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**Ceannaire Gairmithe Sláinte agus Cúraim Shóisialta** / **HSCP Lead**

**National Clinical Programme for Palliative Care
Clinical Design & Innovation**

**Office of the Chief Clinical Officer**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Ceannaire Gairmithe Sláinte agus Cúraim Shóisialta /** **HSCP Lead** National Clinical Programme for Palliative Care **Tenure, 2.5 days per week (0.5 WTE) for a 2-year period.****Grade code:** Must be employed at a minimum of a HSCP senior grade. This appointment will be on the basis of grade-to-grade reassignment/secondment and **current remuneration will apply**.  |
| **Terms and Conditions** | The successful candidate will retain all current terms and conditions (including remuneration and annual leave) on reassignment/secondment into the role.The standard working week associated with this post is 2.5 days per week (0.5 WTE), Monday to Friday. (Specific working days to be agreed on appointment).  |
| **Closing Date** | **Monday, 6th October 2025 at 12 noon** |
| **Proposed Interview date(s)** | Skills-match interviews will take place after the shortlisting process is completed. Please note: this may be at short notice.  |
| **Taking up Appointment** | The successful candidate will be expected to take up post as soon as possible after the completion of the selection process but **no later than** two months after the post has been offered. |
| **Organisational Area** | Clinical Design and Innovation, Office of the Chief Clinical Officer |
| **Location of Post** | *Tá Dearadh agus Nuálaíocht Chliniciúil, Oifig an Phríomhoifigigh Chliniciúil lonnaithe in Ospidéal an Dr. Steevens, Baile Átha Cliath 8, i bhFoirgneamh Brunel, An Ceantar Theas, Baile Átha Cliath 8 agus in Ospidéal Stewarts, Baile Phámar, Baile Átha Cliath 20.* ***Táthar ag súil go mbeidh an post seo lonnaithe i BhFoirgneamh Brunel.***Clinical Design and Innovation, Office of the Chief Clinical Officer (OoCCO) is located in Dr. Steevens’ Hospital Dublin 8, the Brunel Building, Heuston South Quarter, Dublin 8 and Stewarts Hospital, Palmerstown Dublin 20. **It is expected that this post will be based in the Brunel Building**.Flexibility to travel is required for programme-related site visits and programme work stream committee meetings. **Please note that no panel will be formed as a result of this recruitment campaign.  This campaign will be used to fill the listed post/s only and no additional jobs will be offered to candidates successful at interview.  Once the post/s are filled the candidate pool will be disbanded.** |
| **Informal Enquiries** | For Informal Enquiries, please refer to:**Name:** Martina O Reilly**Title:** Programme Manager, National Clinical Programme for Palliative Care. **Email:** martina.oreilly1@hse.ie **Tel:** 087 4311767OR**Name:** Rachel Cassidy **Title:** HR Officer, Clinical Design and Innovation**Email:** rachel.cassidy1@hse.ie  |
| **Details of Service** | **Clinical Design and Innovation | Office of the Chief Clinical Officer**The Office of the Chief Clinical Officer (CCO) was established as part of an overall investment by the HSE to strengthen governance and accountability for the planning and delivery of high-quality services with the aim of driving transformational change across our healthcare system through clinical leadership, design of new models of care, promotion of a culture of safety and quality improvements; through patient and service user involvement.The Clinical Design and Innovation (CDI) function, reporting to the National Clinical Director of Integrated Care, within of the Office of the CCO provides Clinical Innovation, Design Leadership and Direction to strategic decisions across the wider organisation.For further information click on the following link provided:<https://www.hse.ie/eng/about/who/cspd/>The National Clinical Advisor Group Lead (NCAGL) Older Persons provides clinical leadership and guidance across three core pillars of clinical excellence, strategic development, and operational delivery. The NCAGL Older Persons advises both HSE strategy and HSE operations and manages the NCP’s. The NCAGL Older Persons role is to ensure the clinical activity within and across their group programmes is aligned with HSE strategic priorities. |
| **Details of the Programme** | **National Clinical Programme for Palliative Care****Programme Background**:The programme was established in 2010 as a joint initiative of the HSE Clinical Design and Innovation and the Royal College of Physicians.**Programme Aims:** The programme aims to ensure that each person with a life-limiting condition and their family can easily access a level of palliative care service that is appropriate to their needs regardless of diagnosis or care setting.**Programme Objectives**:Objective 1: To support the implementation of the National Adult Palliative Care Policy,Objective 2: Improved planning for palliative care services to ensure optimal resource utilisation,Objective 3: Strengthened specialist palliative care services to improve continuity, access and quality of care, Objective 4: Strengthened general palliative care services in order to strengthen continuity, access and quality of care,Objective 5: Improved partnerships in care to improve continuity and quality of care,Objective 6: To support the implementation of the Palliative Care programme regionally and within professional groups and bodies. |
| **Reporting** **Relationships** | * Operational reporting to the Clinical Lead for National Clinical Programme for Palliative Care.
* Professionally linking with the National Health and Social Care Professions (HSCP) Office and National HSCP Lead or designee.
* Liaise with General Manager, Clinical Design & Innovation relating to the management and operation of the reassignment / secondment.
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| **Key Working Relationships** | The HSCP Lead will work with and be supported by:* Clinical Lead, National Clinical Programme for Palliative Care
* Programme Manager, National Clinical Programme for Palliative Care
* National HSCP Lead or Designee and National HSCP Office
* Office of NCAGL Older Persons
* Clinical Design and Innovation
* Primary Care Strategy and Planning
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| **Purpose of the Post**  | The National Clinical Programmes play an important role in policy development and implementation.  They will play an increasingly important and effective role in improving population health through consideration of health and wellbeing organisation objectives. They have a significant role in quality improvement and designing cross-service solutions and integrated care pathways to support safe, equitable access to care in the appropriate setting. The HSCP Lead for the National Clinical Programme for Palliative Care (NCPPC) is a senior clinical and management role to support the development and implementation of work of the Palliative Care Programme. The HSCP Lead for the NCPPC will work with the programme’s management team, the programme’s working group and strategic partners in a development and clinical leadership capacity to support the aims and objectives of the NCPPC.The HSCP Lead will provide leadership in service development and implementation of the NCPPC Model of Care and associated guidelines. They will support excellence and build capacity in HSCPs to enhance patient care, service delivery and achievement of the NCPPC objectives. The HSCP Lead participates at a national level on NCPPC work streams and jointly with/across Programme work streams of the National Clinical Programmes to support and facilitate the delivery of the Palliative Care work streams. The post holder will actively participate in the Programme team with the Clinical Lead and Programme manager(s) in the effective, development, oversight and monitoring of the implementation of the Model of Care.The current vacancy will be filled based on a secondment/reassignment. It will be for a 2 year fixed duration time period. |
| **Principal Duties and Responsibilities**  | The HSCP Lead will also provide clinical advice and support to the programme team in the development and implementation of:* Workforce planning and scope of HSCP practice and professional developments
* Continuing professional development
* Strategic, service and operational planning frameworks
* Performance management frameworks to incorporate relevant service-related performance indicators.
* A relative demand, resource and productivity analysis framework to inform resource allocation decisions.

