

**Nurse Lead**

**National Clinical Programme Palliative Care [NCPPC]**

**Clinical Design and Innovation, Office of the Chief Clinical Officer**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Nurse Lead,****National Clinical Programme for Palliative Care (NCPPC)** **Tenure: 5 days a week (1 WTE) for a 2 year period****Applications invited from those currently employed on a permanent basis in the HSE or bodies which provide services on behalf of the HSE under section 38 of the Health Act.** **This Secondment/Reassignment will be on a grade to grade basis only and current remuneration will apply.****Please note that candidates must be currently working as an ADON / ANP and on one of the grade codes listed in order to be eligible to apply for this post.*****Director of Nursing Assistant Band 1*** *(Grade Code: 2910)****Advanced Nurse Practitioner*** *(Grade Codes 2267 / 2268 / 2269 / 2270 / 2271)* |
| **Terms & 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 1 WTE. Appropriate arrangements for backfill will be made with the employer (if required). The reassignment/secondment arrangement may be extended with the agreement of Clinical Design and Innovation, the candidate’s employer and the successful candidate. |
| **Closing Date** | **Friday, 2nd May 2025 at 12 noon** |
| **How to Apply** | Applications should be made by **CV together with a brief statement** clearly indicating your relevant experience by email to hr.cdi@hse.iePlease include “**Nurse Lead, NCPPC**” in the subject heading, **ensuring you provide your registration number** as listed on the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland. |
| **Proposed / Skills Match 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** | A start date will be indicated at job offer stage but immediate start is required  |
| **Organisational Area** | Clinical Design and Innovation, Office of the Chief Clinical Officer |
| **Location of Post** | The Clinical Design and Innovation offices are located in the Brunel Building, Dublin 8 Location of post is open to negotiation with the successful candidate.Flexibility and commitment to travel is required for programme-related site visits and programme work-stream committee meetings.  |
| **Informal Enquiries** | For Informal Enquiries, please refer to Martina O’Reilly, Programme Manager, National Clinical Programme for Palliative Care. Email: martina.oreilly1@hse.ie Tel: 087 4311767 |
| **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 culture of safety and quality improvement; through patient and service user involvement. The Clinical Design and Innovation (CDI) function, reporting to the National Clinical Director of Integrated Care, within 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/abut/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 Programme** | **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. |
| **Key Working Relationships** | The Nurse Lead will work with and be supported by:* Clinical Lead, National Clinical Programme for Palliative Care,
* Programme Manager, National Clinical Programme for Palliative Care
* Office of NCAGL Older Persons,
* Clinical Design and Innovation,
* Primary Care Strategy and Planning,
* The Nursing and Midwifery Services Director, ONMSD or Designee.

