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**Clinical Nurse Manager 3, National Organ Procurement Service (NOPS)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Clinical Nurse Manager 3, National Organ Procurement Service (NOPS)**  *(Grade Code: 233X)* |
| **Campaign Reference** | NRS14548 |
| **Closing Date** | **Thursday, 24th October 2024 at 12 noon** |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Organ Donation Transplant Ireland (ODTI), Ground Floor, Bridgewater House, Bridgewater Business Centre, Conyngham Road, Island Bridge, Dublin 8  There are currently two permanent whole-time vacancies available.  A panel may be formed as a result of this campaign for **Clinical Nurse Manager 3, National Organ Procurement Service (NOPS), Organ Donation Transplant Ireland (ODTI), Bridgewater House, Dublin 8** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | John Walsh, Chief Operations Officer ODTI  **Email:** [john.walsh17@hse.ie](mailto:caroline.lynch3@hse.ie)  **Mobile:** 087-6282192 |
| **Details of Service** | Organ Donation and Transplant Ireland (ODTI) was established to provide governance, integration and leadership for Organ Donation and Transplantation in Ireland. The Office is dedicated to saving and improving lives by improving organ donation rates in Ireland.  The ODTI office is responsible for:   * Delivery of the National Organ Donation Service for Ireland. * Provide the strategic framework for Organ Donation and Transplantation. * Ensure best use of resources and the best possible outcomes.   **Legislative Requirements**  Organ Donation Transplant Ireland (incorporating the Organ Procurement Service) now operates as a Licensed Procurement Organisation. The legislative requirements below apply to this post which covers the Solid Organ and Tissue Procurement.  **Solid Organs**   * S.I. No 198 of 2014, European Union (Quality and Safety of Human Organs Intended for Transplantation (Amendment) Regulation 2014. * Commission Directive 2010/53/EC of 7 July 2010 of the European Parliament and the Council of the European Union on standards of quality and safety of human organs intended for transplantation. * Commission Directive 2012/25/EU laying down information procedures for the exchange, between Member States, of human organs intended for transplantation.   **Human Tissue and Cells**   * S.I. No: 158 of 2006, European Communities (Quality and Safety of Human Tissues and cells) Regulations 2006. * S.I. No: 598 of 2007, European Communities (Human Tissues and Cells Traceability Requirements, Notification of Serious Adverse Reactions and Events and Certain Technical Requirements) Regulations 2007. * S.I. No: 325 of 2012, European Union (Quality and Safety of Human Organs Intended For Transplantation). * Directive 2004/23/EC of European Parliament and of the Council of 31 March 2004 setting standards of quality and safety for the donation, procurement, testing, processing, preservation, storage and distribution of human tissues and cells. * Commission Directive 2006/12/EC of 8 February 2006 implementing Directive 2004/23.EC of the European Community and of the Parliament as regards certain technical requirements for the donation, procurement and testing of human tissues and cells. * Commission Directive 2006/86/EC of 24 October 2006 implementing Directive 2004/23/EC of the European Community and of the Parliament as regards traceability requirements, notification of serious adverse reactions and events and certain technical requirements for the coding, processing, preservation, storage and distribution of human tissues and cells. * Commission Directive 2012/39/EU of 26 November 2012, amending Directive 2006/17/EC as regards certain technical requirements for the testing of human tissues and cells.   Organ transplantation takes place in three national transplant centres. Beaumont hospital provides kidney transplantation and is the national centre for living kidney organ donation. The Mater hospital provides heart and lung transplantation. St Vincent's University hospital provides liver and pancreas transplantation. Children are referred to the UK for heart, lung and liver transplants. Kidney transplants for children are undertaken in Temple Street Children’s University Hospital.  Team structure includes: Director of ODTI, Chief Operations Officer, NOPS Donor Coordinators, Quality Team, and Administrative support team. |
| **Reporting Relationship** | Report and be accountable to the Assistant Director of Nursing, NOPS or designated manager at ODTI.  Clinically reports to the Responsible Person National Organ Procurement Service. |
| **Key Working Relationships** | Responsible person NOPS, Organ Donation staff, NOPS Quality Manager, Transplant Centre Quality Manager(s), Organ Donation Nurse Managers, ICU Staff and ODTI Senior Director and Management Team as well as wide range of professionals involved in Organ Donation and Transplantation services in Ireland |
| **Purpose of the Post** | To provide professional / clinical leadership in the designated area(s) of responsibility. To facilitate communication across the healthcare teams.  The Clinical Nurse Manager 3, National Organ Procurement Service (NOPS) has a pivotal role in the management of the organ donation and transplantation process, ensuring that organ donations are maximised and matched with transplant patients. The Clinical Nurse Manager 3 role also has a national lead role for ODTI with project work and research |
