Triage tool with an initial pilot in the HSE Mid West Region. Paramedicine Practice Development Lead – Urgent Care (This is a national level role with the post holder being responsible for all Urgent Care Practice Development, including but not limited to Community Paramedicine and Paramedic delivered Telephonic Triage and Referral |
| **Principal Duties and Responsibilities**  | **Professional Leadership*** Promote an environment for professional practice, which is consistent with the mission, vision and values of the organisation.
* Demonstrate, promote and develop visible leadership across the NAS, ensuring that HSE values and clinical leadership are highly visible
* Lead and develop clinical practice across NAS.
* Develop person centred Paramedic practices through care processes, which enhance clinical effectiveness and patient outcomes.
* Provide professional leadership of paramedicine and its affiliated roles within NAS, serving as an advocate for the continued development of the profession, its role within the service and wider healthcare environment.
* Work with the Professional Development Team to support and empower the role of Clinical Supervisor at a local level
* Support the development of the NAS strategic directions and development of strategies to improve clinical and operational performance aligned with the NAS Strategy.
* Create new solutions, which will best meet the needs of patients and clients through thinking laterally about their own and others’ practice.
* Identify clinical risks, safety issues, poor effectiveness and poor outcomes and contribute to improvements
* Lead on the development of specialist paramedic practice through role development and contribute to the creation of a clear and inspirational career framework.
* Provide leadership and direction in stressful and challenging circumstances

**Specialist and Alternative Practice*** Provide expert clinical advice and support to practitioners in relation to clinical decision making through both face to face contact and remote contact.
* Collaborate with other professionals, and relevant bodies to develop, appropriate evidence-based care pathways, protocol, policies and clinical guidelines of care.
* Advise Paramedic staff in relation to evidence-based practice, models of care in order to support the development of appropriate standards of care.
* Develop practice in the interest of patients, which involve other healthcare professionals, when this is likely to improve health outcomes.
* Monitor and evaluate the effectiveness of current therapeutic procedures and support the Professional Development team to ensure learnings are translated to practice to improve outcomes for patients. This should include both qualitative and quantitative analysis, providing information and reporting as appropriate.
* Engage in clinical practice, providing inspiration to others, acting as a role model in NAS, and demonstrating the highest degree of professionalism while showing commitment to development and lifelong learning.
* Work in collaboration with all relevant stakeholders to include the Prehospital Emergency Care Council in relation to the development of specialist paramedic roles to support alternative care pathways.
* Work with the wider Paramedicine Directorate team to ensure evidence based models of care can be translated into educational pathways that support future operating models of service delivery
* Support the development of programme curricula, and the accreditation and audit of all certified programmes, relevant to the role.
* Work with the NAS Director of Nursing to advance the role of nursing in supporting both Hear, Treat and Refer and See, Treat and Refer pathways of care.
* Work with the Health and Social Care Professions (HSCP) Lead to promote and develop the role of HSCPs in delivering alternative models of care.

**Quality and Practice Improvement** * Lead the commissioning of the NAS Alternative Care Pathways to include the development/expansion of key metrics to measure the impact of each of the existing and new NAS alternative care roles/pathways being progressed.
* Lead on supporting current and emerging new NAS Alternative Clinical Pathways using intellectual rigor, strategic influencing and informed analysis and decision making skills.
* Work with the Dublin Fire Brigade (DFB), Hospital teams, ICPOP teams, GP’s and Primary Care teams and wider health service to support current Alternative Care pathways and expand successful care models.
* Work with the Clinical Directorate and NAS Business Analytics teams to develop a suite of clinical Key Performance Indicators to measure the impact of new models of care.
* Lead on the adoption of clinical Key Performance Indicators to evaluate current Alternative Care Pathways and evolving/future Alternative Care Pathways.
* Lead on the design and implementation of projects to introduce new or revised alternative care models of patient care.
* Demonstrate the positive impact of Alternative Care Pathways and lead out on replicating proven/evidence based Pathways and Care models that have enabled patients to be treated most efficiently and effectively e.g. Hear & Treat, signposting to most appropriate clinical service, treatment at home/in the community
* Facilitate and promote the sharing of a range of practice-based initiatives across NAS.
* Provide accurate reports of all audits completed to the Director of Paramedicine, as part of supporting an ongoing quality improvement ethos across the service.
* Support Paramedic staff in the conduct of internal and local audit processes as part of service delivery improvement processes and their own professional development.
* Support Specialist Paramedics and candidates in their roles.
* Facilitate an environment for critical review and appraisal of Paramedic practice so that front line staff can contribute to changes and innovation in practice