The Nurse Lead for the NCPPC will also work with and provide support to:* Clinical Lead, Programme Manager, and the Health and Social Care Professional (HSCP) Leads
* National Lead for Palliative Care, the HSE Palliative Care Office and the wider Access & Integration team,
* Statutory and Voluntary Adult Palliative Care Sector representatives,
* Statutory and Voluntary Children’s Palliative Care Sector representatives,
* Acute and Community Operations (Primary Care), Integrated Operations representatives,
* Local, area or regional executive management teams; and in particular, Clinical Directors, Directors & Group of Nursing /Midwifery, Area Directors Mental Health, DPHN’s across hospital groups and CHO areas,
* National Directors / teams of the relevant Division in the HSE, including REO/RHA/IHAs.
* Nursing and Midwifery Planning and Development Units, Centres of Nurse Education, the Nursing and Midwifery Leadership and Innovation Centre, ONMSD Leads e.g., Nurse Medicinal Product Prescribing, Digital Health, Public Health Nursing, Older Persons, and Higher Education Authorities,
* Nurses on other clinical programmes,
* Department of Health (DoH) and Chief Nursing Officers Office
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| **Reporting Relationship** | * Day to Day operational reporting to the Clinical Lead and Programme Manager for the National Clinical Programme Palliative Care (NCPPC),
* Professionally linking with the Nursing and Midwifery Services Directors designee (ONMSD) via the ONMSD CDI Clinical Programme Liaison DON and/or as otherwise advised.
* Reporting to the General Manager, Clinical Design & Innovation relating to the management and operation of the reassignment / secondment.
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| **Scope and Purpose of the Post**  | The Nursing Lead for the National Clinical Programme for Palliative Care (NCPPC) is a senior clinical and management nursing role to support the development and implementation of work of the Palliative Care Programme. The Nursing 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.Key Deliverables:* A guideline outlining the clinical governance and operational arrangements for all Palliative Care Support Beds (PCSBs) in the Republic of Ireland is published.
* Adapt existing frameworks to establish Palliative Care specific safe nursing staff and Skill mix framework -
* Advanced nurse practitioner (ANP) roles are developed and integrated with the work of all other programmes so that patients can access the right care at the right time at the right place within a two-year time frame.
* Standards for the provision of the out of hour’s telephone advice and associated training programmes are developed and disseminated.
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| **Principal Duties and Responsibilities** | The Nurse Lead will provide clinical nursing and nurse management expertise, leadership, advice and support to the programme team in the development and implementation of: * Workforce planning and scope of nursing 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.
* Act as a nursing advisor to the Clinical Programme for Palliative Care working group(s),
* Attend and contribute to programme meetings and workshops,
* Develop, in consultation with peers, relevant briefing materials as required,
* Ensure dissemination of information to nursing/midwifery colleagues and seek views of nursing/midwifery colleagues, bringing a collective view to the working group meetings and workstreams of the Programme,
* Champion the Programme and assist with implementation plans,
* Harness support from the broader nursing and midwifery community for programme work through communication and consultation regarding the design and development of the National Clinical Programme.

The Nurse Lead will:* Engage with all relevant stakeholders to review a model of care for Palliative Care in an agreed timeframe
* Co-ordinate all nursing elements in the model of care
* Deliver educational support for the Palliative Care post-graduate modules,
* Promote awareness and improve uptake of evidence based practice in Palliative Care
* Initiate nurse-led research and audit to allow continuous monitoring and improvement of Palliative Care services in Ireland
* Work with the other National Clinical Programme nurse leads to ensure the nursing interface between the NCPPC and other programmes is managed effectively

The Nurse Lead will be responsible for:* Leading, supporting and facilitating the achievement of the aims and objectives of the NCPPC with particular reference to the nursing professional domain and related work under the Direction of the NCPPC Clinical Lead and Programme Manager,
* Leading, participating in and/or contribute to the work streams as directed by the National Clinical Lead and the Programme Manager,
* Working across a range of projects from development to delivery to achieve the required service improvements utilising best practice tools and methodologies,
* Managing and monitoring projects and programmes assigned ensure that they are delivered on time, within budget and to the predefined standard,
* Working on the development and implementation of service improvement plans as assigned, including development of business cases, identification of priorities and investment proposals for service redesign,
* Participation in and leading project and programme working groups,
* Driving the nursing clinical and professional & practice contribution to the ongoing design, implementation and evaluation of the NCPPC,
* Liaison with nursing representatives on other relevant national clinical and integrated programmes where appropriate to ensure the nursing interface between the NCPPC and other programmes is managed effectively and to enable the implementation of the work of Programme,
* Liaise with palliative care implementation sites and provide advice and representation on Nursing & Midwifery, Quality and Patient Safety & Risk issues,
* Foster a liaison with the Quality Improvement Division to ensure a joined up approach to identification of programme solutions, clinical governance and the implementation of the work of the NCPPC in a manner that enhances quality and patient safety,
* Identifying, assessing, managing and monitoring risk within area of responsibility,
* Providing innovative nursing leadership, support and guidance based on current best practice that supports the modernisation of palliative care services and implementation of the strategic goals of the NCPPC,
* Identify key nursing aspects related to the development and implementation of the NCPPC and develop methods and intervention to address these aspects in consultation with the relevant Chief Group/ Directors of Nursing and Office of the Nursing and Midwifery Services Director (ONMSD),
* Providing advice and direction in relation to nursing workforce planning, role delineation & competence assurance, nurse education and training and implementation for the NCPPC,
* Advising the Director of Nursing & Midwifery Service & ONMSD HSE in relation to need for changes in current nursing and midwifery practices workforce levels and structures palliative care practice,
* Liaison with Senior Nurse Managers responsible for monitoring and quality assuring the nursing and midwifery delivery systems related to issues of Palliative Care,
* Representation of nursing issues within the NCPPC and maintain good collaborative relationships with external stakeholders e.g., relevant Government Departments, the ONMSD, HSE/Clinical Strategy and Programmes Division, State Agencies, Regulatory Bodies, Higher Education Institutions and Nursing Unions,
* Ensuring a high standard for all internal and external communications, including meeting required timelines,
* Creating a positive working environment and promotion of healthy working relationships which assist in building strong relationships by working collaboratively and professionally with stakeholders,
* Driving and promoting a Performance Management culture.

