 

**Nursing Practice Development Co-ordinator**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Nursing Practice Development Co-ordinator  *(Grade Code: 2445)* |
| **Campaign Reference** | NRS14583 |
| **Closing Date** | **Thursday 02nd January 2025 at 12 noon.** |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **National Ambulance Service - Critical Care Retrieval Services (NAS-CCRS)**  There is currently one permanent part time (0.50WTE) vacancy available in the Laurel Unit, Cherry Orchard Hospital, Ballyfermot, Dublin 10.  The post holder will be required as part of this role to travel and attend meetings at national level around the country.  A panel may be formed as a result of this campaign for **Nursing Practice Development Co-ordinator, National Ambulance Service - Critical Care Retrieval Services** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Ms Anne McCabe Kelly, Director Of Nursing, NAS-CCRS  **Email:** [Anne.mccabe01@hse.ie](mailto:Anne.mccabe01@hse.ie)  **Mobile**: 087 4321057 |
| **Details of Service** | The National Ambulance Service (NAS) is the statutory Pre-Hospital emergency and intermediate care provider for the State. The National Ambulance Service – Critical Care & Retrieval Services (NAS-CCRS) was set up in NAS in June 2018, when the NTMP transitioned into the NAS and is now a clinical directorate of NAS known as NAS-CCRS. The CD NAS-CCRS clinically reports to the Clinical Director NAS and operationally to the Assistant National Director NAS. The transition of governance structures, funding and organisation of individual services is occurring over a phased basis. The service is supported by an administration team, which links within the NAS, partner hospitals and service users to facilitate the service. The NAS-CCRS operates three specialist critical care retrieval services across the three patient cohort groups:   * National Neonatal Transport Programme (NNTP) 0 to 6 weeks corrected gestational age or 5kgs in weight. * Irish Paediatric Acute Transport Service (IPATS) 4 weeks corrected gestational age to 16 years. * Mobile Intensive Care Ambulance Service (MICAS) 16 years and above.   The three respective services are at different stages of development; thus each service has unique challenges and requirements in relation to education and training. Some of the services are new, are evolving, and requires an education leader with the capability and drive to support the necessary changes to ensure the service is providing the best evidence based practice to patients.  The NAS mission is to serve the needs of patients and the public as part of an integrated health system, through the provision of high quality, safe and patient centred services. This care begins immediately at the time that the emergency call is received, continues through to the safe treatment, transportation and handover of the patient to the clinical team at the receiving hospital or emergency department.  Serving a population of over 5 million people, the NAS responds to over 400,000 ambulance calls each year, employs over 2500 staff across 118 locations and has a fleet of in excess of 620 vehicles. In conjunction with its partners the NAS transports approximately 25,000 patients via an Intermediate Care Service, co-ordinates and dispatches more than 800 Aero Medical / Air Ambulance calls, completes 600 paediatric and neonatal transfers and supports Community First Responder Schemes.  In 2025, the National Ambulance Service will continue implementation of a strategic plan, NAS Strategy 2025-2034, which is focused on ensuring the delivery of patient centred care. It brings together recommendations from a wide series of reviews into a single plan.  A critical element of this is the implementation of shifting models of care that will see the service utilise other alternative services for our patients other than the emergency department.  \**NAS-CCRS are in the development stage and will be moving location in the coming years.* |
| **Reporting Relationship** | The post holder will report to the Director of Nursing NAS-CCRS |
| **Key Working Relationships** | The key working relationships associated with this role are:   * NAS-CCRS Senior Managers * NAS-CCRS Medical, Nursing, HSCP and Paramedic staffing * Hospital Groups * Community Health Organisations * Public Health * External Service Providers * Trade Unions * Health Information and Quality Authority * Nursing & Midwifery Board Ireland (NMBI) * Office of Nursing & Midwifery Services Director (ONMSD) * Nursing & Midwifery Planning & Development Units (NMPDUs) |
| **Purpose of the Post** | * To develop and lead on clinical practice standards in Nursing within NAS-CCRS * Lead the development of excellence in nursing & MDT practice to ensure safe and quality patient care * To collaborate with key stakeholders in HSE to achieve overall aims |
