

**Director of Nursing**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Director of Nursing (Band 1),**  **University Hospital Kerry**  Grade Code 2903 |
| **Remuneration** | The salary scale for the post is 01.10.2022:  €85,140; €87,507; €89,878; €92,240; €94,605; €96,979; €99,343  Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **Campaign Reference** | **UHKN43419** |
| **Closing Date** | **12 noon on Monday 20th February 2023** |
| **Proposed Interview Date(s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one 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. |
| **Organisational Area** | South/South West Hospital Group |
| **Location of Post** | The post location is University Hospital Kerry (UHK), Tralee, Co Kerry.  There is currently one permanent whole-time vacancy available in University Hospital Kerry.  A panel may be formed as a result of this campaign for Director of Nursing, University Hospital Kerry, from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal enquires** | For informal enquiries please contact:  Ms. Mary Fitzgerald, General Manager, University Hospital Kerry.  Tel: 066 7184212  Email: [uhk.generalmanager@hse.ie](mailto:uhk.generalmanager@hse.ie)  Ms. Bridie O'Sullivan, Chief Director of Nursing/Midwifery, South/South West Hospital Group  Tel: 021 4921506  Email: [Bridie.OSullivan1@hse.ie](mailto:Bridie.OSullivan1@hse.ie) |
| **Context and Details of Service** | University Hospital Kerry (UHK) is a dynamic, large Model 3 Acute Hospital situated in Tralee, Co. Kerry.  UHK is the third largest hospital within the South/South West Hospital Group, with close links to the tertiary referral centre at Cork University Hospital.  As a teaching hospital, UHK is affiliated with University College Cork as its primary academic partner. The hospital has a compliment of 1,400 WTE staff, of which 570 are nursing and midwifery. UHK serves a population of over 180,554. The catchment area are Counties Kerry, North and West Cork, South and West Limerick. In addition, approximately 2 million tourists visit this region on an annual basis, with some requiring acute hospital services.  UHK provides a wide array of services including General Medicine, Surgery, Paediatrics, Neonatal, Critical Care (Intensive Care and a Coronary Care Unit), Maternity, Palliative and Mental Health. The hospital has a 24/7 Emergency Department and an Acute Medical Assessment. Day services include Day Surgery, renal dialysis, oncology day, colposcopy / hysteroscopy, and visiting speciality services for Dermatology, Neurology, and Ophthalmology. The ED cares for ~ 36,000 emergency presentations. The average annual activity levels are approximately 13,000 inpatient discharges, 11,000 day case presentations and 54,000 outpatient attendances.  Throughout the Health Services Executive (HSE), significant healthcare reform is underway with plans to effect demonstrable improvements to healthcare delivery and health outcomes, and to progress the Sláintecare vision. The reform programme includes the establishment of Regional Health Areas (RHAs: Area D Kerry and Cork) and Community Healthcare Networks (CHNs), which will lead to greater alignment of hospital and community services. The DON will play a significant role in terms of planning nursing services to facilitate integration of care.  Much guidance and strategic policy development has come into effect in recent times which paves the way for nursing and midwifery professionals. The recommendations within the Report of the Expert Review Body on Nursing and Midwifery 2022 (DoH 2022) offers huge opportunities for nurses and midwives to strengthen their capacity to deliver and co-ordinate excellence in care design, integration and delivery of modern healthcare. The SSWHG Nursing and Midwifery Strategy 2020-2025 provides a clear direction for the future development of our profession and maximises opportunities for sharing information, skills and excellence across the Group.  The ONMSD Strategic Plan 2023-2025 outlines key priorities to further build capacity and capability within the nursing and midwifery workforce. In relation to digital health, A Digital Roadmap for Nursing and Midwifery 2019-2024, was launched to coincide with the evolution of technology within our health service. Nurse and midwives generate large volumes of data daily. It is imperative that the skills of the nursing and midwifery workforce lead to meaningful use of this data to effect high quality patient care delivery. |
| **Reporting Relationship** | * Professional accountability to the Chief Director of Nursing and Midwifery, South/South West Hospital Group. * Operational reporting to the Hospital General Manager   In line with the emerging hospital group structures, reporting relationships are subject to change. |
| **Key Working Relationships** | The DON will form key working relationships with the following (this is not an exhausted list);   * Executive Management Board and the wider senior management teams * Nurses, Midwives * Consultants and their Medical Teams * Health and Social Care Professionals, Administration and Support Staff * Directors of Nursing/Midwifery * Regional Centres for Nursing and Midwifery Education and their teams * Universities, College’s and Education Bodies * Nursing and Midwifery Planning and Development Units * Chief Group Directors of Nursing and Midwifery * Nursing and Midwifery Board of Ireland * National Clinical and Integrated Care Programmes Executive Teams/Clinical Leads * Office of the Chief Nursing Officer, Department of Health * Office of Nursing and Midwifery Services, HSE * National Clinical Leadership Centre * Community Health Network Leads * Directors of Public Health Nursing * Community Healthcare Organisation Services |
