**Clinical Skills Facilitator –Paediatrics GUH**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Clinical Skills Facilitator –Paediatrics GUH Bainisteoir Altraí Cliniciúla 2Grade Code: 2119  |
| **Remuneration** | The salary scale for the post as of 01/03/2025:**60,854 61,862 62,715 64,106 65,644 67,154 68,664 70,364 71,943 74,658 76,897 LSI** 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. |
| **Campaign Reference** | G10476 |
| **Closing Date** | 10th July at 10am Via Rezoomo |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week’s notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Galway University Hospital, Hse West and North West.**This initial vacancy is full time, Permanent, **Clinical Skills Facilitator Paediatrics.**The successful candidate may be required to work in any service area within the vicinity as the need arises. A panel may be formed for **Galway University Hospital** from which current and future permanent and specified purpose vacancies of full or part time duration may be filled. |
| **Informal Enquiries**  | Ms Karen Leonard. ADON Children ServicesEmail: Karen.leonard@hse.ieTelephone: 0872269606 |
| **Details of Service** | The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.The region comprises of 7 hospitals across 8 sites:* Letterkenny University Hospital (LUH)
* Mayo University Hospital (MUH)
* Portiuncula University Hospital (PUH)
* Roscommon University Hospital (RUH)
* Sligo University Hospital (SUH) incorporating Our Lady’s Hospital Manorhamilton (OLHM)
* Galway University Hospitals (GUH) incorporating University Hospital Galway (UHG) and Merlin Park University Hospital

The region’s Academic Partner is University of Galway.The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff **Vision**Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.**Guiding Principles**Care – Compassion – Trust – LearningOur guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:* Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population.
* Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity.
* Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners.

Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Mission Statement** | Patients are at the heart of everything we do. Our Mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.**OUR GUIDING VALUES** **Respect** - We are an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more. **Compassion** - we treat patients and family members with dignity, sensitivity and empathy.**Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity. **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research. **Learning** - we nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential. **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions. **Team working** – we engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission. **Communication** - we communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.*These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | * Professionally accountable to the Director of Nursing
* Report directly to the ADON /CNM3
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| **Purpose of the Post**  | The primary purpose of the post of the Clinical Skills Facilitator is to provide clinical support, education and instruction to Staff Nurses in developing skills and competencies in order to fulfil their roles and responsibilities in the provision of care to children and their families. The Clinical Skills Facilitator Paediatrics (Clinical Nurse Manager 2) will:Design, develop and deliver classroom, on line and clinical learning education that is responsive to the needs of the Children’s Services in GUH (Ward, PDU, Paediatric ED, theatre) and external students in partnership with educators and in collaboration with internal and external stakeholders. * Educate all nursing staff and allied staff, including the introduction and orientation of new staff to the speciality and maintain an effective learning environment.
* Identify the educational needs within the Paediatric Department in collaboration with Clinical Nurse Manager 3, Nursing Practice Development Unit and Nurse Education centre.
* Maintain a mechanism of recording and co-ordinating ongoing education.
* Act as a preceptor/ mentor and coach to nursing staff and other allied professionals.
* Assess, Plan, Organise, Supervise, Evaluate and Monitor quality nursing standards and foster advanced evidence based clinical practice and clinical learning environment.
* Foster staff empowerment and increase autonomy over learning.
* Co-ordinate, support and evaluate clinical placements for undergraduate and post graduate students.
* Assist all nursing personnel to maintain high levels of competence by enabling them to identify their professional goals, provide feedback, and facilitate achievement of personal development outcomes.
* Support and participate in clinical audit within the hospital and promote same within the assigned department.
* To provide professional paediatric nursing skills in assessing, planning, implementing and evaluating the nursing care for assigned patients while providing exceptional patient care in an environment where quality, respect, caring, and compassion are at the centre of all we do.
* To work as part of the NPDU team developing children’s nursing practice within the hospital, and will have responsibility as project lead on specific initiatives.
* A key element of this post is the clinical credibility of the post holder. It is envisaged that the post holder will be acknowledged as an excellent resource to professionals within the hospital.
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| **Principal Duties and Responsibilities** | * The post holder will support the principle that care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree
* Maintain awareness of the primacy of the patient in relation to all hospital activities.
* Performance management systems are part of the role and you will be required to participate in the hospital performance management programme