The HSCP Lead will:* Act as a HSCP advisor to the Clinical Programme for Palliative Care working group(s).
* Attend and contribute to programme meetings and workshops.
* Engage with all relevant stakeholders to review a model of care for Palliative Care in an agreed timeframe
* Co-ordinate all HSCP elements in the model of care
* Deliver educational support for the Palliative Care post-graduate modules
* Develop workforce plans for Palliative Care HSCPs
* Promote awareness and improve uptake of evidence base practice in Palliative Care
* Initiate HSCP-led research and audit to allow continuous monitoring and improvement of Palliative Care services in Ireland
* Work with the other National Clinical Programme HSCP leads to ensure the HSCP interface between the NCPPC and other programmes is managed effectively
* Develop, in consultation with peers, relevant briefing materials as required; and
* Ensure dissemination of information to HSCP colleagues and seek views of HSCP colleagues, bringing a collective view to the working group meetings and work streams of the Programme.
* Champion the Programme and assist with implementation plans. Harness support from the broader HSCP community for programme work through communication and consultation regarding the design and development of the National Clinical Programme.
* Plan and deliver the required programme outputs to realise the assigned strategic priorities.
* Identify and design service improvements that are patient-centred, population-based, multi-disciplinary, and demonstrate integration across all service domains.
* Ensure the patient’s voice is included in their work, including co-design and actively championing service improvement using quality improvement methodologies to inform the work of the Programme

