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**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | Clinical Nurse Manager II - Bainisteoir Altraí Cliniciúla 2, Headache Service, Neurology, Galway University Hospitals Grade Code: 2119  |
| **Campaign Reference** | G8848 |
| **Closing Date** | 10:00am on Monday the 22nd of September 2025 – **complete the application form via Rezoomo. CV’s submitted will not be accepted or progressed.**  |
| **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. |
| **Remuneration** | The salary scale for the post is: *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. |
| **Taking up Appointment** | To be agreed at job offer stage |
| **Organisational Area** | HSE West & North West Region |
| **Location of Post** | There is currently one permanent & whole time Clinical Nurse Manager II post available in the Neurology Department, Galway University Hospitals. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filledThe 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. Sharon Fahy, Assistant Director of Nursing, Galway University Hospitals Tel: 0863431226 / Email: sharon.fahy2@hse.ie  |
| **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)](https://saolta.ie/hospital/letterkenny-university-hospital)
* [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital)
* [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital)
* [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital)
* [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Lady’s Hospital Manorhamilton (OLHM)
* Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) 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** | The Post Holder will be professionally accountable to the Director of Nursing / Designated Assistant Director of Nursing and will work closely with Consultant Neurologists in Galway University Hospitals.  Reporting accountability :* Director Of Nursing
* Assistant Director of Nursing
* Clinical Reporting accountability to Neurology Consultants in GUH’s.
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| **Purpose of the Post**  | The post holder will have a responsibility * To develop or expand services in Neurology Headache , Galway University Hospitals
* To provide expertise and specialist nursing services to patients with Neurological conditions (headache) and to their families both in the in–patient and out-patient setting.
* To ensure that neurological patients receive timely and appropriate care through assessment, planning, implementation and evaluation of care delivery.
* To support patients and their families/carers in achieving compliance with treatment plan, self-management and optimising their wellbeing and independence.
* To develop and deliver evidence based education programmes in conjunction with members of the MDT to patients, their families/carers and the wider general public.
* To involve service users where possible in the management of their care and the development of the Neurology Service.
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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

The post holder’s practice is based on the five core concepts of Clinical Nurse Manager II role as defined by the NCNM 4th edition (2008) in order to fulfil the role. The concepts are: • Clinical Focus • Patient/Client Advocate • Education and Training • Audit and Research • Consultant  **Clinical Focus***The Clinical Nurse Manager II, Headache Service, Neurology, Galway University Hospitals will:** Manage patient care to ensure the highest professional standards using an evidence based, care planning approach whilst providing a high level of professional and clinical leadership
* Be responsible for the co-ordination, assessment, planning, delivery and review of service user care by all staff in designated area(s).
* Provide safe, comprehensive nursing care to service users within the guidelines laid out by the Nursing and Midwifery Board of Ireland
* To contribute to a quality patient centred service for patients, their families/carers. The primary focus of this role is to care for patient***s*** with neurological conditions.
* Assess, plan, implement and evaluate patient care within agreed interdisciplinary protocols with the aim of achieving patient centred outcomes.
* Carry out regular assessment of neurology patients, monitoring for disease progression and taking appropriate action where necessary.
* Manage a patient caseload and agree treatment plans in consultation with the consultant neurologist and multidisciplinary team; Work towards empowering patients and foster a culture of compliance with treatment and self-management where appropriate.
* Establish and disseminate evidence based education programmes for patients, family members and multidisciplinary team members and other key stakeholders in relation to all aspects of their specific condition and management.
* Work with the multidisciplinary team in primary and secondary care to meet the needs of patients and their families. Institute and evaluate treatment plans for individual patients.
* Provide a high level of professional and clinical leadership and demonstrate innovative practice in the provision of care, in line with the Scope of Practice document (An Bord Altranais, 2000) and service needs.
* Identify and implement health promotion priorities in accordance with local and national strategies to ensure optimum patient care involving patients and families/carers and the multidisciplinary team.
* Maintain accurate records in accordance with best practice guidelines and legislation both locally and nationally.
* Participate in the development and implementation of strategies for communication between patients/carers and members of the multidisciplinary team in primary and secondary care.
* Work closely with other members of the Nursing Neurology team and assist with each other’s case loads during leave.

**Patient/Client Advocate***The* Clinical Nurse Manager II, Headache Service, Neurology, Galway University Hospitals *will:** Communicate, negotiate and represent the patient’s opinions and concerns with other members of the multidisciplinary team and other key agencies.
* Ensure key stakeholders are consulted and their views are represented in planned service development. Actively encourage patients, their families/carers to participate in decisions about their health needs thus increasing the level of their autonomy.
* Implement changes in the care provided to patients both inpatient and outpatient in response to identified needs and which are evidenced based.
* Develop network systems in the community with the patient’s permission.
* Encourage and promote patient responsibility for well being using written information resources and appropriate literature.
* Act as an expert nursing resource in all aspects of this specific area of practice to patients, families/carers, and members of the multidisciplinary team
* Liaise with other nurse specialists, physicians, and allied health professionals within the hospital, community and in other teaching and academic departments in all aspects of service delivery and service development.
* Assist in the development of standards, protocols and guidelines in relation to management of neurological conditions, including referral protocols, in association with the multidisciplinary team.
* Establish links with relevant statutory and non-governmental organisations, at both national and international level.
* Adhere to all nursing and administrative policies and procedures and training as required by the Health Service Executive.