| **Principal Duties and Responsibilities** | * 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. * To lead on the establishment of a robust framework, which provides professional development and career pathways for nursing staff to include specialist and advanced practice roles, that is aligned to the overall development of service provision within NAS-CCRS. * Support development of education & training programmes for ANP/CNS roles within NAS-CCRS, ensuring alignment to all regulatory requirements as set out by NMBI and ONMSD * Identify and implement new and innovative ways of delivering education and training utilising technology * Offer comprehensive training and development programmes in line with annually agreed objectives with the Senior Management team NAS-CCRS. * Source and evaluate internal and external education and training providers. * Establish and maintain systems to record education, training and development activities across NAS-CCRS. * Evaluates education, training and development activities.   **Leadership & Governance**   * Lead in the planning, delivering and evaluation of programmes required to support professional development and practice development. * Work with multi-disciplinary team to develop the strategic goals of the service and ensure they are realised. * Ensure compliance with HSE National Financial Regulations (NFRs) and procurement processes when developing programmes. * Provide regular updates on own activities and service educational activities to the Director of Nursing. * Co-ordinate and develop education policies and protocols. * Support staff in formulating evidence based policies, protocols, guidelines & procedures that will ensure that the highest standard of patient focused nursing care is provided within available resources. * Serve on committees and groups and collaborate with other organisations and institutions as relevant, as requested by the DON. * Evaluate existing Nursing records and documentation and where necessary implement changes which meet legal requirements and facilitate the best recording standards of NMBI and HSE. * In conjunction with the Assistant Directors of Nursing and Clinical Nurse/Midwifery Managers, contribute to addressing practice issues highlighted as part of the Metrics process and take remedial actions as appropriate. * Support the escalation of risk incidents identified during Metrics Data collection and send progress reports to the Director of Nursing * Be responsible for the co-ordination and facilitation of a schedule of ongoing education, professional development and clinical audit. * Initiate, facilitate and take part in relevant nursing/midwifery research and promote research awareness within the nursing service. * Act as Prescribing Site Co-ordinator for Nursing & Midwifery * Demonstrate evidence of planning/organisational skills, including time management, the ability to use own initiative. * Demonstrate ability to motivate self and others. * Support the professional development of nursing staff within the service area. * Facilitate change and play a key role in promoting the organisational developments and strategies required to sustain innovations in nursing practice. * Monitor the budget for pay and non-pay expenditure in assigned area of responsibility and ensure that pay and non-pay resources in own area of responsibility are developed efficiently and effectively within the approved budgetary allocations     **Professional**   * Have a commitment to lifelong learning. * Provide a high level of professional and clinical leadership. * Demonstrate practitioner competence and professionalism. * Maintain familiarity with clinical and theoretical knowledge. * Maintain knowledge of relevant legislation. * Maintain an understanding of key issues and priorities in the health service. * Have a commitment to educational and professional development issues. * Ensure quality through improvement plans, audits and re-evaluation. * Maintain a strong knowledge of research methods and knowledge of the challenges and opportunities to develop research, audit and evidence-based practice * Support staff in the application of range of codes and policies of practice, including (but not exclusively): Scope of Practice Framework NMBI   **Communication & Engagements**   * Foster good working relationships between colleagues and other staff by maintaining a high professional standard. Develop and deliver programmes relating to practice development and nursing/midwifery care initiatives as part of an overall practice development strategy. * Communicate and liaise with a range of education and training providers in the developing, delivering or sourcing a range of education and training programmes relative to the needs of a modern and developing healthcare delivery service. * Demonstrate effective writing and presentation skills. * Demonstrate pro-active commitment to all communications with internal and external stakeholders. * Act as spokesperson for the Organisation as required.   **Education, Learning & Research**   * Participate in the identification and delivery of the education, training and development needs of all nurses, midwives & MDTs within NASCCRS * Contribute to planning and delivering comprehensive education, training and development programme in accordance with annually agreed objectives as assigned by the Director of Nursing, NAS-CCRS. * Encourage and support the research agenda at local and national level. * Monitor the effectiveness of educational training and development programmes on service delivery and professional development. * Provide progress reports to Director of Nursing and to NASCCRS Advisory Committee. * Collaborate with colleagues to address teaching and research issues. * Work in collaboration with third level institutes to develop and implement educational frameworks for clinical pathway programmes. * Support education and training for the relevant services – Adult/Paediatric/ Neonates * Support the National Retrieval Coordinators with provision of outreach education & training programmes, as required. * Prepare course materials such as syllabi, assignments, and handouts as required. * Maintain programme attendance records, grades, and other educational records. * Be proactive in supporting and conducting research in a particular field of knowledge, and publish findings in professional journals, books, and/or electronic media. * Liaise with Directors of Nursing/Midwifery, Practice Development and members of multi-disciplinary teams in the design and provision of education and training programmes. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Keep up to date with curriculum developments and be involved in planning for application to practice areas * Co-ordinate and facilitate the delivery of updated educational programmes to all nursing and midwifery staff in order to ensure recommended and updated best practices are being delivered to patients. * Work collaboratively with the National Retrieval Co-Ordinators to ensure that the retrieval clinical environment provides optimum learning and are capable of meeting the learning objectives as set by NAS-CCRS, and meets all requirements by the Nursing & Midwifery Board of Ireland and the Third Level Education Provider   **Quality, Safety & Risk**   * Support the development of the NAS service plan and in the monitoring and review of activity against the plans * Develop a process for tracking implementation of recommendations from major reports, investigations and safety audits under the direction of the Director of Nursing. * Establish robust mechanisms for ensuring that, where learning is identified, the necessary changes are put in place and all corrective actions are closed out so to prevent recurrence. * Identify and support all methods of education delivery, e.g. virtual, workshop, face-to-face, Webinars etc.   Contribute to incident management reporting as relevant to role  Participate in serious incident reviews as relevant to role   * Adequately identifies, assesses, manages and monitors risk within their area of responsibility.   Contribute to the development of Key Performance Indicators for the nursing service   * 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.   **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.**    1. Eligible applicants will be those who on the closing date for the competition:  |  |  | | --- | --- | | (i) | Are a registered Nurse/Midwife, or be eligible to be registered, in the General Division and other divisions relevant to the practice in which the application is being made on the Register of Nurses and Midwives held by the Nursing and Midwifery Board of Ireland [NBMI]. (An Bord Altranais agus Cnáimhseachais na hÉireann). | |  | **And** | | (ii) | Have at least five years’ post registration nursing/midwifery experience including a minimum of two years’ experience/involvement in clinical practice management, practice development, education or quality improvement. | |  | **And** | | (iii) | Possess a relevant post graduate award at level 9 (Master’s Degree) or Higher. | |  | **And** | | (iv) | Have completed a Teaching and Assessing course/programme/module. |   **And**   * 1. Candidates must possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the duties of the office.  1. **Annual registration**  |  |  | | --- | --- | | (i) | On appointment, practitioners must maintain live annual registration on the appropriate/relevant Division of the register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland [NBMI]. (Bord Altranais agus Cnáimhseachais na hÉireann) for the role. |   **And**  (ii) Practitioners must confirm annual registration with the Nursing and Midwifery Board of Ireland [NBMI] to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).  **3. 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.  **4. 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 and Midwifery Board of Ireland)* |
| **Post Specific Requirements** | * Demonstrate depth and breadth of experience in post registration nursing and / or midwifery to include critical care nursing programmes and pathways * Demonstrate depth and breadth of experience in retrieval medicine as relevant to the role * Demonstrate depth and breadth of experience in teaching and facilitation, as relevant to the role   Demonstrate depth and breadth of experience/involvement in clinical practice management, practice development, education or quality improvement as relevant to the role. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role |