**Professional/ Clinical*** Advise, encourage, support and facilitate nursing staffs’ learning through a broad range of means e.g. the identification of learning opportunities in the clinical areas, imparting knowledge and creating a positive clinical learning environment.
* Maintain a high level of professional and clinical leadership and conduct all duties in accordance with national and local policies
* Maintain professional standards in relation to confidentiality, ethics and legislation.
* Lead and participate in the development and evaluation of quality initiatives on behalf of the development of children’s nursing services.
* Promote the expansion of the role of the children’s nurse.
* Assign time to engage directly in practice in order to keep pace with changes and provide enabling process for the staff to achieve their goals.
* Adhere to and contribute to the development, formulation and evaluation of guidelines, policies and procedures to enhance a quality service.
* Participate in the identification, development, delivery and evaluation of education and training programmes for Childrens and General Nursing Staff who care for children as part of their role.
* Develop appropriate systems in the stream lining of education, practice development, audit data collection and reporting.
* Develop on annual work plan to meet the changing service needs.
* Participate in teams / meetings / committees as appropriate, communicating and working in co-operation with other team members.
* Lead, facilitate and participate in audit of clinical practice and be responsible for the implementation of actions required by audit.
* Encourage and participate in Nursing and Midwifery research as required.
* Be familiar with relevant National Report Recommendations and Judicial Reports and be involved in the implementation of recommendations at local level.
* Promote the guidelines for safety and best practice laid down by the hospital policies, Nursing and Midwifery Board of Ireland guidelines and relevant Acts such as Data Protection Act 1988, and The Health, Safety & Welfare at Work Act 1999.

**Education and Training*** Identify education and learning needs of nursing and healthcare assistant staff who care for children in Galway University Hospital and participate in continuing education by introducing measures to address these requirements to achieve quality excellence in clinical care.
* Facilitate development of nursing and healthcare assistant staff clinical skills in Children’s Nursing.
* Supervise and contribute to competency attainment for qualified children’s and general nursing staff in their development or expansion of roles.
* Liaise with Clinical Nurse Managers in ensuring continuing education of all nursing staff in their wards.
* Contribute to the maintenance of quality clinical learning environment on the children’s ward.
* Participate in the identification, development and delivery of orientation, induction, teaching, mentorship, and preceptorship of new staff to the hospital.
* Participate in curriculum development meetings educational programmes.
* Promote reflective practice for self and staff.
* Engage in Continuing Professional Development by keeping up to date with paediatric nursing literature, recent paediatric nursing research and new developments in paediatric nursing management, education and practice and to attend staff study days as considered appropriate.
* Assist or lead on clinical audits and formulate action plans.
* Establish and maintain a mechanism of recording and co-ordination ongoing education. Support the implementation and maintenance of records systems for the training of paediatric nursing staff.
* Plan, organise, supervise, assess, evaluate and monitor quality paediatric nursing standards and foster advance evidence based clinical practice and the clinical learning environment.
* Reduce the theory practice gap, foster staff empowerment and increase autonomy over learning.
* Assist in the implementation of personal development planning in children’s nursing services.
* Assist nursing personnel to maintain high levels of competence by enabling them to identify their personal professional goals, provide feedback, and facilitate achievement of personal development outcomes.
* Implement and support the development of personal portfolios in collaboration with the clinical nurse managers.

**Management*** Provide a high level of professional and clinical leadership, demonstrating the values of compassion, care and commitment and conduct all duties in accordance with relevant policies.
* Provide professional and clinical leadership and vision and facilitate staff team building to provide planned care and develop educational strategies and service goals.
* Comply with all relevant professional and statutory requirements (NMBI Guidelines, Code of Conduct and Scope of Practice, HIQA Standards for Safer Better Healthcare.
* Adhere to and facilitate compliance with all relevant National, local and HR policies.
* Promote and facilitate good communications within the hospital and with external agencies.
* Contribute to nursing strategies to facilitate the recruitment, retention and succession planning of nurses.
* Promote a culture that values diversity and respect in the workplace.
* Manage all resources efficiently and effectively.
* Lead and support on practice development within the clinical area.
* Lead and support the implementation of change.
* Support Clinical Nurse Managers in the compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters.
* Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service and the community.
* Maintain all necessary clinical and administrative records and reporting arrangements.
* Engage in IT developments as they apply to service users and service administration.

