

 **Health & Social Care Professions (HSCP) Assistant National Lead
Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Health & Social Care Professions Assistant National Lead** *(HSCP Assistant National Lead – Workforce Planning Grade Code: 3145)**(HSCP Assistant National Lead – Education Grade Code: 3143)* |
| **Campaign Reference** | NRS14366 |
| **Closing Date** | Monday 1st July 2024 at 12noon |
| **Proposed Interview Date (s)** | To be completed by Recruiter. 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** | There are currently **2 permanent and whole time** HSCP Assistant National Lead vacancies as follows:* HSCP Assistant National Lead – Education
* HSCP Assistant National Lead – Workforce Planning

These posts will be based at the National HSCP Office, Clinical & Administration Block A (2nd Floor, Green Corridor), HSE, Merlin Park, Galway, H91 N973 or Dublin base: Phoenix Hall, St Mary’s Campus, Phoenix Park, Dublin 20. D20 CK33The line manager may be open to engagement in respect of flexibility around remote working, subject to reaching agreement on a minimum level of availability on site at HSE HSCP offices in Clinical & Administration Block A (2nd Floor, Green Corridor), HSE, Merlin Park, Galway and/or Phoenix Hall, St Mary’s Campus, Dublin, and at relevant nationwide meetings.The post holders will be required as part of this role to travel to different parts of the country. They will also be required to attend meetings at the National HSCP Offices in Dublin and Galway.A panel may be formed as a result of this campaign for **Health & Social Care Professions (HSCP) Assistant National Lead, National HSCP Office** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries** | Jackie Reed, National HSCP Lead, National HSCP Office**Email:** jackie.reed@hse.ie **Mobile:** 087 415 8758 |
| **Details of Service** | The National HSCP Office is a national strategic function for HSCP leadership and support.The National HSCP Office reports to the Chief Clinical Officer and is led by the National HSCP Lead who is also Health & Social Care Professions Advisor to the CEO. The role of the National HSCP Office within the central organisation is to strategically lead and support HSCP to maximise their potential and achieve the greatest impact for the design, planning, management and delivery of people centred, integrated care in close collaboration with HSCP and other stakeholders at every level, in each health region.  HSCP Deliver – A strategic Guidance Framework for Health and Social Care Professions 2021 – 2026 sets out the direction for Health and Social Care Professions. It has been designed for action to enable HSCP, managers, leaders and policy makers to apply it in their own context, implementing in a way that supports local action on local priorities. HSCP Deliver sets out the full collective potential of the family of 26 Health and Social Care Professions and offers:- A clear view on the impact on our health services and most importantly, the population served when HSCP work to their collective potential- A description of the commitments that HSCP collectively make to delivering on that potential - Details of the supports and actions required from colleagues and other specific relevant stakeholders to realise this potential.Health and Social Care Professions (HSCP) is a term used to encompass a diverse, highly educated and skilled range of professionals with significant contributions to make to the health, care, wellbeing and quality of life of the population. The Health and Social Care Professions (HSCP) are the second largest clinical grouping of the healthcare workforce. There are 26 Health and Social Care Professions providing interventions in therapeutic, rehabilitative, re-enablement, health and social care and diagnostic services. HSCP work in all settings including acute, community, disability, specialist, mental health, primary care, residential and services for older persons. There are 18,723 Health and Social Care Professionals employed by the HSE (HSE Staff Census October 2021) representing 25% of the clinical workforce and 14% of the overall health services workforce. |
| **Reporting Relationship** | The post holder will report to the HSCP National Lead, National HSCP Office. |
| **Key Working Relationships** | In addition to working collaboratively with other members of the National HSCP Office, Clinical Programme Implementation and Professional Development and wider CCO function, the nature of this role will require excellent working relationships with multiple internal and external stakeholders. Stakeholders include frontline HSCP, their managers, Health Service Managers, national HSE functions and central services, Health Regions, Professional Bodies, Higher Education Institutes, Department of Health representative bodies. |
| **Purpose of the Post**  | The purpose of this post is to lead on HSCP Workforce Planning and HSCP Education functions and to work as part of a senior team to strategically lead and support HSCP to maximise their potential and achieve the greatest impact for the design, planning, management and delivery of person centred, integrated care in line with Sláintecare. Each HSCP Assistant National Lead will lead and manage a portfolio of work and will be required to represent the National HSCP Office on national groups and deputise for the National Lead as necessary. There are currently **2** HSCP Assistant National Lead permanent roles structured as follows- * HSCP Assistant National Lead – Education
* HSCP Assistant National Lead – Workforce Planning