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 outcomes for service users,
* Promote best practice that is evidence based with the ultimate outcome of improving patient care,
* 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.

Management and Leadership* Ensure visibility of the nurse lead through 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 nurses assigned to programme work streams,
* Provide innovative and effective leadership, support and advice to Nursing and multidisciplinary teams 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 nursing 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 the profession of nursing and implementation of the Model of Care,
* Provide guidance to Nursing and other staff in the implementation of Nursing 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 midwifery/nurse on committees and groups as requested,
* Report issues which interfere with clinical standards of care, to the clinical lead,
* The Nurse Lead will be part of the Programme Management Team and will therefore be expected to attend meetings with the National Clinical Advisor Group Lead, National Lead Clinical Programmes and Clinical Advisory Groups
* Promote and support the delivery of quality improvement plans,
* Represent the Programme on site visits and accreditation visits (where relevant to the Programme),
* Establish and maintain a programme specific nurse interest group, encouraging and promoting the contribution of front line nurses (S/N, Specialist and ANP) participation in service co-design and feedback,
* Work collaboratively with nursing and Health and Social Care Professional leads on other clinical programmes

Clinical / Professional Responsibilities* Communicate to ONMSD Leads, Directors of Nursing and nurse interest groups and to other Programme leads proposed developments as they arise, in particular those which have potential impacts on nursing service delivery professional practice, and for interdisciplinary working,
* Act as a resource in providing specialist knowledge, consultancy and expertise in collaboration with management, nursing and all healthcare personnel,
* Ensure that the requirements for NMBI for the Practice of Professional Nursing/Midwifery are met and upheld at all times,
* Support the philosophy, objectives and goals of the HSE Nursing Service
* Participate in the identification of nurse lead quality initiatives promoting clinical / non-clinical practice improvements in support of programme objectives and work streams
* Participate in audits of nursing practice and procedures,
* Assist in identifying specific areas in which improvements can be made and work to continuously improve standards of care delivered,
* Relay nursing feedback to the programme team and other key stakeholders for discussion,
* Escalate to nursing directors any aspects of a professional practice nature which give cause for concern at a local level,
* 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.

Human Resources* Advise on prevailing nursing policy and regulation,
* Advise on the need for staff development programmes and work collaboratively with the ONMSD, NMPDUs and other key stakeholders in designing and commissioning of such programmes,
* Advise as requested on appropriate nursing skills mix and staffing to ensure appropriate skilled and experienced staff are available to meet a defined clinical case load and demand,
* Advise Senior Nurse/Midwife Managers when staff numbers and skill mix require reviewing to cope with fluctuating workload and case complexity,
* In association with Programme, senior nurse managers and service managers identify opportunities for service evaluation,
* Work in a collaborative and co-ordinated manner with Consultants, Department Heads and other disciplines providing direct and indirect services to patients.

