

**Director, Centre of Nurse Education**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Director, Centre of Nurse Education  (Grade Code 2643) |
| **Campaign Reference** | NRS14619 |
| **Closing Date** | ***12 noon Friday 3rd of January 2025*** |
| **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** | **Centre of Nurse Education (CNE Cork), Cork University Hospital**  There is currently one permanent, whole-time post available based in the **Centre for Nurse Education, Cork** (located on site of Cork University Hospital).  A panel may be formed as a result of this campaign for the **Director,** **Centre of Nurse Education, Cork** from which all current and future, permanent and specified purpose vacancies of full or part time duration may be filled. |
| **Informal Enquiries** | Sinead Connaire, Director, Nursing & Midwifery Planning & Development Unit Cork/Kerry,  HSE South West  **Email**: [sinead.connaire1@hse.ie](mailto:sinead.connaire1@hse.ie)  **Mobile:** 087 0960320 |
| **Details of Service** | The Health Regions Implementation involves the internal reorganisation of the HSE into six  operational regions with responsibility for the planning and coordinated delivery of health  and social care services within their respective defined geographies. These new  arrangements are fundamental to the delivery of Sláintecare reforms and aim to improve the health service's ability to deliver timely integrated care to patients and service users, care that is planned and funded in line with their needs at regional and local level.  The changes in healthcare governance arrangements are being designed to make our services easier to navigate for people, and to facilitate more integrated care, stronger accountability, and greater transparency across the sector. This in turn aims to foster change and innovation at a local level to deliver high-quality services to populations based on their needs, making our service a better place to work for our staff. The move to a regionalised approach, represents a major shift in the approach to the planning, funding and delivery of health and social care services. In line with international best practice, the new arrangements will support a population-based approach to the planning and resourcing of the geographic delivery of services to improve health outcomes for people in Ireland.  **Centre of Nurse Education:**  The Centre of Nurse Education is responsible for the provision of a broad range of quality assured education, training and professional development programmes for registered nurses to support them in the ongoing maintenance of competence and the provision of  safe, quality patient/service user care. In addition, the Centre provides programmes of  education and training for support staff involved in supporting the nursing and midwifery function, and for other staff categories as relevant. Programme provision is based on identified service need and HSE organisational objectives and priorities. The Centre currently has a geographical remit aligned to specific service areas which include, but not limited to, Cork University Hospital, Mallow General Hospital, St Finbarr’s Hospital, CAMHS Cork and Adult Mental Health services Cork. The Centre is part of the National Office of the Nursing & Midwifery Services Director, situated in the Chief Clinical Officer function in the HSE.  **Aims & Objectives of the Centre**   * Provision of education and programmes of professional development across all divisions of Nursing * Identification of the education, training and development needs to support the delivery of nursing care within the region, in partnership with Directors of Nursing and Nursing and Midwifery, Planning and Development * Provision of a comprehensive training and development programme in accordance with annually agreed regional objectives and organisational priorities. * Ensuring that training and development is aligned to regional and national initiatives and to organisational objectives. * Ensuring close working relationship and liaison between higher education institutions and health service agencies * Promoting cross divisional and interagency educational practices * Promoting the professional development of staff as integral to the management of the Nursing resource * Sourcing and evaluating internal and external education and training providers. * Establishing and maintaining standards and systems for education, training and development activities in accordance with agreed procedures. * Evaluation of regional education and training provision and development activities * Encouraging and supporting the research agenda at regional and national level * Ensuring that education, training and development activities are evidenced based |
| **Reporting Relationship** | Regional Director, Nursing & Midwifery Planning & Development Unit Cork/Kerry, HSE South West |
| **Key Working Relationships** | The post holder in the fulfilment of the duties and responsibilities of their role, will work in conjunction with the Nursing and Midwifery Planning and Development Unit Cork/Kerry; with Directors of Nursing across the South West and their team members; with colleagues in the Office of the Nursing and Midwifery Services Director; with Directors of the Centres for Nursing and Midwifery nationally and with both community and acute service area managers |
| **Purpose of the Post** | To manage and develop the Centre of Nurse Education, Cork and responsible for the provision of quality assured education, training and continuous professional development programmes for registered nurses and midwives, support staff involved in supporting the nursing function, and other staff categories as relevant, within the geographical remit of the Centre. |
| **Principal Duties and Responsibilities** | The role of the Director is to develop and manage a centre of education that will provide accessible high quality training, education and development services to all nurses and midwives within its geographical remit.  