Each HSCP Assistant National Lead, will be required to work collaboratively with the other HSCP Assistant National Leads in delivering on the priorities of the function. |
| **Principal Duties and Responsibilities** | *The Health & Social Care Professions Assistant National Lead will be responsible for:***Duties specific to HSCP Assistant National Lead – Education:****Undergraduate education and clinical practice placement of HSCP*** Lead on HSCP education related matters in the National HSCP Office.
* Engage with relevant stakeholders to design and implement a strategic approach to practice placement education for HSCP in the publicly funded health services.
* Lead on development and implementation of strategic agreements in relation to practice placement and more detailed local agreements between the HSE and HEIs.
* Identify and map existing practice placement resources in HSCP disciplines.
* Develop a database of practice placements so there is a full national picture of practice placements and student numbers in HSE sites.
* Working with all stakeholders, identify and formulate approaches to achieve sustainable and supported practice placement and ensure future supply of HSCP graduates.
* Work with Strategic Workforce Planning and other stakeholders to support identification of workforce supply needs and engagement with HEIs and other key stakeholders to address future HSCP supply needs.
* Develop and maintain good working relationships with the Higher Education Institutes and regulator(s) to support strategic workforce planning in the context of ensuring a future workforce that is ‘fit for purpose’.
* Promote interprofessional learning, education and placement opportunities.
* Review requirements and develop proposals for a realistic, targeted and sustainable academic study support scheme to address key workforce needs.

**Workforce continuing professional and practice development*** Take the lead for workforce development for the National HSCP Office to include continuous professional development and clinical leadership development.
* Work with all relevant stakeholders to identify key priority areas for workforce development for HSCP and the necessary resources to address them.
* Manage and oversee the continuous professional development budget and related governance arrangements.
* Ensure alignment of HSCP CPD supports and focus to current and emerging service needs to support evidence based service provision.
* Identify and arrange for focused development supports to build workforce capacity and flexibility, support working to ‘top of license’, ensure maintenance of clinical skills, match service need and enable compliance with regulatory and professional requirements.
* Increase and support opportunities for interdisciplinary learning.
* Oversee the periodic review of supervision policy and materials and development and provision of supervision training supports for supervisors and supervisees.
* Implement, build on and further develop clinical leadership supports for HSCP.
* Support the development of appropriate leadership structures and opportunities for HSCP.
* Lead on projects to support implementation of the findings of *HSCP Leadership; An examination of context, impact, supports, challenges and areas for consideration,* 2019.
* Develop and maintain connections and networks with HSCP leaders across the system.
* Support the development of quality improvement and change capacity within HSCP.

**Senior clinical decision making and advanced practice*** Work closely with National Lead and key stakeholders to develop advanced practice in HSCP and lead out on key work streams.
* Lead on development of a framework for education to support development and enhancement of senior clinical decision making and advanced practice.
* Work closely with other Assistant Leads, National Clinical Programmes, key strategic and operational leads and HSCP to identify priority areas for targeted development of senior HSCP clinical decision making roles and advanced practice.

**Duties specific to HSCP Assistant National Lead – Workforce Planning:****Strategic HSCP Workforce Planning*** Lead on workforce planning for HSCP and work with key stakeholders including HR Strategic Workforce Planning and Intelligence
* Ensure HSCP input to strategic development of workforce planning and related structures and processes across National Groups and projects.
* Work with the strategic workforce planning unit in the Department of Health.
* Identify prioritised areas for HSCP workforce planning
* Support the HSCP clinical advisory roles in the National Clinical Programmes to engage in the workforce planning of associated models of care and clinical pathways
* Establish and lead workforce planning processes, focusing on priority disciplines/areas initially and develop data which allows for the enhanced analysis of HSCP workforce planning and future development.
* Develop Workforce planning projects in identified key priority areas.

**Enable HSCP clinical input to design, planning, implementation and evaluation of services*** Lead clinical advisory work streams in the National HSCP Office and have oversight of related processes.
* Work with other HSCP, Assistant National Leads and relevant stakeholders (professional bodies and groups) to coordinate and ensure appropriate clinical HSCP input to the design, planning and implementation and management of services.
* Contribute to the development, organisation and implementation of supports to assist individual HSCPs take up national representative roles effectively.
* Provide support and leadership to HSCP clinical leads and representatives and facilitate linkage across leads, representatives and other relevant stakeholders.
* Proactively identify relevant opportunities for HSCP input that will enhance service user outcomes and /or service effectiveness and, as appropriate, establish relevant support structures.
* Create and maintain a database of HSCP’s in representative roles and on national groups.
* Work with relevant stakeholders to identify mechanisms and, write business cases as needed, to achieve sustainable HSCP clinical input in key priority areas.
* Maintain a good overall knowledge around the health services, the HSCP professions as a whole and the related key issues.
* Represent the National HSCP Office on assigned National Planning Teams.
* Support and guide the work of specific HSCP Advisory Groups to include the Communications and E-Health Advisory Groups as well others which may be set up for specific purposes.

**Engagement*** Build up and maintain a detailed understanding and knowledge base in relation to each of the professions.
* Actively build a network of contacts across the system and develop and maintain a database of contacts within the professions at all levels in the system.
* Lead on developing engagement and communication strategies to connect with front line HSCP and managers.
* Manage production of newsletter, blog and other communication vehicles as appropriate.
* Work with the National Lead and Assistant Leads on widespread engagement processes to support implementation of the HSCP Strategic Guidance Framework.