Education and Training* Work with the Group Chief Directors of Nursing and Midwifery / Regional Health Authority Chief Directors of Nursing and midwifery / Directors of Public Health nursing/ Area Directors Mental Health/Directors of Nursing Acute hospitals, and their nominees and with nurse interest groups, ONMSD, NMPDs and other Key Stakeholders in assessing nursing educational and clinical skills development needs, and in the design of solutions and training programmes for nursing staff and other staff grades,
* Be aware of current developments in nursing and health services delivery,
* Keep the Director of the ONMSD, and Clinical Programme Leads aware of the developmental needs of the nursing service,
* Liaise and co-operate with appropriate Higher Education Institutions and Centres of Nursing & Midwifery Education when necessary and in collaboration with the ONMSD,
* Engage in performance review processes including personal development planning e.g., by setting own objectives and providing and receiving feedback,
* Maintain own Continuous Professional Development in order to maintain professional competence and regulatory requirements, through attendance at approved seminars, training/education programmes, clinical practice and reading current literature and recent nursing research,
* Participate in in-service training, and orientation programmes,
* Participate in nurse training programmes and any other programmes pertaining to future development in the clinical Programme(s),
* Lecture at conferences, seminars and other educational activities on the Clinical Programme, locally, regionally, nationally and internationally.

Governance and Quality Assurance* The post holder will take a nursing leadership input role in Palliative Care Programme Governance working in partnership with the Clinical Lead, Programme Manager and other professions,
* Ensure that effective governance procedures are maintained and participate / advise on changes according to defined needs,
* Contribute to the development of key process and outcome standards for the nursing service,
* Identify nursing specific work streams, objectives, and desired outcomes in line with programme annual work plans and programme annual operational plans and business cases,
* Lead in the development of key nursing clinical and service resource documents, ensuring communication of their availability, promoting implementation and updates in a timely fashion,
* Take a lead role in the continuous development of appropriate key performance indicators and quality care metrics specific to the nursing area of service and programme objectives in association with Directors of Nursing / Directors of Public Health Nursing and in the monitoring of same,
* Ensure adherence to established policies and procedures e.g., health and safety, infection control, Data Privacy and GDPR, Travel etc.
* Ensure compliance with the quality and risk safety framework programme.
* Participate in accreditation programmes external and internal to the HSE when requested,
* Advise the Programme Manager on milestone achievement and risks associated with achievement of annual work plans,
* Maintain a feedback mechanism and report to the clinical lead and programme manager where appropriate,
* Support the introduction of any recommendations for key reports

Information Technology* Be an advocate for effective and efficient use of developments in information technology for patient care, administration and quality improvement in a manner that integrates well with systems throughout the organisation,
* Ensure advice of relevant stakeholders is sought as part of procurement process e.g., design and implementation of clinical management systems, electronic patient records, referral mechanisms and e-Health platforms,
* Be an active participant in the development of nursing data sets to support digital health, patient reported quality and outcomes of care reports, care delivery, audit and nursing research.

Health & Safety* Ensure that effective safety procedures are in place to comply not only with the Health, Safety and Welfare at Work Act and within the spirit of the HSE,
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards,
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service,
* As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA & to assist TUSLA, if requested, in assessing a concern which has been the subject of a mandated report.
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| **Eligibility Criteria****Qualifications and/ or experience** | **This campaign is confined to those that are currently employed on a permanent basis in the HSE or bodies which provide services on behalf of the HSE under section 38 of the Health Act.** **Candidates must be currently working as an ADON / ANP and on one of the grade codes listed in order to be eligible to apply for this post.****Director of Nursing Assistant Band 1** (Grade Code: 2910)**Advanced Nurse Practitioner** (Grade Codes 2267 / 2268 / 2269 / 2270 / 2271)1. **Professional Qualifications, Experience, etc.**
2. Eligible applicants will be those who on the closing date for the competition:
3. Are registered, or are eligible for registration, in the General Nurse Division, and other divisions as relevant to the specific service, of the Register of Nurses and Midwives, as appropriate, maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).

**And**1. Have 7 years post registration nursing experience and 3 years nursing management experience at a minimum of Clinical Nurse Manager 2 (CNM 2)

**And**1. Have successfully completed a post registration programme of study, as certified by the education provider, which verifies that the applicant has achieved a National Framework of Qualifications (NFQ) major academic Level 8 or higher award maintained by Quality & Qualifications of Ireland (QQI) or can provide written evidence from the Higher Education Institute that they have achieved the number of ECTS credits equivalent to a Level 8 or higher standard in a health care or management related area

**And**1. Candidates must possess the requisite clinical, leadership, managerial and administrative knowledge and ability for the proper discharge of the duties of the office.