The position requires extensive collaborative working with all stakeholders in the area and in particular with:   * Nursing and Midwifery Planning and Development Unit * Office of the Nursing and Midwifery Services Director * Centre of Nurse Education Board of Management * Directors of Nursing * Nurse Practice Development Departments and Clinical Leads * Human Resources, Performance & Development Departments * Education and Training Providers * Library and Information Services   **Leadership**   * Anticipate and identify opportunities and possibilities for the ongoing development of the CNE Cork and for initiating innovative approaches to the provision of education, training and professional development programmes. * Manage the functions of the CNE Cork though effective collaboration with key internal and external stakeholders, for example Directors of NMPD; Directors of Nursing; the ONMSD; the CNE Board of Management; HR Leadership, Education and Development; the Library & Information Service; the Nursing & Midwifery Board of Ireland; the Office of the Chief Nursing Officer in the Department of Health; Quality and Qualifications Ireland; Third Level Institutions etc. * Promote a culture of quality enhancement and continuous improvement in the provision of education and training programmes. * Contribute to the development of the ONMSD plan relating to the provision of education, training and professional development programmes for registered nurses and support staff involved in supporting the nursing function. * Articulate and promote a strong vision for the underpinning values of Nursing and the professional contribution of these professions to wider healthcare provision. * Work across organisational service and professional boundaries to ensure the CNE Cork operates effectively to meet the identified learning and development needs of registered nurses and midwives to support them in ongoing maintenance of competence. * Ensure the CNE Cork supports the Nursing workforce planning and skill mix agenda, in collaboration with key stakeholders, through the timely provision of relevant education and training programmes based on HSE organisational objectives and priorities, and the ONMSD plan.   **Provision of Education and Training**   * Identify, in partnership with the Director NMPDU, the learning and development needs of registered nurses and midwives within the geographic remit of the CNE Cork, based on service need, HSE organisational objectives and priorities, and the ONMSD plan. * Plan and develop a schedule of education, training and professional development programmes to meet the identified needs of services within the geographic remit of the Centre and in line with HSE organisational objectives and priorities, and the ONMSD plan. * Assign education and training programmes, and other duties relating to the operation of the CNE Cork, to individual team members with clearly specified responsibility and accountability for meeting identified objectives. * Ensure curriculum development is led by a Nurse Tutor, with input from clinicians and subject experts, and all relevant programmes are developed in conjunction with NMBI Guidance on Awarding CPD Hours Version 1/December 2023 * Ensure systems are in place for sourcing and evaluating internal and external education and training providers to contribute to programme provision. * Initiate and plan the development of education programmes leading to an academic award, based on identified service need, and put systems in place to ensure such programmes comply fully with relevant requirements and standards of professional regulatory and academic awarding bodies. * Ensure systems are in place for the management of learner assessment in line with programme validation by the academic awarding body and, as relevant, approval by the professional regulatory body. * Ensure processes are in place for regular review of programme content and learning material to ensure they have a quality and patient safety focus and are up to date and based on the best available evidence and research. * Ensure systems are in place for quality improvement and enhancement of programmes through programme evaluation and review, development of Programme Improvement Plans, and ongoing monitoring of the effectiveness of corrective action taken to address identified deficits. * Monitor the effectiveness of education and training programmes on service delivery and their impact on professional Nursing practice. * Engage in the HSE Professional Development Process (PDP) in conjunction with your line manager and staff as appropriate   **Managerial**   * Effectively manage and lead the staff team in the CNE Cork to ensure achievement of annually agreed regional objectives and organisational priorities. * Ensure systems are in place for the development, review and updating of policies, procedures and guidelines to support the functions and activities of the CNE Cork * Manage the devolved budget for the CNE Cork in compliance with the HSE National Financial Regulations· * Ensure the physical and structural resources required to support the functions of the CNE Cork are in place. * Ensure systems are in place for maintaining accurate and contemporaneous records of programme provision and related activities, in line with data protection legislation, relevant HSE policies, and the requirements and standards of programme validation and approval bodies. * Prepare and submit annual activity and other relevant reports to the Director NMPD, the ONMSD, the CNE Cork Board of Management, and other relevant bodies * Act as spokesperson for the Organisation as required * Demonstrate proactive commitment to all communications with internal and external stakeholders   **Human Resources**   * Promote and build a strong team ethos in the CNE Cork through participative team based processes to motivate team members to positively contribute to the achievement of the objectives of the department. * Encourage and promote continuing professional development of team members to support and enhance role effectiveness. * Ensure systems are in place to promote a safe working environment and safe work practices in the CNE Cork including regular risk assessment, identification and implementation of control measures, and annual review and updating of the departmental Safety Statement, in accordance with relevant HSE policies and procedures. * Actively support staff performance achievement in line with agreed HSE procedures. * Initiate staff recruitment for vacant or new posts in line with agreed HSE recruitment policies and procedures. * Ensure systems are in place to facilitate the provision of transcripts of training for former School of Nursing Midwifery students, on request from nursing and midwifery regulatory bodies in other jurisdictions.   **Professional**   * Participate on, and contribute actively to, relevant committees and other groups relating to the provision of education and training. * Encourage and support the research agenda in conjunction with key internal and external stakeholders, and in line with the HSE research ethical approval process. * Collaborate with colleagues in the CNMEs nationally to promote and support a collegiate and standardised approach to education and training provision. * Keep fully informed of emerging developments in the Nursing profession, nurse education and the health services in general. * Maintain knowledge and understanding of the application of relevant policies, procedures, regulatory standards, legislation, professional regulatory body programme requirements and standards, and quality assurance standards of awarding bodies, to perform the role effectively. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility * 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. * Take responsibility for own professional development, reflection in/on practice, and continuous performance improvement. * To 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. **Professional Qualifications, Experience, etc.