**Stakeholder Relationships*** Integrate with all HSE key stakeholders to progress collaborative Alternative Care Pathways and process development to maximise treatment of patients in their homes/communities, where clinically appropriate without conveyance to Acute Hospital Emergency Departments/Hospital admission
* Speak publically to both internal and external stakeholders, promoting NAS Alternative Care Pathways demonstrating the patient, NAS and Acute Operations benefits.
* Engage in difficult and challenging conversations with a range of stakeholders
* Develop strong and collaborative relationships with the Enhanced Community Care Programme, the Integrated Programme for Chronic Disease Management and the Integrated Care Programme for Older People
* Collaborate with the NAS Stakeholder Engagement Lead to ensure and promote effective communication both internally and externally.
* Prepare responses and briefings on behalf of the General Manager, Care Pathways and Specialist Development as required.
* Participate in national and international research partnerships with the potential to improve the care of NAS patients treated by the Alternative Care Pathway staff.
* Prepare, present, and inform decision papers or business cases for the General Manager, Care Pathways and Specialist Development

**Other*** 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.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* Engage in HSE performance achievement process in conjunction with your Line Manager and staff as appropriate
* Operate a NAS pool vehicle if and when assigned as per in line with relevant NAS Vehicles policies

**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, on the latest date for receiving application for this post** 1. Be currently registered, and maintain registration on the Advanced Paramedic Division of the Register as held by the Pre Hospital Emergency Care Council.

**AND**Have at least 5 years’ post registration practice experience including 3 years’ experience of clinical instructional or supervisory practice relative to the functions of the role**AND**A minimum of two years’ experience/involvement in clinical practice management, practice development, education or quality improvement.**OR**1. Be currently registered, and maintain registration on the Paramedic Division of the Register as held by the Pre Hospital Emergency Care Council.

**AND**Have at least 7 years’ post registration practice experience including 3 years’ experience of clinical instructional or supervisory practice relative to the functions of the role**AND**A minimum of two years’ experience/involvement in clinical practice management, practice development, education or quality improvement.**AND**1. Hold a Specialist Paramedic educational award in a recognised\* sub-speciality at QQI Level 9 or equivalent

 **OR**Hold certification on the PHECC Teaching Faculty Framework as a Tutor or Facilitator**AND**1. Hold a current full Class C1 driving licence

**AND**Possess the requisite knowledge and ability, (including a high standard of suitability), for the proper discharge of the duties of the office.\*To be determined by the Director of Paramedicine with reference to current recognised academic programmes, including Advanced Paramedic, Community Care Paramedic, Critical Care etc. and/or PHECC accredited programmes at a Specialist Paramedic level.**Annual Registration\*\***Appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by the Pre Hospital Emergency Care Council.**\*Notes:**For candidates registered as Advanced Paramedics:• Postgraduate Certificate in Specialist Paramedic Practice (NFQ Level 9, Minor Award) (UCC) • Postgraduate Diploma in Specialist Paramedic Practice (NFQ Level 9, Major Award) (UCC) For candidates registered as Paramedics or Advanced Paramedics:• MSc. Specialist Paramedic Practice (NFQ Level 9, Major Award) (UCC) • MSc. Emergency Medical Science (Advanced Paramedic) (UCD) • MSc. Advanced Paramedic Practice (Glasgow) • MSc. Retrieval and Transport Medicine (Glasgow) • MSc. Critical Care (Edinburgh)The Pre Hospital Emergency Care Council (PHECC) are establishing new regulatory Frameworks to enable changes and improvements in the scope of practice in paramedicine overallThis approach would enable the future regulation of Paramedicine transitioning to CORU in line with the current Government decision to transition such regulation to CORU in the future.Where an Authorisation to Practice is permanently removed or where the practitioner is unable to maintain competence at the relevant level of practice, the appointee will be issued a new contract of employment to reflect the level of privileging to practice.Candidates accepting appointment agree to secure the associated level of professional registration if or where the regulator makes such changes**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 experience of clinical instructional or supervisory practice relative to the functions of the role Demonstrate depth and breadth of experience/involvement in clinical practice management, practice development, education or quality improvement Demonstrate depth and breadth of experience managing and working collaboratively cross functionally with multiple internal and external stakeholders and disciplines, as relevant to the role. Demonstrate depth and breadth of experience leading change in a complex environment, as relevant to the role |
| **Other requirements specific to the post** | * Flexibility in relation to working hours to fulfil the requirements of the role.
* This is a leadership role and hence, wearing operational uniform (green and white) as an exemplar of professionalism is a mandatory requirement
* Access to appropriate transport to fulfil the requirements of the role as the post will involve travel to locations around the country including possible overnight stays
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| **Skills, competencies and/or knowledge** | **Professional Knowledge/Experience*** Excellent knowledge of the practice of paramedicine
* Knowledge of practice development and quality improvement in the healthcare setting.
* Knowledge of Quality Care Metrics and clinical audit
* Knowledge of other professional issues related to relevant areas of paramedicine.
* Knowledge of project management principles
* Knowledge of the principles of adult education, mentorship, reflective practice and development
* Excellent IT skills including Microsoft Office Suite.
* Commitment to continuing professional development

