

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | RIS/PACS System Administrator, Grade VII, Galway University Hospital  Grade Code: 0582 |
| **Campaign Reference** | G8697 |
| **Closing Date** | Friday 12th July 2024 at 10:00am upload via Rezoomo |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week’s notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | To be agreed at job offer stage |
| **Organisational Area** | Saolta University Health Care Group |
| **Location of Post** | Galway University Hospitals.  There is currently one whole time permanent post available in the Radiology Department.  The Initial assignment is to Radiology Administration, Radiology Department, Galway University Hospitals.    The successful candidate may be required to work in any service area within the vicinity as the need arises.  A panel may be created for RIS/PACS System Administrator, Grade VII, Galway University Hospital from which permanent and specified purpose vacancies of full or part time duration may be filled |
| **Informal Enquiries** | Kenneth Connaughton, ICT Manager, Information Services, GUH [Kenneth.Connaughton@hse.ie](mailto:Kenneth.Connaughton@hse.ie)  Prof. Diane Bergin, Associate Clinical Director, Radiology Department, GUH  [Diane.bergin@hse.ie](mailto:Diane.bergin@hse.ie)  Maria Molloy, Deputy General Manager, University Hospital, Galway  [Mariam.molloy@hse.ie](mailto:Mariam.molloy@hse.ie) |
| **Details of Service** | The Saolta University Health Care Group provides acute and specialist hospital services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.  The Group comprises 7 hospitals across 8 sites:   * [Letterkenny University Hospital (LUH)](https://saolta.ie/hospital/letterkenny-university-hospital) * [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital) * [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital) * [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital) * [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Ladies Hospital Manorhamilton (OLHM) * Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital   The Group's Academic Partner is University of Galway.  The Saolta Group’s region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs in excess of 10,000 employees, and has a budget in excess of €800 million.  The Group provides a range of high quality services for the catchment areas it serves and GUH is a designated supra-regional cancer service provider meeting the needs of all the counties along Western seaboard and towards the midlands from Donegal to North Tipperary.    Saolta University Health Care Group aims to meet its service plan targets. Its priority is to implement the national Clinical Care programmes across the Group and establish a performance management culture with the development of Key Performance Indicators.  **Vision**  Our vision is to be a leading academic Hospital Group providing excellent integrated patient-centred care delivered by skilled caring staff.  **Saolta Guiding Principles**  Care - Compassion - Trust - Learning  Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:   * Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population. * Deliver integrated services across the Saolta Group Hospitals, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity. * Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners. * Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment.   **Saolta Strategy 2019-2023**  We have developed a five year strategy which outlines the vision and framework for the Group’s strategic development from 2019 to 2023.  We are committed to ensuring that our patients are at the centre of all service design, development and delivery. Over the five years of the strategy we will further develop our services, both clinical and organisational based around seven key themes: Quality and Patient Safety; Patient Access; Governance and Integration; Skilled Caring Staff; Education Research and Innovation; eHealth and Infrastructure. These will be our key areas of focus to enable us to meet the future needs of our patients.  We continue to work very closely with our colleagues in the community both Community Healthcare West and Community Health Organisation 1 in the North West to deliver more streamlined care to our patients in line with the national focus of bringing services closer to patients.  While the tertiary referral centre for the Group is University Hospital Galway, it is essential that all our hospitals work more closely together in delivering services to address the challenges facing us across our region.  A key theme of our 5 year strategy is the development of Managed Clinical and Academic Networks (MCAN).  These networks will ensure that specialities in individual hospitals will no longer work in isolation but as a networked team which will improve clinical quality and patient safety. It will also support collective learning/sharing of expertise and will be supported by education, training, research and audit programmes. It will result in safer, standardised and more sustainable services for our patients. |
| **Mission Statement** | Patients are at the heart of everything we do. Our mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.  **OUR GUIDING VALUES**  **Respect** - We are an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more.  **Compassion** - we treat patients and family members with dignity, sensitivity and empathy.  **Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity.  **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research.  **Learning** - we nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential.  **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions.  **Team working** – we engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | Information Communications & Technology Manager GUH, with reporting relationships to  Associate Clinical Director, Radiology, Galway University Hospitals and Deputy Manager of the Hospital |