| **Purpose of the Post** | The primary focus of the Director of Nursing role is on improving the patient experience, quality of care and patient outcomes in the context of developing a culture of performance improvement within the allocated resources. The Director of Nursing is;   * Responsible for providing strong strategic, professional and clinical leadership for all Nursing and Health Care Assistant staff within the context of working within a Multidisciplinary Team and within the HSE South / South West Hospital Group structure. * Accountable for the development of staffing structures, staffing skill mix and for the clinical and operational competence of all staff under his/her authority. * Demonstrate leadership in relation to the core values of care, compassion, trust and learning (HSE Corporate Plan 2021 – 2024) to deliver high quality patient care. * Quality and Patient Safety will be to the forefront of the post and the post-holder will play a key role in working with the National Clinical Care Programmes and the development and implementation of Quality & Patient Safety initiatives for his/her areas of responsibility.   The Director of Nursing is a member of the Hospital Executive Management Team (EMT), Group Hospitals DON team and will have a key role in creating an atmosphere and culture where excellence can flourish with strong multidisciplinary collaboration across the Hospital and the Group. |
| **Principal Duties and Responsibilities** | **Corporate and Clinical Management**  The Director of Nursing in conjunction with the General Manager, Clinical Director(s) and other members of the EMT will ensure that the strategic direction taken by the Hospital is applicable to, and takes into account, all of the organisation’s corporate and clinical risks.  The Director of Nursing will:   * As a member of the EMT, share corporate and clinical responsibility for the achievement of the Hospital’s corporate and clinical objectives and in the context of the Hospital Group structure. * Contribute to policy, planning and decision-making processes for their Hospital in the context of the Group structure. * As a member of the EMT, ensure objectives and decisions are effectively communicated across the Hospital * Be responsible for providing advice to the EMT and Clinical Directors on all issues relating to Nursing policy and practice. * Provide leadership to all Nursing & Health Care Assistant staff. * Be responsible for ensuring maintenance of professional standards and statutory requirements as laid down by the Nursing & Midwifery Board of Ireland (NMBI) * Develop and maintain effective working relationships with senior Nurse Managers to ensure achievement of corporate group objectives and effective working of the EMT * Establish collaborative professional relationships and networks with health service providers external to the hospital/ hospital group in line with Slaintecare delivery * Ensure an integrated and seamless patient experience for recipients of scheduled and unscheduled care. |
| **Principal Duties and Responsibilities** | **Professional Leadership, Service Change and Development**  The Director of Nursing will:   * 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. * Support the development of nursing service organisational structures within the context of HSE organisational objectives and reform. * Develop a shared sense of commitment and participation among staff in the management of change, the development of the nursing services and in responding to the changing health needs of patients. * Lead and support a robust Patient Flow system in context of developments within the Clinical Care Programmes and sharing learning from other organisations. * Show leadership on achieving better health outcomes for everyone, and work collaboratively to ensure the right care is delivered at the right time and in the right place. * Implement Nursing and Midwifery Strategy and policy on practice development, education and professional duties imposed by statute or determination. * Accept responsibility for management of all nursing services over a 24 hour period and ensure that systems are in place to support this responsibility. * Chair and Co-Chair committees and groups as required. * Provideassurance that nursing and support staff at each level of the organisation carry out their responsibilities in accordance with the defined authority/individual responsibility * Provide leadership in the development of specialist and advanced practice posts, inclusive of a focus on audit and research. * Ensure staff develop and maintain competency in line with clinical effectiveness guidelines and international best practice. * Lead the development of nursing and support staff components of workforce strategies and plans, including workforce planning, leadership, succession planning, education and training and new ways of working * Ensure the development and implementation of appropriate continuous professional and practice development initiatives in line with the strategic aims of Hospital / Hospital Group. * Work closely with