| **Principal Duties and Responsibilities** | The Clinical Nurse Manager 3 National Organ Procurement Service (NOPS) will:   * Manage and lead in assigned areas delegated by the ADON / Clinical Director. * Obtain all relevant information enabling transplant centres and tissue establishments to assess the suitability of potential donors. * Maximise the placement of organs for transplant following the national offering sequence. This process will include assessment of the patient’s clinical condition, implementation of donor management protocols, review of medical records and obtaining a history from their patient’s General Practitioner. * Advise and support the clinical staff in donating hospitals in the optimisation of organs for transplant through appropriate donor management. * Communicate with tissue establishments and refer tissue form retrieval in accordance with consent/authorisation obtained. * Participate in on call rota to ensure that potential donor referrals are facilitated 24 hours a day, 365 days per year to ensure maximum quality and quantity of organs/tissues for the benefit of transplant recipients. * Receive all donor referrals within the donation area when on call; facilitate the organ/tissue donation process. * Travel to donating hospital and meet the donor family to discuss the process of organ. * Assess suitability of potential donor. The process of donor characterisation will include but not be limited to assessment of the patient’s clinical condition, review of medical records and obtaining a history from their patient’s General Practitioner. As part of Donor Characterisation ensure completion of a comprehensive Health & Lifestyle Questionnaire in parallel with obtaining consent from the donor family regarding the donation of organs/tissues in accordance with current legislation. * Manage all information in relation to donor characteristic, traceability, and adverse event appropriately, ensuring that all relevant personnel receive appropriate information in a timely manner. * Set theatre times for organ retrieval. * Provide emotional support for the donating families, for staff teams during and after the process of organ donation. * Collect and collate data for the Potential Donor Audit and any other audits within defined area of responsibility in a timely manner. * Ensure any relevant information obtained subsequent to the donation process is communicated to appropriate parties, in line with national policies. * Offer feedback information and support on transplant outcomes to donor families, as per individual needs. * Provide face-to-face feedback meetings to donor hospital staff on donation process and transplant outcome. * Identify and advise donor families of bereavement services available locally and nationally. * Adhere to Quality Management System, reporting for non-conformances/complaints, SAR/E, tracking. * Responsible for effective management of risk, managing critical incidences appropriately and ensuring responsible person/appropriate line manager informed.   **Professional / Clinical**   * Provide a high level of professional and clinical leadership. * Provide safe, comprehensive nursing care to service users according to the Code of Professional Conduct as laid down by the Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and Professional Clinical Guidelines * The Manager will practice nursing according to: * Professional Clinical Guidelines * National and Area Health Service Executive (HSE) guidelines * Local policies, protocols, and guidelines * Current legislation * Manage, monitor, and evaluate professional and clinical standards ensuring an evidence based, care planning approach. * Manage own caseload in accordance with the needs of the post. * Participate in teams as appropriate, communicating and working in co-operation with other team members. * Facilitate co-ordination, co-operation and liaison across healthcare teams and programmes. * Collaborate with service users, family, carers, and other staff in treatment / care planning and in the provision of support and advice. * Communicate results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy / as required. * Formulate, manage, and implement best practice policies and procedures. * Ensure that service users and others are treated with dignity and respect. * Ensure the maintenance of nursing records in accordance with local service and professional standards. * Adhere to and contribute to the development and maintenance of nursing standards, protocols, and guidelines consistent with the highest standards of patient care. * Evaluate and manage the implementation of best practice policy and procedures e.g. admission and discharge procedures, control and usage of stocks and equipment, grievance, and disciplinary procedures. * Maintain professional standards in relation to confidentiality, ethics, and legislation. * In consultation with other disciplines, implement and assess quality management programmes as appropriate. * Participate in clinical audit as required and ensure that clinical audits are performed in his/her area(s) of responsibility. * Initiate and participate in research studies as appropriate. * Devise and implement Health Promotion Programmes for service users as relevant to the post. * Operate within Scope of Practice - seek advice and assistance from his / her manager with any cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance. * Ensure staff work in compliance with the Scope of Practice.   **Health & Safety**   * Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff e.g. health and safety procedures, emergency procedures. * Take appropriate action on any matter identified as being detrimental to staff and/or service user care or well-being / may be inhibiting the efficient provision of care. * Ensure adherence to established policies and procedures e.g. health and safety, infection control, storage and use of controlled drugs etc. * Ensure completion of incident / near miss forms. * Maintain a feedback mechanism with the clinical risk manager and report to senior management team where appropriate. * Ensure adherence to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. Ensure advice of relevant stakeholders is sought prior to procurement e.g. CNS infection control, Occupational Therapist. * 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.   **Education and Training**   * Contribute to service development through appropriate continuous education, research initiatives, keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and attend staff study days as considered appropriate. * Provide support advice to those engaging in continuous professional development in his / her area of responsibility. * Be familiar with the curriculum training programme for student nurses and be aware of the clinical experience required to meet the needs of the programme. * Participate in the identification, development and delivery of induction, education, training and development programmes for nursing and non-nursing staff. * Provide support supervision and professional development of appropriate staff. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **Management**   * Exercise authority and co-ordinate the functions of the assigned area(s). * Provide support, advice and direction to staff as required. * Engage with the wider healthcare team and facilitate team building. * Facilitate communication at ward and departmental level and within the senior nurse/midwife team. * Provide staff leadership and motivation which is conducive to good working relations and work performance. * Promote a culture that values diversity and respect in the workplace. * Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service, the community, voluntary organisations. * Contribute to the strategic management and planning process. * Formulate service plans and budgets in co-operation with the wider healthcare team. * Lead on practice development within the clinical area. * Manage resources, including staff, efficiently and effectively to ensure the highest standards of service. * Manage and evaluate the implementation of the service plan and budget. * Provide reports on activity and services in a digital format as required. * Develop and manage departmental and nursing policy with a particular emphasis on change management. Monitor as appropriate and lead on proactive improvement. * Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters. * Actively participate in the Nursing Management structure by ‘acting up’ when required. * Engage in IT developments as they apply to service user and service administration.   **Communication**   * Maintain open communication with the Assistant Director of Nursing. * Develop and maintain influential relationships and effective lines of communication with all personnel involved in the organ donation, retrieval and transplantation process. * Liaise with the donor hospital, the donor retrieval teams and with recipient transplant centres or other jurisdictions if required. Provide expert on site advice to hospital and staff during donor cases. * Manage and promote liaisons with internal/external bodies as appropriate. * Communicate serious adverse events and any other relevant information in a time appropriate manner. * Provide an initial confidential communication network between donor familiies and recipients, in accordance with local and national policies.   **National Projects**   * Lead out (nationally) and implement projects that will support the development of the ODTI service. (e.g. Audit, Communications, Data, Clinical Practice). * Take a lead role in developing and implementing key strategies for education and raising awareness of the ODTI service nationally. * Interact with the press/ media on key issues specific to Organ Donation. * Represent the ODTI service at national /UK/ European events/ meetings where required. * Educating medical, nursing and allied health professionals via national symposiums / conferences. * Lead out on research related to the area of organ donation both nationally / internationally. * Acting up for the ADON to cover periods of leave / when required.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**   1. **Statutory Registration, Professional Qualifications, Experience, etc.