Contributing to Additional Programme Work-streamsThere may be a number of other on-going work-streams being undertaken by the National Clinical Programme that the HSCP Lead will also be required to contribute to while working with the Programmes. The HSCP lead will be expected to develop relationships and create links with the wider HSCP involved in the NCPPC, including formation of an advisory group.Additionally, the HSCP Lead, on behalf of the National Health and Social Care Professions Office, the National Clinical Programme & Clinical Design & Innovation, will represent the clinical programme and advocate for this cohort of patients nationally and be a point of contact between NCP/ the Health Services Division, and the operational services.The HSCP Lead, will contribute to the clinical advisory work stream of the National HSCP Office as a member of the HSCP Clinical advisory leadership group and may be required to represent the office in appropriate strategic service design and innovation settings.**General** * Undertake strategic review and management of appropriate projects as defined by the Clinical Lead. This will include project planning and service planning.
* Identify and propose operational processes, informed by best practice, in order to optimise use of resources and to ensure compliance with statutory requirements and to improve the experience and outcome of our service users.
* Promote best practice that is evidence based with the ultimate outcome of improving patient care.
* Provide HSCP expertise and source appropriate high quality profession specific advice for the programme team.
* Seek support from key stakeholders in the HSCP community for proposed service developments.
* Create and promote healthy working relationships. This includes the maintenance of a cross professional, collaborative approach to team working.
* Ensure Health Service Executive policies and protocols are implemented and adhered to.
* Adopt a professional leadership role within the programme governance structures influencing both clinical and non-clinical processes that impact upon the experience and/or outcome for our service users.
* Identify and advise on key performance indicators and metrics in the provision of HSCP services.
* Drive and promote a performance management culture.

**Management and Leadership** * Ensure visibility of the HSCP Lead throughout regular ‘site visits’ and other means of communication.
* Manage own workload within the context of overall programme objectives reporting regularly to the Clinical Lead
* Provide advice for all members of the team and supportive supervision to other HSCP assigned to programme work streams.
* Provide innovative and effective leadership, support and advice to Health & Social Care Professionals at all levels.
* Participate in the development of the overall programme operational plan and in the monitoring and review of activity against the plans.
* Support the development of a culture of continuous quality improvement.
* Develop a shared sense of commitment and participation among staff in the management of change, the development of the HSCP led services and in responding to the changing health needs of service users / patients and their families.
* Communicate with relevant strategic and service managers as appropriate in a timely manner.
* Advise the Programme Team on professional issues, clinical, quality and standard issues, education, professional development and any such matters that are likely to impact on HSCP professional practice
* Provide guidance to HSCP and other staff in the implementation of relevant policies, procedures and guidelines
* Participate in the development of the annual report and annual plan and in the monitoring and review of activity against the plans.
* Participate and engage in projects and service developments by representing senior HSCP on committees and groups as requested.
* Report issues which interfere with clinical standards of care, to the Clinical Lead.
* Promote and support the delivery of quality improvement plans
* Represent the programme on site visits and accreditation visits (where relevant to the programme).
* Work collaboratively with HSCP and Nursing leads on other clinical programmes

**Clinical / Professional Responsibilities*** Act as a resource in providing specialist knowledge, consultancy and expertise in collaboration with management, nursing and all healthcare personnel.
* Ensure that the requirements of the Standards of Professional Practice for the profession as determined by CORU or equivalent are met and upheld at all times.
* Participate in the identification of HSCP led quality initiatives promoting clinical/ non clinical practice improvements in support of programme objectives and work streams.
* Participate in audits of HSCP practice and procedures.
* Assist in identifying specific areas in which improvements can be made and work to continuously improve standards of care delivered.
* Relay HSCP feedback to the programme team and other key stakeholders for discussion
* Escalate to the National HSCP Lead or designee any aspects of a professional practice nature which give cause for concern.
* Communicate to HSCP Leads, HSCP Office and HSCP interest groups and to other programme leads proposed developments as they arise, in particular those which have potential impacts on HSCP service delivery, professional practice, and for interdisciplinary working.
* Participate in development of quality initiatives including standard setting, investigation of complaints and untoward incidents as deemed appropriate by the Clinical Lead and professional supervisor.

**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 their post, and 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**  | **This Campaign is confined to those that are currently employed in the HSE or bodies which provide services on behalf of the HSE under section 38 of the Health Act.** **Eligible candidates must have on the closing date of application:** 1. **Professional Qualifications, Experience, etc**

Eligible applicants will be those, who on the closing date for the competition:1. Are employed at a minimum of a HSCP senior grade.
2. Have a minimum of 5 years post qualification full-time clinical experience or an aggregate of 5 years’ full time clinical experience,
3. Have a minimum of 3 years’ experience or an aggregate of 3 years’ experience of providing specialist palliative care.
4. Have experience of collaborative working on projects groups at local, regional or national level
5. Provide evidence of contributing to healthcare quality improvement
6. Provide evidence of leadership representative roles, within and beyond professional boundaries
7. Demonstrate evidence of continuing professional development relevant to the required area of specialism,
8. Demonstrate the ability to practise safely and effectively fulfilling his/her professional responsibility within his/her scope of practice.
9. 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.

