

**General Manager, Care Pathways and Specialist Development**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | General Manager, Care Pathways and Specialist Development  *(Grade Code: 0041)* |
| **Campaign Reference** | NRS14845 |
| **Closing Date** | **Tuesday, 15th July 2025 at 3:00PM** |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There is currently one permanent and whole time vacancy available in the National Ambulance Service (NAS) Block 4, Central Business Park. Clonminch Tullamore. Co. Offaly. R35 FH59.  The Director of Paramedicine is open to engagement as regards the expected level of on-site attendance at the above base, in the context of the requirements of this role and the HSE’s Blended Working Policy.  The post holder will be required as part of this role to attend meetings throughout the HSE.  A panel may be formed as a result of this campaign for **General Manager, Care Pathways and Specialist Development, National Ambulance Service** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Dr. Shane Knox, Director of Paramedicine, NAS  **Email:** [shane.knox@hse.ie](mailto:shane.knox@hse.ie)  **Phone:** 087 604 3229 |
| **Details of Service** | The National Ambulance Service (NAS) is the statutory Pre-Hospital emergency and intermediate care provider for the State.  The NAS mission is to serve the needs of patients and the public as part of an integrated health system, through the provision of high quality, safe and patient centred services. This care begins immediately at the time that the emergency call is received, continues through to the safe treatment, transportation and handover of the patient to the clinical team at the receiving hospital or emergency department.  Serving a population of over 5 million people, the NAS responds to over 400,000 ambulance calls each year, employs over 2500 staff across 118 locations and has a fleet of in excess of 620 vehicles. In conjunction with its partners the NAS transports approximately 25,000 patients via an Intermediate Care Service, co-ordinates and dispatches more than 800 Aero Medical / Air Ambulance calls, completes 600 paediatric and neonatal transfers and supports Community First Responder Schemes.  In 2025, the National Ambulance Service will continue implementation of a strategic plan, NAS Strategy 2025-2034, which is focused on ensuring the delivery of patient centred care. It brings together recommendations from a wide series of reviews into a single plan.  A critical element of this is the implementation of shifting models of care that will see the service utilise other alternative services for our patients other than the emergency department. |
| **Reporting Relationship** | The post holder will report to the Director of Paramedicine or other nominated manager. |
| **Key Working Relationships** | The key working relationships associated with this role are:   * NAS Senior Managers * NAS Managers * NAS Staff * National Services and Schemes * HSE Health Regions * Health and Social Care Professionals Office * Office of the Nursing and Midwifery Services Director   Nursing and Midwifery Board of Ireland (NMBI)  Irish College of General Practitioners (ICGP)   * CORU * Primary Care Providers (including GP Out of Hours (GPOOH) Cooperatives * Office of the Chief Clinical Officer * HSE Communications (including Press and Media) * Department of Health * Dublin Fire Brigade * Defence Forces * Health Information and Quality Authority * Pre-Hospital Emergency Care Council * Higher Education Institutes * Aeromedical Providers * External Service Providers * Trade Unions |
| **Purpose of the Post** | The General Manager, Care Pathways and Specialist Development will be a core member of the Paramedicine Directorate Team and work to influence, shape and contribute to clinical transformation within NAS and support transformation across the HSE Health Regions. This will entail developing specialist practice development leads for registered PHECC practitioners.  The post holder will also oversee the creation and development of Practice Development Lead roles, which responds to the NAS and wider health service identified needs and provides a comprehensive framework of senior practicing pre-hospital clinicians  Working closely with the Clinical Directorate and other members of the Paramedicine Directorate Team, lead on behalf of the Director of Paramedicine on working with the wider health system to proactively identify opportunities for service transformation, clinical innovation and alternative models of care.  The post holder with work with the General Manager (GM) Clinical Strategy & Evaluation to review the evidence base for current alternative care pathways and future care models, ensuring that Irish models are evidence-based and in keeping with international best practice.  The post holder will work closely with the Office of the Chief Clinical Director, the Department of Health (DoH) and the Pre Hospital Emergency Care Council (PHECC) to progress the professionalisation agenda of NAS and progress the future development of a Specialist grade of Paramedic focussed on meeting current and future health service needs.  The position is required to support the achievement of the strategic aims of the NAS Strategy, HSE priorities and directions. The scope of this role encompasses implementing extensive healthcare reform as part of a wider health system reform programme and specifically as referenced in the NAS Strategy to 2034. |
| **Principal Duties and Responsibilities** | **Strategic Leadership**   * Leading and overseeing the implementation of multiple Practice Development Leads * Overseeing and co-ordinating the Specialist Paramedic programmes * Overseeing the integration of specific alternative pathways programmes included in the NAS strategy. * Being a role model for other managers and exemplifying the HSE values and vision * Being an effective and influential clinical leader * Supporting managers and staff to achieve their full potential * Supporting the development of strategies to improve clinical and operational performance aligned with the NAS Strategy. * Leading engagements with key regulators, e.g. PHECC, CORU and NMBI * Providing high level timely, accurate and informative advice. * Reconciling priority needs against available resources and opportunities by ensuring the delivery of services within allocated resources. * Identifying innovative approaches to the provision of services and the achievement of health outcomes and reviewing alternatives strategies. * Deputising where required. * Providing leadership and direction in stressful and challenging circumstances * Engaging in difficult and challenging conversations with a range of stakeholders * Act as spokesperson for the organisation as required   **NAS Alternative Care Pathway Strategy - Managing