**Duties common to both roles:****Supporting best practice and innovation*** Work with the other Assistant National Leads to identify examples of good practice and innovation in HSCP.
* Actively support the sharing of best practice and dissemination of information.
* Actively support the development of a culture of quality improvement.
* Keep abreast of developments in the HSCP nationally and internationally. Identify subject matter experts and key sources of expertise and knowledge.
* Actively link with other health professions to identify opportunities to learn from their practice and experience, share learning and collaborate.

**Communications*** Communicate pro-actively with all stakeholders, internal and external, to promote engagement making creative and professional use of multiple modalities and technologies.
* Act as spokesperson for the Organisation as required.

**General*** Prepare reports, presentations and other documents as required and seek opportunities to share learning as appropriate.
* Work in a manner congruent with *People’s Needs Defining Change – Health Services Change Guide*  and HSE values – care, compassion, trust and learning.
* 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 etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
* 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

**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: -** Have a recognised professional qualification in a Health and Social Care Profession1 **And**Have a minimum of five years (or aggregate of 5 yrs.) post qualification work experience within their profession which has included significant strategic management experience at Manager level or higher within their organisation or other significant professional leadership experience at senior level.**And**A proven track record of excellence, development and innovation in their professional career to date.**And**Have experience of leadership or representative roles outside of their own discipline\*.**And**Experience of managing and working collaboratively with multiple internal and external stakeholders, as relevant to the role**Note 1:** *Candidates must have a recognised HSCP qualification relevant to the professions encompassed in the National HSCP Office –Please refer to Additional Campaign Information for a list of the professions****\**** *Have experience of inter-professional leadership or multi-professional representative roles***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 significant strategic management experience within their organisation or other significant professional leadership experience at senior level as relevant to the role
* Demonstrate significant capability of leading and supporting in the delivery of results through cross-discipline and cross-stakeholder working as relevant to the role
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| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role will be required. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**Demonstrate:* A proven track record of achievement in their profession to date.
* A track record of excellence, development and innovation in their career to date.
* Excellent knowledge base in relation to the Health and Social Care Professions and current challenges and opportunities.
* Appropriate working & strategic knowledge of the health services
* An understanding of health service reform and HSE service improvement.
* An understanding of change management approaches and processes.
* A commitment to continuous professional development
* Excellent IT skills including MS Office suite and use of email.

**Leadership & Managing Change**Demonstrate:* Leadership skills and the capacity to inspire teams to the confident delivery of excellent services
* 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
* The ability to support, supervise, develop and empower staff in changing work practises in a challenging environment within existing resources
* Strategic awareness and thinking.

**Working with and through others – Influencing to achieve**Demonstrate:* 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.

**Managing & Delivering Results (Operational Excellence)**Demonstrate:* Excellent organisational and time management skills to meet objectives within agreed timeframes and achieve quality results
* Excellent project planning and organisational skills including an awareness of resource management and the importance of value for money
* The ability to improve efficiency within the working environment and the ability to evolve and adapt to a rapidly changing environment
* The ability to work to tight deadlines and operate effectively with multiple competing priorities
* The capacity to operate successfully in a challenging operational environment while adhering to quality standards
* An ability to take personal responsibility to initiate actions/activities and drive objectives through to a conclusion.
* The ability to adequately identify, assess, manage and monitor risks within their area of responsibility

**Evaluating Information and Decision Making**Demonstrate* The ability to analyse, interpret data and complete data extraction from multiple data sources
* The ability to evaluate complex information from a variety of sources and make effective decisions
* Effective problem solving
* Significant experience in effective operational problem solving utilising an inclusive approach which fosters learning and self-reliance amongst teams

**Communication & Interpersonal Skills** Demonstrate:* Demonstrate excellent communication skills (verbal and written) and ability to effectively engage with a broad range of stakeholders at all levels, tailor their message to suit different audiences and convey complex information in clear, understandable terms.
* Excellent negotiation / influencing skills
* Excellent interpersonal and communications skills to facilitate work with a wide range of stakeholders at all levels.

**Leading a Quality Service**Demonstrate:* A commitment to a service user focus and service excellence
* A core belief in and passion for the sustainable delivery of high-quality service user focused services
* An ability to pay close and accurate attention to detail in personal work and to create a culture where high standards are valued and respected
* An ability to cope with competing demands without a diminution in performance
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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. |



**Health & Social Care Professions Assistant National 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: € 73,496 €76,771 €78,833 €82,139 €85,456 €88,767 €92,081 €95,397 €**98,450** €**101,787 LSIs** (01/01/2024) 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 [writing your site or service safety statement](https://www2.healthservice.hse.ie/organisation/national-pppgs/writing-your-site-or-service-safety-statement/).

2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)