**Nurse Practice Development*** Work as a member of the Nurse Practice Development Department on quality initiatives, including the provision of education, training, study days and information sessions which foster the application of theory to practice and improve the quality of patient care.
* Participate in the development, implementation, review and audit of guidelines, policies and procedures to enhance a quality patient service.
* Support and participate in clinical audit within the hospital e.g. Nursing Metrics, Care Bundles.
* Work as a member of the Nurse Practice Development Unit in preparation for Nursing & Midwifery Board of Ireland site visits.
* Take part in incident and clinical reviews as assigned by ADON or Director of Nursing and facilitate any quality improvement arising from these reviews.
* Support orientation and supernumerary placement for new nurses.
* Facilitate and support Registered Nurses with practice development issues and facilitate Clinical Nurses Mangers in the development and implementation of Performance Improvement Plans for Registered Nurses where areas for improvement are identified.

**Liaison and Communication:*** Support Clinical Nurse / staff competency development as appropriate.
* Liaise closely with Clinical Nurse Managers for all specialties in relation to policy proposals, staff training and development.
* Attend relevant meetings as required for role, liaison with appropriate staff.
* Attend staff meetings and receive staff suggestions for improvement in the system of work.
* Maintain open communication with all relevant staff.
* Develop good working relationships with wards and departments to promote quality patient centred care.
* Consult inter and intra-disciplinary both internally and externally as part of the contribution to promote staff education and patient management.
* Promote effective nurse documentation in the department and maintain appropriate records.

**Key Performance Indicators*** The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets.
* The development of Action Plans to address KPI targets.
* Driving and promoting a Performance Management culture.
* In conjunction with line manager assist in the development of a Performance Management system for your profession.
* The management and delivery of KPIs as a routine and core business objective.

PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:* Employees must attend fire lectures periodically and must observe fire orders.
* All accidents within the Department must be reported immediately.
* Infection Prevention and Control Policies must be adhered to.
* In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits.
* In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.
* Hospital uniform code must be adhered to.
* Provide information that meets the need of Senior Management.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Risk Management, Infection Control, Hygiene Services and Health & Safety* The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
* The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
* The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
	+ Continuous Quality Improvement Initiatives
	+ Document Control Information Management Systems
	+ Risk Management Strategy and Policies
	+ Hygiene Related Policies, Procedures and Standards
	+ Decontamination Code of Practice
	+ Infection Control Policies
	+ Safety Statement, Health & Safety Policies and Fire Procedure
	+ Data Protection and confidentiality Policies
* The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and they comply with the Group’s Risk Management Incident/Near miss reporting Policies and Procedures.
* The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
* The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.
* The post holders’ responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager.
* The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
* The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
* The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
* It is the post holder’s responsibility to comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. **KPI’s*** The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets.
* The development of Action Plans to address KPI targets.
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**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 on the closing date:**1. **Statutory Registration, Professional Qualifications, Experience, etc**
2. Eligible applicants will be those who on the closing date for the competition:

(i) Are registered in the relevant division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.**And**(ii) Have at least 5 years post registration experience (or an aggregrate of 5 years fulltime post registration experience) of which 2 years must be in the Children’s Nursing or related area.**And**(iii) Have the clinical, managerial and administrative capacity to properly discharge the functions of the role.**And**(iv) Candidates must demonstrate evidence of continuous professional development.**And**Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the functions of the role. 1. **Annual registration**

(i) On appointment, practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (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).1. **Health**

Candidates 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.1. **Character**