**   Eligible applicants will be those who on the closing date for the competition:   1. Are registered in the General Division and/or other division of the Register of Nurses and Midwives with the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.   **And**   1. Are registered as a Registered Nurse Tutor with the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann)   **And**   1. Have a minimum of ten years satisfactory post registration clinical ***and /or*** experience in education and training ***with*** a minimum of three years relevant experience in education and training at the closing date for receipt of applications for the post.   **And**   1. Possess the requisite clinical, leadership, managerial and administrative knowledge and ability for the proper discharge of the office.   **2. Annual registration**  (i) Practitioners must maintain live annual registration in the relevant Nurse/Midwifery Division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann).  **And**  (ii) Confirm annual registration with NMBI 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 an Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland)* |
| **Post Specific Requirements** | Demonstrate depth and breadth of clinical experience and/or experience in education and training as relevant to the role. |
| **Other requirements specific to the post** | Access to transport as the post on occasions will require travel |
| **Skills, competencies and/or knowledge** | **Professional Knowledge and Experience**   * Demonstrates knowledge of emerging professional developments in Nursing and the wider health service. * Demonstrates in-depth knowledge of the organisation and management of continuing education and professional development activities in nursing. * Demonstrates in-depth knowledge and experience of curriculum design and development and the process of programme approval by the Nursing and Midwifery Board of Ireland. * Demonstrates knowledge and understanding of the National Framework of Qualifications and its application in practice. * Demonstrates in-depth knowledge of relevant legislation, and requirements and standards of professional regulatory and awarding bodies, and their application in practice. * Demonstrates knowledge and understanding of the concept of professional accountability in the management and provision of continuing education and training in nursing/midwifery   **Service Initiation and Innovation**   * Demonstrates evidence of ability to examine the potential for, and promote, new service initiatives in the provision of education and training. * Demonstrates evidence of ability to initiate and manage quality assurance and enhancement systems in the provision of education and training. * Demonstrates evidence of ability to promote the active involvement of learners,   and other key stakeholders, in critically evaluating and reviewing education and  training programmes with a view to continuous service improvement.   * Demonstrates evidence of ability to try out new ideas and ways of working to promote the continuous development of education and training provision.   **Establishing Policy. Systems and Structures**   * Demonstrates evidence of ability to clearly assign responsibility for areas of education and training provision to relevant team members, including responsibility for critical tasks and decisions e.g. curriculum development, programme validation, management of assessment, formal programme review etc. * Demonstrates evidence of ability to put in place feedback mechanisms and systems for monitoring progress and results relating to the provision of programmes of education and training. * Demonstrates evidence of ability to plan and manage physical, financial and human resources efficiently and effectively in the provision of education and training programmes, to ensure achievement of annually agreed objectives and organisational priorities. * Demonstrates evidence of ability to initiate systems for the development and review of policies and procedures supporting the functions and operations of the CNE Cork e.g. record management, risk management, provision of transcripts of training etc. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility   **Developmental Approach to Staff**   * Demonstrates evidence of ability to initiate and maintain participative team based processes to motivate team members to positively contribute to the achievement of the objectives of the service. * Demonstrates evidence of ability to promote and support evidence based research led practice in the provision of education and training programmes. * Demonstrates evidence of ability to support staff performance achievement and to promote a learning and continuous improvement culture in the department. * Demonstrates evidence of ability to seek feedback on own performance and to engage in reflective practice to enhance role performance and effectiveness.   **Ability to Lead on Vision, Values and Process**   * Demonstrate evidence of ability to examine the potential for, and promote, new service initiatives in the provision of education and training * Demonstrate evidence of ability to initiate and manage quality assurance and enhancement systems in the provision of education and training * Demonstrate evidence of ability to promote the active involvement of learners, and other key stakeholders, in critically evaluating and reviewing education and training programmes with a view to continuous service improvement * Demonstrate evidence of ability to try out new ideas and ways of working to promote the continuous development of education and training provision   **Communication and Influencing Skills**   * Demonstrates effective interpersonal and communication skills including the ability to transmit information fluently and persuasively in an engaging manner. * Demonstrates evidence of ability to write clearly, fluently and authoritatively while adhering to the principle of 'Plain English'. * Demonstrates evidence of ability to influence people and effectively network across services and disciplines to secure support for a new proposal or service initiative. * Demonstrates evidence of ability to chair meetings with structure, clarity and strong positive facilitation to ensure the achievement of set goals and results. |
| **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.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **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.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| 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. | |

**Director, Centre of Nurse Education, Cork**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: as at (01/10/2024)  €80,616; €81,872; €84,389; €86,930; €89,468, €92,008; €94,546; €97,193.  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)