| **Purpose of the Post** | The RIS/PACS System Administrator role is a key role within the Radiology Directorate. The role holds responsibility for the management, administration and co-ordination of the Radiology Information Systems across a number of different sites. The role also has a responsibility for Radiology Reporting workflow on the Enterprise Imaging system from report creation to results delivery and acknowledgment.   * The RIS/PACS System Administrator will manage and maintain the Radiology Order Comms/Results/Results Acknowledgement System for GUH Hospitals. * The RIS/PACS System Administrator will play a pivotal role in the management of Radiology Reporting Worklists on the Enterprise Imaging system * The RIS/PACS System Administrator will work with our IT Department and the RIS/PACS vendor to oversee and monitor all RIS associated interfaces * The RIS/PACS System Administrator will be the co-ordinator of the RIS/PACS Managed Service Contract and will work with for the vendor on any service issues. * The RIS/PACS System Administrator will work with the Associate Clinical Director of Radiology GUH and the GUH and Saolta Management Team to ensure best practice across the Radiology department and associated hospitals using the Radiology systems |
| **Principal Duties and Responsibilities** | * The post holder will support the principle that care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree * Maintain throughout the Group’s awareness of the primacy of the patient in relation to all hospital activities. * Performance management systems are part of the role and you will be required to participate in the Group’s performance management programme   The RIS/PACS Systems Administrator should have sufficient knowledge of the relevant procedures, modalities and practices to perform the role efficiently and ensure the standards set are maintained   * The post holder is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree * Maintain throughout the Group’s awareness of the primacy of the patient in relation to all hospital activities * Performance management systems are part of the role and you will be required to   participate in the Group’s performance management programme  **Key Tasks** Ensure that all components of the RIS/PACS systems as designed and supplied are managed operated and maintained to optimise the benefits of the respective systems to the patient in his/her clinical contact with the Hospitals’ Radiology Departments.  * To liaise with the Associate Clinical Director of Diagnostic Radiology, the Information Communication and Technology Manager and the Deputy General Manager to respond to existing and changing clinical needs within the hospitals and associated departments. * Will work with the Hospitals Information Services Department to monitor performance of IPMS/RIS interface * Will monitor and liaise with system vendor on the multiple interfaces to RIS/PACS such as Healthlink, Dendrite and Bon Secours interfaces * Will liaise with RIS/PACS vendor, to ensure that system functions and services are supplied in accordance with the Terms of the Managed Service Contract of Agreement. * Will liaise with Hospital based system managers for existing and new projects requiring interface to RIS/PACS * To monitor and maintain accuracy of data from interfaced systems      * To ensure that all applicable procedures on the system are carried out correctly * To monitor and maintain data integrity on the RIS and EI System databases at all times * To compile and maintain a Fault Reporting Log in accordance with Schedule D of the Managed Service RIS/PACS Contract of Agreement * To ensure that relevant arrangements are made to train all new Radiology staff on the Radiology Information system * To co-ordinate training for Consultant Radiologists and Radiology Specialist Registrars in the use of all modules of RIS and Voice Recognition system for Enterprise Imaging Reporting * To configure and monitor Reporting Worklists on Enterprise Imaging for Radiologists and Radiology Specialist Registrars * To assign access rights, set up and maintain accounts for Order Comms/Results system users throughout the hospitals as appropriate * To co-ordinate and provide training for Hospital Consultants, NCHD’s, Nurse Prescribers and all other hospital staff with user accounts for Radiology Order Comms/Results System/Results Acknowledgement system * To manage and maintain the Radiology Order Comms/Results/Results Acknowledgement system) * Will liaise and meet with Hospital staff, particularly Consultant staff, to ensure that the system continues to provide information in a format that will improve and enhance their clinical practice. * To ensure that the appropriate quality assurance procedures are carried out to maintain accurate radiology records for patients * To monitor Report Turnaround times for categories of Patient and Exams and to ensure that Radiology exams are reported in a timely manner in keeping with departmental policy * To be responsible for the setting up and maintenance of the various system exam catalogues and tables so that new Examinations/Exam Rooms/users/resources can be added to system or modified as required * Shall work with system users and RIS/PACS Vendor to ensure that all conditions of the Contract, including system upgrades are complied with * Shall oversee the RIS/PACS Related calls on the IS Helpdesk ensuring they are responded to in a satisfactory and timely way. * Shall act as the RIS/PACS Co-ordinator and convenor of meetings of the RIS/PACS Project Review Group * Shall represent the RIS/PACS Team at management meetings, national projects involving radiology systems, new departmental and hospital projects and