** 2. Eligible applicants will be those who on the closing date for the competition: 3. Are registered in the General and/or Children’s Division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.   **And**  Have at least 5 years post registration full time (or an aggregate of 5 years post registration full time) experience of which 2 years (or an aggregate of 2 years post registration full time experience) must be in the speciality or related area of Critical Care, Accident and Emergency, Organ Procurement or Transplant Co-ordination in an acute hospital setting  **And**  Have the clinical, managerial and administrative capacity to properly discharge the functions of the role.  **And**  Candidates must demonstrate evidence of continuous professional development.  **And**   1. Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the functions of the role. 2. **Annual Registration** 3. On appointment, practitioners must maintain live annual registration on the relevant Division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).   **And**   1. Confirm annual registration with NMBI to the HSE by way of the Annual Patient Safety Assurance Certificate (PSAC).   **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character.  *Please note that 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 Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland)* |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience of Critical Care, Accident and Emergency, Organ Procurement or Transplant Co-ordination in an acute hospital setting as relevant to the role |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role as the post will involve significant travel nationally. * The post holder will be required to participate in an on call rota to provide a 24 hour, 365 day coverage. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * Demonstrates practitioner competence and professionalism. * Demonstrates an awareness of current and emerging nursing strategies and policy in relation to the clinical / designated area. * Demonstrates the ability to relate nursing research to nursing practice. * Demonstrates an awareness of HR policies and procedures including disciplinary procedures. * Demonstrates an awareness of relevant legislation and policy e.g., health and safety, infection control etc. * Demonstrates a commitment to continuing professional development. * Demonstrates a willingness to develop IT skills relevant to the role.   **Proactive Approach to Planning & Managing Resources**   * Senses and keeps an ear to the ground on the corporate agenda. Leads on translating the corporate agenda into practical service planning. * Shows awareness of service needs; is able to analyse and assess current systems and demand levels to develop best system / approach based on needs. * Acts as the conduit to ensure that the learning from new service practices actively shapes future service plans. * Shows system understanding and the ability to balance multiple resourcing issues; can skilfully deploy and adjust human resources to meet changes, demands and contingencies.   **Leadership & Team Management Skills**   * Demonstrates the ability to lead on clinical practice. * Articulates a vision and sets clear objectives for service delivery. * Demonstrates the ability to work within, lead and manage a team. * Is open to, leads and manages change. Makes a positive case for change / introduces new ways of working and sells the benefits of change to others; supports and monitors the implementation of change.   **Commitment to providing a Quality Service**   * Demonstrates a strong commitment to the delivery of quality service. * Demonstrates the ability to lead on service quality and participate in the service planning and development process. * Demonstrates knowledge of quality assurance practices and their application to nursing procedures. * Demonstrates motivation, initiative and an innovative approach to job and service developments.   **Analysis, Problem Solving and Decision Making Skills**   * Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability. * Shows sound professional judgement in decision-making; applies research findings to improve nursing practice and processes. * Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions. * Uses a range of information sources and knows how to access relevant information to address issues.   **Communication and Interpersonal**   * Demonstrates sensitivity to issues arising from multiple stakeholders. * Demonstrates good negotiation skills and assertiveness as appropriate. * Tailors communication to suit the needs of the audience and demonstrates sensitivity, diplomacy and tact when dealing with others. * Demonstrates resilience and composure in dealing with situations. |
| **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. | |

**Clinical Nurse Manager 3, National Organ Procurement Service (NOPS)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are **permanent** and **whole time**  The posts are 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 at 01/06/2024)    €67,972, €69,317, €72,717, €74,054, €75,400, €76,761  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. |

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)