***Or***a)i) Are registered in the Advanced Nurse Practitioner division of the Nursing and Midwifery Board of Ireland Register maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).**Or**(ii) Be eligible to register in the Advanced Nurse Practitioner division of the Nursing and Midwifery Board of Ireland Register maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann) by meeting the criteria for registration as an Advanced Nurse Practitioner as specified www.nmbi.ie**And**(iii) Have a broad base of clinical experience relevant to the advanced field of practice**And**(iv) Demonstrates the competences relevant to the specialist area of advanced practice**And**(b) Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, professional and administrative capacity to properly discharge the functions of the role.1. **Annual Registration**
2. Practitioners must maintain live annual registration in the General Nurse Division, and other divisions as relevant to the specific service, of the Register of Nurses and Midwives, as appropriate, maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).

**And**1. Practitioners must confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC)
2. **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 70.1. **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 nursing management experience as relevant to the role.
* Demonstrate depth and breadth of clinical nursing experience as relevant to the speciality.
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| **Other requirements specific to the post** | * Access to transport to fulfil the requirements of the role.
* A flexible approach to working hours.
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| **Skills, competencies and/or knowledge** | ***Candidates must:*****Professional/ Clinical Knowledge** * Demonstrate knowledge of the Programme Models of Care, progress in implementation and necessary work streams.
* Demonstrate knowledge of the operation of the wider health system and health policy
* Demonstrate a high degree of commitment, professionalism and dedication to the philosophy of quality health care provision.
* Demonstrate knowledge and experience relevant to the area of Nursing Administration.
* Demonstrate knowledge and experience relevant to Palliative Care
* Demonstrate evidence of policy development and the development of clinical and non-clinical PPPGs
* Demonstrate ability to translate policy into action.
* Demonstrate knowledge and experience of quality audit/assurance systems
* Demonstrate experience in developing, implementing and evaluating quality improvement initiatives.
* Demonstrate knowledge and experience in audit, report writing and business case development.

**Planning & Organising Resources*** Demonstrate ability to proactively plan, organise and deliver services in an efficient, effective and resourceful manner, within a model of patient centred care and value for money.
* Demonstrate ability to manage projects, deadlines and, effectively handle multiple tasks.

**Building and Maintaining Relationships including Leadership, Staff Management and Team Skills*** Demonstrate empowering leadership skills and ability to influence others.
* Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment.
* Demonstrate the ability to communicate a change vision and engage stakeholders in a sustainable change process.
* Demonstrate ability to manage, motivate and develop staff to maximize performance at work.
* Demonstrate the ability to foster a learning culture amongst staff and colleagues to drive continuous improvement in services to patients.
* Demonstrate ability to work effectively and collaboratively with and across multi-disciplinary teams.

**Evaluating Information and Judging Situations (Problem Solving and Decision-Making)*** Demonstrate the ability to interpret data and evaluate information.
* Demonstrate the ability to identify problems, action and sustain solutions.

**Commitment to Providing a Quality Service*** Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality patient-centred care.
* Demonstrate understanding of, and commitment to the centrality of the service user/ patient in service design and evaluation.
* Demonstrate an ability to monitor and evaluate service performance and levels of care.

**Communication and Interpersonal Skills*** Demonstrate effective communications and interpersonal skills including: the ability to present information in a clear and concise manner: the ability to engage collaboratively with all stakeholders; the ability to give constructive feedback.
* Demonstrate competency in general use of information technology-computers, office functions, internet for research purposes, email, preparation of presentation materials, etc.
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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. 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. **This position is being filled based on a secondment / reassignment basis; therefore, if the successful candidate cannot obtain the support for their release from their position with their substantive employer, then unfortunately the candidate must be deemed ineligible.** |
| **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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates.”Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| **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 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.****The reform programme outlined for the Health Services may impact on these roles, 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.** |