any change management projects involving radiology workflow * Represent RIS/PACS Team at National and International meetings if required. * Will work closely with the Associate Clinical Director of Radiology and Radiology Business Manager in the production of statistical reports and other relevant management information. * To co-ordinate the release of statistical radiology system data for audits, clinical research and other projects * Shall carry out any appropriate or relevant duties as may be assigned by the General Manager or Deputy General Manager, Galway University Hospitals. * As MPIC and MRI2 (both Alliance sites) are built on GUH RIS/PACS system, the overall management of the RIS configuration and creation of user accounts for that section of the system remains the responsibility of the GUH RIS/PACS System Administrator * The DXA Unit is Merlin Park is built on the GUH RIS/PACS System and therefore configuration and user account management remains the responsibility of the GUH RIS/PACS System Administrator * Plan, organise and delegate RIS and PACS clerical/administrative duties within the RIS/PACS Team as appropriate to the role * Perform and delegate Quality Assurance and RIS/PACS Administration tasks to RIS/PACS Admin staff of the Radiology Departments GUH as appropriate. * Work closely with the PACS Clinical Specialists and PACS Radiographers at GUH Hospital to ensure that the Radiology systems provide a safe, secure and accurate platform for all the Radiology department workflows.   **Service Delivery & Improvement**   * Implement agreed changes to administration of the service * Encourage and support staff through change processes. * The post holder must foster and support a quality improvement culture throughout their area of responsibility. * Advise, promote and participate in the implementation of best practice. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **KPI’s**   * The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets. * The development of Action Plans to address KPI targets. * Driving and promoting a Performance Management culture. * In conjunction with line manager assist in the development of a Performance Management system for your profession. * The management and delivery of KPIs as a routine and core business objective.   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:**   * Employees must attend fire lectures periodically and must observe fire orders. * All accidents within the Department must be reported immediately. * Infection Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. * The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. * The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:   + Continuous Quality Improvement Initiatives   + Document Control Information Management Systems   + Risk Management Strategy and Policies   + Hygiene Related Policies, Procedures and Standards   + Decontamination Code of Practice   + Infection Control Policies   + Safety Statement, Health & Safety Policies and Fire Procedure   + Data Protection and confidentiality Policies * The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group’s Risk Management Incident/Near miss reporting Policies and Procedures. * The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. * The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. * The post holders’ responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. * The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. * The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. * The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. * It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.   **The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | ***This campaign is confined to staff who are currently employed by the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 as per Workplace Relations Commission agreement -161867***  Candidates must on the closing date:  **Professional Qualifications, Experience, etc**   * 1. Eligible applicants will be those who on the closing date for the competition:  |  |  | | --- | --- | |  | Have satisfactory experience in an office under the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 at a level not lower than that of Grade IV (or equivalent)  and  have not less than two years satisfactory experience either in that office or in an office at a level not lower than that of Assistant Staff Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 | |  |  |   and   * 1. Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.   and   * 1. Candidates should have sufficient knowledge and understanding of Radiology department and modality specific workflow and be familiar with approved solutions      * 1. An Electronic Health (EHealth)/Information Technology qualification or experience in a relevant role is desirable.   **Age**  Age restriction shall only apply to a candidate where s/he is not classified as a new entrant  (Within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004).  A candidate who is not classified as a new entrant must be under 65 years of age on the first day  of the month in which the latest date for receiving completed application forms for the office  occurs.    **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 |
| **Other requirements specific to the post** | * An understanding and knowledge of hospital-wide and community based electronic system workflow is desirable. This should include experience of working with databases or systems such as Radiology Information systems, Radiology Order Comms, Enterprise Imaging solutions, Hospital Information systems and interfaces * A flexible approach to working hours is required in order to ensure deadlines are met and out-of-hours system maintenance can be facilitated. * The successful candidate should have access to appropriate transport to fulfil the requirements of the role as the post may involve travel to locations which may not be accessible by public transport in some cases. |