| **Skills, competencies and/or knowledge** | **Professional Knowledge**   * Demonstrate a high level of clinical knowledge and expertise. * Demonstrate knowledge of relevant legislation & standards. * Demonstrate an understanding of key issues and priorities in the health service. * Demonstrate commitment to educational and professional development issues. * Demonstrate strong knowledge of research methods and knowledge of the challenges and opportunities to develop research, audit and evidence based practice. * Demonstrate knowledge of Advanced Practice roles and the educational and professional requirements for same. * Demonstrate excellent critical thinking and academic writing skills. * Demonstrate evidence of computer skills including use of Microsoft Word, Excel, PowerPoint, Library search engines and the Internet (and new technologies as they arise). * Demonstrate knowledge of structures/development within the HSE both at local and national level. * Demonstrate knowledge of practice development and quality improvement in nursing services. * Be fully conversant with the Requirement & Standards for Nurse Registration Education Programmes of Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and all other relevant publications that impact on the Nurse Education, Training, Learning and Professional Development. * Demonstrate knowledge of audit and clinical learning environment audit * Demonstrate knowledge of undergraduate, graduate and post-graduate nursing programmes and the clinical experiences required to meet the needs of the requirements of the programme and students. * Demonstrate knowledge of other professional issues related to relevant areas of nursing. * Demonstrate commitment to professional and personal self development.   **Planning & Organising Resources**   * Demonstrateevidence of management/organisational skills, including the ability to facilitate change through practice development initiatives and the ability to plan, organise, and prioritise workload appropriately, to manage deadlines, effectively handle multiple tasks, and possess the ability to use own initiative. * Demonstrates an empowering style as a consultant to others, providing advice and guidance in supporting the identification, implementation and delivery of knowledge-based care. * Demonstrates ability to plan and prioritise own workload effectively to ensure optimum service delivery and value for money and sets realistic time frames for the completion of tasks and monitors progress to ensure that deadlines are met. * Demonstrates the ability to pre-empt potential problems or competing priorities and take appropriate action to ensure service standards don’t suffer. * Demonstrates flexibility and adaptability in response to workforce demands.   **Building & Maintaining Relationships including Leadership, Managing People and Team Skills**   * Demonstrate ability to give and receive feedback in the conduct and application of the role, including in relation to identifying areas for improvement in practice activity, and the ability to work effectively within a team and possess the innovation and creativity to deal with challenging situations. * Demonstrate the ability to work independently and as a team member * Demonstrates ability to build and maintains relationships with key stakeholders and understands and values individuals and their respective professional roles. * Demonstrates ability to lead the team and provides direction on a regular basis and adopts an approachable management style.   **Commitment to Providing a Quality Service**   * Demonstrates awareness of the factors involved in creating, maintaining and promoting quality care environments. * Demonstrate a willingness to support, promote and engage in change management * Demonstrates a commitment to providing a quality service, innovative and open to change in striving to ensure high standards in service delivery.   **Evaluating Information & Judging Situations**   * Demonstrates evidence of research appreciation and Evidence Based Practice skills * Demonstrate ability to analyse, report on and effect change in nursing practice   **Communication & Interpersonal Skills**   * Demonstrate evidence of computer skills including Microsoft Word, excel and use of email etc. * Demonstrate effective communication interpersonal skills including building and maintaining relationships with clinical and academic staff, and writing and presentation skills. |
| **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. | |

**Nursing Practice Development Coordinator**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and part-time (0.50WTE).  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: (as at 01/10/2024) (Pro Rata - part-time)  €69,315, €70,658, €71,952, €75,928, €77,180, €78,634, €79,994, €81,344, €85,539  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)