Candidates for and any person holding the office must be of good character |
| **Post Specific Requirements** | Demonstrate depth and breadth of post registration nursing experience in Paediatric nursing as relevant to the role. |
| **Other requirements specific to the post** | * The post holder must be pragmatic, willing and available to assist nursing staff outside of the Paediatric Department to support nursing colleagues to care for paediatric patients across the GUH site as the need arises ie-ED/ICU/Surgical day ward/General wards and any areas within the hospital that requires paediatric nursing clinical expertise.
* The post holder will be a support for all nursing staff who are caring for a paediatric patient.
* The post holder must be flexibility as regards working hours so demands of post are met.
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| **Skills, competencies and/or knowledge** | **Professional Knowledge*****The Clinical Skills Facilitator (Paediatrics) will:*** * Demonstrate the ability to lead on clinical practice and service quality.
* Demonstrate promotion of evidence-based decision making.
* Demonstrate practitioner competence and professionalism.
* Demonstrate behaviours to practice nursing in line with the Values for Nurses and Midwives in Ireland.
* Demonstrate the ability to plan and organise effectively.
* Demonstrate the ability to build, lead and manage a team.
* Demonstrate strong interpersonal skills including the ability to build and maintain relationships.
* Demonstrate strong communication and influencing skills.
* Demonstrate initiative and innovation in the delivery of service.
* Demonstrate resilience and composure.
* Demonstrate openness to change.
* Demonstrate integrity and ethical stance.
* Demonstrate a commitment to Continuing Professional Development.
* Demonstrate the ability to relate nursing research to nursing practice.
* Demonstrate knowledge of quality assurance practices and their application to nursing procedures.
* Demonstrate an awareness of HR policies and procedures including disciplinary procedures, e.g. managing attendance, etc.
* Demonstrate an awareness of relevant legislation and policy e.g. legislation relevant to the service area, health and safety, infection control, etc.
* Demonstrate an awareness of current and emerging nursing strategies and policies in relation to the clinical / designated area.
* Demonstrate an awareness of the Health Service Transformation Programme.
* Demonstrate a willingness to develop IT skills relevant to the role.
* Practice in accordance with relevant legislation and with regard to The Scope of Nursing & Midwifery Practice Framework (Nursing and Midwifery Board of Ireland, 2015) and the Code of Professional Conduct and Ethics for Registered Nurses and Registered Midwives (Nursing and Midwifery Board of Ireland, 2014).
* Maintain a high standard of professional behaviour and be professionally accountable for actions/omissions. Take measures to develop and maintain the competences required for professional practice
* Adhere to the Nursing & Midwifery values of Care, Compassion and Commitment.
* Adhere to national, regional and local HSE PPPGs, legislation and regulation.
* Adhere to lines of authority within the nurse/midwife management structure.

***The Clinical Skills Facilitator (Paediatrics) will demonstrate:**** An in-depth knowledge of the role of Clinical Skills Facilitator (paediatrics)
* A broad knowledge of the developments in Childrens Healthcare and an awareness of current and emerging paediatric nursing strategies and policies.
* Theoretical and clinical knowledge appropriate to the complexities of the post.
* Effective interpersonal and communication skills especially with regard to facilitation skills and counselling skills.
* Effective communication skills including the ability to present information in a clear and concise manner; ability to facilitate and manage groups through the learning process; the ability to give constructive feedback to support learning.
* A good knowledge of the Health Service with particular reference to professional development issues, nurse education and practice development.
* The ability to relate nursing research to nursing practice and promotion of evidence-based decision making.
* Demonstrate knowledge of quality assurance practices and their application to nursing procedures.
* Demonstrate the ability to lead on clinical practice and service quality.
* Practitioner competence and professionalism.
* Evidence of teaching in the clinical area.
* Have a working knowledge of audit and research processes.
* Evidence of computer skills including use of Microsoft Word, Excel, E-mail, PowerPoint.

**Organisation and Management Skills** * Evidence of effective organisational skills including awareness of appropriate resource management.
* Ability to attain designated targets, manage deadlines and multiple tasks.
* Ability to be self-directed, work on own initiative.
* A willingness to be flexible in response to changing local/ organisational requirements.

**Building & Maintaining Relationships including Team and Leadership skills** * Leadership, change management and team management skills including the ability to work with MDT colleagues.
* Strong interpersonal skills including the ability to build and maintain relationships.
* Strong communication and influencing skills.
* Effective interpersonal and communication skills especially with regard to facilitation skills and counselling skills.
* Effective communication skills including the ability to present information in a clear and concise manner; ability to facilitate and manage groups through the learning process; the ability to give constructive feedback to support learning.

**Commitment to providing a quality service:** * Awareness and respect for the patient’s views in relation to their care.
* Evidence of providing quality improvement programmes.
* Evidence of conducting audit.
* Demonstrate knowledge of quality assurance practices and their application to nursing procedures.
* Demonstrate initiative and innovation in the delivery of service.
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| **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 progressing 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 to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to 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. |

**Clinical Skills Facilitator – Paediatrics**

**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. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **37.5 hours** per week. Your normal weekly working hours are **37.5 hours**. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. |
| **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.Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and 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-2), 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-3).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/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-2)
2. [↑](#footnote-ref-3)