**Education and Training***The Clinical Nurse Manager II, Headache Service, Neurology, Galway University Hospitals will:** Provide mentorship, preceptorship, teaching and facilitation for the nursing profession at pre and post registration level and act as a clinical resource to the multidisciplinary team.
* Represent the service at clinical education forums for all members of the multidisciplinary team as required.
* Attend in-service and national training sessions and conferences where appropriate ensuring own continual professional development. Be aware of advances and trends within the clinical speciality and the nursing profession as a whole.
* Provide evidence based education programme for patients, family/carers and the multidisciplinary team and other relevant stakeholders.
* Demonstrate an ability to identify potential barriers to patient, family and carers learning such as language, cognition, emotional issues, depression, pain, fatigue, depression and culture.

**Audit and Research***The Clinical Nurse Manager II, Headache Service, Neurology, Galway University Hospitals will:** Promote evidence-based practice and clinical audit to improve standards of patient care by:
* Developing and agreeing documentation for the audit of care with a multidisciplinary team focus.
* Collecting and analysing patient information and documentation, working in collaboration with the neurology team and the service.
* Using agreed indicators to facilitate outcomes measurement.
* Disseminate findings to the multidisciplinary team and initiate changes in practice as necessary.
* Promote evidence-based practice that improves quality of life for the patient and enhances service delivery.
* Participate in the development and management of a database for neurology patients. Contribute to all aspects of service planning and service development in this specific area.
* Evaluate audit results and research findings to identify areas for quality improvement in collaboration with nursing management and MDT colleagues (Primary and Secondary Care).

**Consultant***The Clinical Nurse Manager II, Headache Service, Neurology, Galway University Hospitals will:** Provide leadership in clinical practice and act as a resource and role model for neurology services
* Generate and contribute to the development of clinical standards and guidelines and support implementation
* Use specialist knowledge to support and enhance general nursing practice.
* Liaise with other health service providers in the development and on-going delivery of the National Neurology Programme model of care.
* Network with other Clinical Nurse Managers II, Neurology care and in related professional associations.

**Management***The Clinical Nurse Manager II, Headache Service, Neurology, Galway University Hospitals will:** Exercise authority in the running of the assigned area(s) and provide the necessary supervision, co-ordination and deployment of nursing and support staff to ensure the optimum delivery of care in the designated area(s).
* Manage communication at departmental level and facilitate team building, provide staff leadership and motivation which is conducive to good working relations and work performance.
* Promote a culture that values diversity and respect in the workplace.
* Formulate, implement and evaluate service plans and annual report. Be responsible for budgets in co-operation with the wider healthcare team.
* Ensure 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 user and service administration.

**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.
* 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 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 that they comply with the Region’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 be aware of and 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.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **1. Statutory Registration, Professional Qualifications, Experience, etc.** (a) 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 speciality 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** (b) Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the functions of the role.**2. Annual Registration** (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). **3. 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.**4. Character** Candidates for and any person holding the office must be of good character. |
| **Post specific Requirements** | * Demonstrate a depth and breadth of post registration nursing experience in the area of neurology, as relevant to the role Of Neurology Headache CNS
* Access to appropriate transport to fulfil the requirements of the role as post will involve frequent travel.
* A flexible approach to working hours is required in order to ensure deadlines are met.
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| **Skills, competencies and/or knowledge** | **Professional Knowledge*****Candidates must demonstrate:**** Practitioner competence and professional credibility – demonstrates clinical knowledge to effectively carry out the duties and responsibilities of the role
* Demonstrates a special interest in the area of neurology.
* The ability to lead on clinical practice and service quality
* Promotion of evidence-based decision making; evidence-based clinical knowledge in making decisions regarding patient / client care
* The ability to plan and manage resource effectively
* Effective analytical, problem solving and decision making skills
* Effective communication and influencing skills
* Initiative and innovation in the delivery of service
* Resilience and composure
* Openness to change
* Integrity and an ethical stance
* A commitment to continuing professional development
* The ability to relate nursing research to nursing practice
* Knowledge of quality assurance practices and their application to nursing procedures
* Awareness of relevant legislation and policy e.g. legislation relevant to the service area, health and safety, infection control etc.
* Awareness of current and emerging nursing strategies and policies in relation to the clinical / designated area
* Awareness of the Health Service Transformation Programme
* IT skills relevant to the role

**Communication and Interpersonal Skills*** Effective communication skills.
* Ability to present information in a clear and concise manner.
* Ability to manage groups through the learning process.
* Ability to provide constructive feedback to encourage future learning.
* Effective presentation skills.

**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.
* Ability to build and maintain relationships particularly in the context of MDT working.
* Strong interpersonal skills including the ability to build and maintain relationships

**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.
* Evidence of motivation by ongoing professional development.

**Analysing and Decision Making** * Effective analytical, problem solving and decision making skills.
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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 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. |

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is pensionable, permanent and whole time. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filledAppointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard working week applying to the post is 37.5 hours 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 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 recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants recruited since 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)