Applicants should be registered with CORU where appropriate or have statutory registration or professional registration / accreditation and on appointment, practitioners must maintain their annual registration.1. **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. 1. **Character**

Each candidate for and any person holding the office must be of good character. |
| **Skills, Competencies and /or Knowledge** | **Professional Knowledge & Experience** *Demonstrate:* * Substantial clinical skills and expertise in specialist palliative care
* A proven track record of excellence, development and innovation in their career and achievement in their profession
* Advanced knowledge base in relation to the Health and Social Care Professions and current challenges and opportunities
* Advanced working knowledge of specialist palliative care services and relevant health services
* A comprehensive understanding of health service reform and HSE service improvement
* An excellent understanding of change management approaches and processes.

**Leadership & Managing Change***Demonstrate:** Leadership skills and the capacity to inspire teams to the confident delivery of excellent services
* The capacity for management responsibility and demonstration of initiative
* Excellent skills in influencing, negotiating and relationship-building to effectively lead groups to successful outcomes.
* Initiative in proactively identifying inefficiencies and implementing solutions
* The capacity to lead others to implement quality improvement initiatives through collaborative and team working
* Flexibility and adaptability
* Strategic awareness and thinking
* Experience of providing significant senior clinician input to operational decision making
* A commitment to quality and promotion of high standards in improving patient outcomes, by consistently putting service users and clinicians at the heart of decision making and involving patients and the public in their work.

**Working with and through others –Influencing to achieve***Demonstrate:** A track record of collaborative and inter professional working
* Excellent skills in relationship building networks and relationships and influencing others
* An ability to influence and negotiate effectively to achieve objectives.

**Communication & Interpersonal Skills***Demonstrate*:* Effective communication and interpersonal skills.
* An ability to influence and negotiate effectively in furthering the objectives of the

 role.* An ability to build excellent collaborative networks and a track record of building and maintaining key internal and external relationships in furtherance of organisational goals.
* Highly developed communication skills which include an ability to convey clinical priorities and complex messages to colleagues, various stakeholders and interest group.

**Managing & Delivering Results***Demonstrate:** Excellent organisational and time management skills to meet objectives within agreed timeframes and achieve quality results
* Excellent project planning and organisational skills including an awareness of resource management and the importance of value for money
* The ability to improve efficiency within the working environment and the ability to evolve and adapt to a rapidly changing environment
* The ability to work to tight deadlines and operate effectively with multiple competing priorities
* The capacity to operate successfully in a challenging operational environment while adhering to quality standards
* An ability to take personal responsibility to initiate actions/activities and drive objectives through to a conclusion
* Demonstrate knowledge of financial/budget management.
* Adequately identifies, manages and reports on risk within area of responsibility

**Evaluating Information and Decision Making***Demonstrate:** The ability to analyse, interpret data and complete data extraction from multiple data sources
* The ability to evaluate complex information from a variety of sources and make effective decisions
* Effective problem solving
* Significant experience in effective operational problem solving utilising an inclusive approach which fosters learning and self-reliance amongst teams.

**Other*** High personal energy and positive approach, requiring minimal direction, the ability to deal with workload challenges and meet deadlines.
* General competency in terms of business analysis, evaluation, project management and report writing and understanding of the importance of same within an evidence based continuous improvement approach.
* Data literacy - can use excel, understands average length of stay, day case rates and other key pathway metrics.
* Good understanding of the operational delivery of scheduled and un-scheduled care services and the National Clinical Programmes.
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| **Other requirements specific to the post** | Flexibility in relation to working hours is also required to meet any urgent needs that may arise.Access to transport will be required as post will involve travel. |
| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | Applications should be made by CV, together with a brief statement clearly indicating your relevant experience by email to HR.CDI@hse.ie “**HSCP Lead, National Clinical Programme in Palliative Care”** in the subject matter.A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application. 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 recruitment process. **This position is being filled based on a reassignment/secondment; therefore, if the successful candidate selected through this process cannot obtain the support for their release from their position with their substantive employer, then unfortunately the candidate must be deemed ineligible.** |
| **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 description may be reviewed.In particular, CDI, Office of the Chief Clinical Officer, reserves the right to reassign the successful post holder to other programmes and related projects, based on the on-going operational needs of the Function.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. |