education and training bodies to ensure the provision of a highly skilled nursing and health care assistant workforce to meet the current and future requirements of the Hospital and in context of the Group structure. * Provide national strategic and clinical leadership and direction for nursing and related services, to support the delivery of effective, efficient, quality assured and patient centred nursing care. * In collaboration with key stakeholders lead on the development of a cohesive and responsive nursing service. * Contribute to and support the delivery and implementation of service priorities and reform in relation to integration and Slaintecare. * Develop a shared sense of commitment and participation amongst senior Nursing staff in the management of change, the development of nursing services and in responding to new models of care and ways of working. |
| **Principal Duties and Responsibilities** | **Governance, Quality and Patient Safety**  The Director of Nursing will:   * Ensure that the needs of patients and the public are at the core of the way the healthcare organisation delivers its services. * In partnership with the Hospital General Manager and Clinical Director, develop a strong culture of patient safety, characterised by effective governance arrangements which place patient safety at the top of the organisations agenda. * Develop and implement strategies to receive feedback from patients receiving care and from staff delivering care across the Hospital with the emphasis on improving the patient experience and quality of care. * Lead on key elements of clinical governance, quality and safety * Ensure high standards of corporate and clinical governance for all health care services and, in particular, nursing and support services, including the identification and control of risks to achieve effective efficient and positive outcomes for patients and staff. * Be accountable for Patient Safety and Quality standards and assure through performance measurement of high standards of care delivery. * Contribute to the development and implementation of multi-disciplinary systems of audit. * Contribute to the development and implementation of multidisciplinary systems of both quality assurance and quality improvement. * Use data to indicate current level of service performance and quality improvement methodologies to drive overall service improvement. * Develop action plans to ensure a culture of continuous quality improvement. * Ensure appropriate systems are in place for measuring quality of outcomes and the effective use of resources to include Nursing & Non Nursing Metrics and Service Performance Indicators. * Ensure practice and service development is underpinned by the most up to date evidence and research.   **Education and Research**  The Director of Nursing will:   * Monitor nursing and midwifery research and new developments in care delivery. * Initiate, facilitate and take part in relevant nursing and midwifery research and promote awareness of ongoing research into current trends and issues in healthcare, nursing & midwifery practice, training techniques, regulatory standards. * Develop and maintain key working relationship with higher education institutes and other educational organisations to ensure   that emerging nursing trends are reflected in educational  programmes   * Work with key stakeholders to identify the educational programmes and the capacity required to meet service needs and new models of working. * Engage and show leadership in relation to HSE performance achievement process. |
|  | **Management – Financial And Resource**  The Director of Nursing shall oversee the budget for the nursing and support staff resource and will:   * Be responsible for planning, organising and monitoring performance of the nursing and support staff resource * Participate in and implement the HSE’s performance management system as agreed as part of the Public Sector Agreement * Manage areas of direct responsibility within budget and within relevant financial plans * Be responsible to the General Manager for the management of nursing and support staff resource, including service and financial planning, management and performance and employee relations. * Be responsible and accountable for the nursing/midwifery and support staff, strategic workforce planning including the retention of competent and skilled diverse workforce. Create a culture where staff feel valued and supported. * Be responsible and accountable for the deployment of appropriate skill mix to meet patient and service needs and all associated employment matters * To undertake projects as delegated by the General Manager and Chief Director of Nursing and Midwifery, SSWHG * To perform such other duties as may be assigned to him/her from time to time.   The Director of Nursing may deputise as required for the Hospital General Manager or Chief Director of Nursing and Midwifery within the HSE South/South West Hospital Group  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.  Ensure the vision, mission, values and core principles set out within the HSE Corporate Plan (HSE 2021-2024) are embedded and visible across all aspects of the services delivered to patients.  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 Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**  **1. Professional Qualifications, Experience etc.