| **Skills, competencies and/or knowledge** | **Knowledge and Experience**  *Demonstrate:*   * The RIS/PACS Systems Administrator must have a good understanding of modality specific workflow * Knowledge of Radiologist “Enterprise Imaging/PACS” based reporting methodologies and image and report distribution requirements to support the smooth running of the RIS/PACS system throughout Galway University Hospitals * RIS support and implementation knowledge and experience as well as familiarity with Enterprise Imaging/PACS and Voice Recognition software * An in-depth understanding of Radiology departmental workflow and linkages with all other hospital departments and external sites/systems * Experience of managing a large database * Ability to evaluate existing systems and identify need to introduce change/improvements * Evidence of competency on many and varied IT based systems * Leadership skills * An ability to handle multiple projects with strong analytical and organisational skills * Evidence of working collaboratively and building relationships with multiple stakeholders * Effective interpersonal skills including the ability to communicate effectively with a wide range of people, negotiation skills, use of influencing skills etc. * Trouble shooting, Problem solving, analytical and decision making skills * Evidence of Presentation skills * Evidence of workflow analysis * Evidence of Training skills * Evidence of focussing on the service user/patient * General knowledge of the Health Service and how it works. * Knowledge of wider HSE transformation programme. * Sufficient knowledge & expertise to carry out the functions of the post. * Excellent MS Office skills with particular requirement for Excel in order to effectively produce statistical reports for management, audit and research. * Effective analytical and decision making skills. * Flexibility to cross cover, e.g. attitude to work and availability to work unsocial and flexible hours including evenings, nights and weekends as required.   **Communication & Interpersonal Skills**  *Demonstrate*:   * Effective communication and interpersonal skills including the ability to present information in a clear and concise manner. * Strong written communication skills. * Report writing skills * The ability to build and maintain relationships with a variety of stakeholders.   **Planning & Organising Skills**  *Demonstrate:*   * Excellent planning and organisational skills including using various computer technology systems effectively. * The ability to manage deadlines and effectively handle multiple tasks. * The ability to manage within allocated resources and a capacity to respond to changes in a plan.   **Evaluating Information, Problem Solving & Decision Making**  *Demonstrate:*   * The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate. * Initiative in the resolution of complex issues. * The ability to recognise when it is appropriate to refer decisions to a higher level of management. * A capacity to develop new proposals and recommend decisions on a proactive basis. * Flexibility, problem solving and initiative skills including the ability to implement change   **Team Working**  *Demonstrate:*   * The ability to work as part of a team and to establish a good working relationship with a wide range of internal and external stakeholders. * Ability to work independently on own initiative and as part of a team. * The capacity for management responsibility and initiative. * Motivation and an innovative approach to the job within a changing working environment. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting/ Interview** | A ranking and or short-listing exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or short-listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive / Public Appointments Service will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, information for candidates”.  Codes of practice are published by the CPSA and are available on [www.cpsa.ie](http://www.cpsa.ie) |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  This job description 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. | |



**Terms and Conditions of Employment**

**RIS/PACS System Administrator, Grade VII, Galway University Hospital**

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| **Tenure** | The current vacancy available is pensionable, permanent and whole time.  A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The salary scale for the post is as at**: 01/01/2024**  57,106 58,500 60,130 61,766 63,408 64,873 66,367 67,819 69,261 71,744 74,235  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 35 hours  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 job offer 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 recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants recruited since 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. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation   * To report child protection concerns at or above a defined threshold to TUSLA. * To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report   You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Protection of Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Ethics in Public Office 1995 and 2001**  **Positions remunerated at or above the minimum point of the Grade VIII salary scale (€68,310 as at 01.01.2020)** | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 68,310 as at 01.01.2020) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below;  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <http://www.sipo.gov.ie/> |
| **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. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)