**Leadership and Managing Change*** Leadership skills and the capacity to inspire teams to the confident delivery of excellent services
* Ability to lead, organise and motivate teams to the confident delivery of excellent services and service outcomes.
* The capacity for management responsibility and demonstration of initiative
* An ability to effectively lead groups or projects to successful outcomes
* Initiative in proactively identifying inefficiencies and implementing solutions
* The capacity to encourage others to embrace the change agenda
* Flexibility and adaptability to meet the requirements of the role
* The ability to support, supervise, develop and empower staff in changing work practises in a challenging environment within existing resources
* Strategic awareness and thinking
* Evidence of being a positive agent of change and performance improvement
* The ability to operate effectively in a matrix working environment.

**Managing and Delivering Results (Operational Excellence)*** Excellent organisational and time management skills to meet objectives within agreed timeframes and achieve quality results
* A proven ability to prioritise, organise and schedule a wide variety of tasks and to manage competing demands and tight deadlines while consistently maintaining high standards and positive working relationships
* The ability to work on a self-directed basis
* Strong evidence of excellent financial planning and expenditure management
* The ability to seek and seize opportunities that are beneficial to achieving organisation goals and strives to improve service delivery
* The ability to improve efficiency within the working environment and the ability to evolve and adapt to a rapid changing environment
* A capacity to operate successfully in a challenging environment while adhering to various standards
* The ability to take personal responsibility to initiate activities and drive objectives through to a conclusion
* Evidence of effective planning and organising skills including awareness of resource management and importance of value for money
* Adequately identifies, manages and reports on risk within area of responsibility

**Working With and Through Others (Influencing to Achieve)*** A track record of collaborative and inter professional working
* Excellent skills in relationship building and influencing
* An ability to influence and negotiate effectively to achieve objectives
* A real interest in and commitment to developing others

**Critical Analysis, Problem Solving and Decision Making*** Knowledge and application of evidence-based decision-making practices and methodologies.
* The ability to evaluate complex information from a variety of sources and make effective decisions
* Excellent analytical skills to enable analysis, interpretation of data and data extraction from multiple data sources
* Considers the impact of decisions before taking action
* The ability to make timely decisions and to adhere to those decisions as required
* Anticipates problems and recognises when to involve other parties (at the appropriate time and level)
* The ability to consider the range of options available, involve other parties at the appropriate time and level, to make balanced and timely decisions
* Significant experience in effective operational problem solving utilising an inclusive approach which fosters learning and self-reliance amongst teams
* A capacity to develop new proposals and put forward solutions to address problems in a timely manner
* Effective problem solving in complex work environments

**Communication & Interpersonal Skills*** Excellent interpersonal and communications skills to facilitate work with a wide range of stakeholders
* The ability to interact in a professional manner with staff and other key stakeholders
* The ability to present information clearly, concisely and confidently when speaking and in writing tailoring to meet the needs of the audience
* Excellent presentation skills
* Excellent written communication skills including the ability to produce professional reports
* Excellent people skills and the ability to achieve “buy-in” from major stakeholders
* Strong negotiation/influencing skills

**Commitment to a Quality Service*** A vision in relation to what work changes are required to achieve immediate and long term organisational objectives
* Be driven by a value system compatible with the aims and ethos of the HSE
* A core belief in and passion for the sustainable delivery of high quality service-user focused services
* Be capable of coping with competing demands without a diminution in performance
* A client user and customer focus in the delivery of services
* Places strong emphasis on achieving high standards of excellence
* Is personally committed and motivated for this complex 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. |
| **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 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. |

 **Paramedicine Practice Development Lead**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancies available are 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 is (as of 1 January 2024):€67,949 - €69,265 - €70,534 - €74,432 - €75,660 - €77,084 - €78,418 - €79,742 - €83,853The salary for this role reflects the requirements set out in the eligibility criteria and is all inclusive. Hence no other allowances, including any qualification allowance, or payments of any kind are payable.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 39 hours. Overtime working is not a feature of this role, however where an unforeseen event occurs, time off in lieu arrangements will applyHSE 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*****Please refer to the latest*** [***HSE Pay scales***](https://healthservice.hse.ie/staff/pay/pay-scales/) ***website for the most recent and correct salary information***  | 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)