**  **(a)** Candidates must, on the latest date for receiving completed applications for the post:   1. Be registered, or be eligible for registration, in the General Nurse Division and other divisions as relevant to the specific service, 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. Have 10 years post registration nursing experience and 5 years nursing management experience at a minimum of Clinical Nurse Manager 2 (CNM2) level of which 3 must have been in an acute setting.   **And**   1. Have successfully completed a post registration programme of study, as certified by the education provider, which verifies that the applicant has achieved a National Framework of Qualifications (NFQ) major academic Level 8 or higher award maintained by Quality & Qualifications of Ireland (QQI) or can provide written evidence from the Higher Education Institute that they have achieved the number of ECTS credits equivalent to a Level 8 or higher standard in **a health care or management related area**.   **And**  (b) Candidates must possess the requisite clinical, leadership, managerial and administrative knowledge and ability for the proper discharge of the duties of the office.  ***2.* Annual Registration**   1. On appointment, practitioners must maintain live annual registration in the General 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. Practitioners must confirm annual registration with the 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. |
| **Post Specific Requirements** | Demonstrate depth and breadth of senior nursing leadership experience at a management level |
| **Other requirements specific to the post** | A flexible approach to working hours is required in order to ensure deadlines are met.  Access to transport as the post will involve travel. |
| **Skills, Competencies and/ or Knowledge** | **Candidates must demonstrate:**  **A high level of knowledge and experience relevant to the role**   * Demonstrates knowledge of the health services, in particular the Nursing and Midwifery clinical environment and accountability structures in the HSE. * Demonstrates knowledge of acute hospital nursing in the context of HSE service redesign and integration * Demonstrates knowledge of professional developments in nursing and midwifery. * Demonstrates knowledge of quality and safety and clinical governance systems. * Demonstrates evidence of service monitoring/evaluation. * Demonstrates effective project management skills. * Demonstrates experience at working at national or corporate level. * Demonstrates evidence and knowledge of research capability. * Demonstrates the ability to function effectively in the role as detailed in the job specification. * Knowledge of the HSE Reform Programme as it applies to acute healthcare organisations and the hospital groups.   **Strategic and System Thinking**   * Demonstrates the ability to adapt a corporate overview; sees the bigger picture of service delivery and appreciates the interconnectedness of issues. * Looks ahead and anticipates substantive issues. * Adopts a proactive forward-planning approach to service delivery in consultation with relevant stakeholders.   **The ability to establish policy, systems and structures**   * Designs and implements structured policies and systems for the management of service delivery in consultation with key stakeholders and ensures clear role accountability for service levels, quality and decision making discretion.   **The ability to lead on vision, values and process**   * Articulates a compelling vision for the role and contribution of each team member to the service. * Creates an enthusiastic and committed work climate. * Takes the lead on standards setting and implementation; leads and manages change.   **A developmental approach to staff**   * Has a strong focus on developing the contribution of staff at all levels. * Is committed to and promotes team and personal development. Promotes a continuous improvement culture / creates a positive climate for learning.   **Communication and interpersonal skills**   * Demonstrates strong communication and interpersonal skills. * Presents compelling arguments by understanding and anticipating the agendas of others. * Uses information and facts to build an effective case; will involve and consult with key stakeholders tactfully and listen to their views. * Balances diplomacy with assertiveness. |
| **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 description may be reviewed.  This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

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**Director of Nursing**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time.  A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. 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) Amendment Act 2013. |
| **Remuneration** | The salary is as per HSE consolidated salary scale (1/10/2022):  €85,140; €87,507; €89,878; €92,240; €94,605; €96,979; €99,343  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). |
| **Annual Leave** | The annual leave associated with the post will be (confirmed at job offer stage). |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004. |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants 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/>. |

A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

2 See link on health and safety web-pages to latest Incident Management Policy

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)