and Delivering Results**   * Support the Chair of the NAS Alternative Care Pathway Steering Group in driving forward the development of alternative models of care and bringing them through to commissioning and handover to the Operations Directorate * Oversee the commissioning of the NAS Alternative Care Pathways to include the development/expansion of key metrics to measure the impact of each of the existing and new NAS alternative care roles/pathways being progressed. * Lead on the current and emerging new NAS Alternative Clinical Pathways. * Work with Community Services, Hospital teams, Integrated Care Programme for Older Persons (ICPOP) teams, GPs and Primary Care teams and wider health service to oversee current Alternative Care pathways and expand successful care models. * Work collaboratively with the GM, Clinical Strategy & Evaluation to develop a NAS Strategy for Alternative Care Pathways. This includes identifying clear objectives and setting out clinical Key Performance Indicators (KPIs) to evaluate current Alternative Care Pathways and evolving/future Alternative Care Pathways. * Work with the Clinical Directorate and NAS Business Analytics teams to develop a suite of clinical Key Performance Indicators to measure the impact of the Alternative Care Pathways. * Assist in the design and implementation of projects to introduce new or revised alternative care models of patient care. * Demonstrate the positive impact of Alternative Care Pathways and lead out on replicating proven/evidence based Pathways and Care models that have enabled patients to be treated most efficiently and effectively e.g. Hear & Treat, signposting to most appropriate clinical service, treatment at home/in the community * Speak publicly to both internal and external stakeholders, promoting Alternative Care Pathways, demonstrating the patient, NAS and wider health system benefits. * Demonstrate pro-active commitment to all communications with internal and external stakeholders   **Specialist and Alternative Practice**   * Work in collaboration with all relevant stakeholders to include the Prehospital Emergency Care Council in relation to the development of specialist paramedic roles to support alternative care pathways. * Work with the Paramedicine Directorate team to ensure evidence based models of care can be translated into educational pathways that support future operating models of service delivery * Work with the NAS Director of Nursing to advance the role of nursing in supporting both Hear, Treat and Refer and See, Treat and Refer pathways of care. * Work with the Health and Social Care Professions (HSCP) Office to promote and develop the role of HSCPs in delivering alternative models of care.   **Stakeholder Relationships**   * Integrate with all HSE key stakeholders to progress collaborative Alternative Care Pathways and process development to maximise treatment of patients in their homes/communities, where clinically appropriate without conveyance to Acute Hospital Emergency Departments/Hospital admission * Develop strong and collaborative relationships with the Enhanced Community Care Programme, the Integrated Programme for Chronic Disease Management and the Integrated Care Programme for Older People * Collaborate with the NAS Stakeholder Engagement Lead to ensure and promote effective communication both internally and externally. * Establish and maintain good relationships with other service providers, peers in other services, voluntary organisations, the Department of Health, and other agencies as required. * Prepare responses and briefings on behalf of the Director of Paramedicine as required. * Ensure the timely provision of responses to HSE and Department of Health status updates/queries, media enquiries and Parliamentary Questions/Political representations. * Liaise with the media to convey key messages regarding the current and evolving Alternative Care Pathways and their positive impact on patients and the wider health service. * Participate in national and international research partnerships with the potential to improve the care of NAS patients treated by the Alternative Care Pathway staff. * Work as a team member within the Paramedicine Directorate by contributing to maintaining and enhancing effective working relationships and effective team functioning. * Prepare, present, and inform decision papers or business cases for the Director of Paramedicine.   **Planning and Performance Reporting**   * Contribute to the annual service planning and estimates process pertaining to the expansion and development of approved alternative care pathway models. * Provide management information, reports and evaluation of alternative care pathway services, including clinical Key Performance Indicators on a weekly and quarterly basis, or as required. * In cooperation with the GM Clinical Strategy & Evaluation, prepare and deliver clinical strategy plans; taking responsibility for identification of priorities in line with the operational plan to support all areas and functions within NAS.   **Financial Management**   * Oversee budget allocation for current alternative care pathway development, ensuring compliance and commissioning within budget. * Provide financial estimates for new and emerging alternative care pathways to the Director of Paramedicine to support service planning of approved models. * Achieve financial outcomes in accordance with the National Service Plan requirements including a balanced budget outcome regarding any budget held * Exercise administrative and financial delegations where appropriate, implementing decisions as required, ensuring compliance at all times with the HSE National Financial Regulations * Participate with other senior managers in the risk management of NAS, which includes input into the NAS Risk Register and Annual Assurance Framework process.   **People Development and Support**  The General Manager, Care Pathways and Specialist Development will work with NAS HR to promote and implement a safe, productive and healthy work environment within NAS, focused on providing:   * A workplace free of harassment and discrimination * Professional and personal development for all staff * Engage in Work Positive initiatives to improve culture and team working * Mechanisms for consultation and the development of positive relationships with employee representative groups * Adherence to the provisions of legislative requirements including (but not limited to) relevant Health and Safety legislation.   **Other**   * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * 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 as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * Drive NAS vehicle as and when required in line with relevant policies and procedures.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**   1. **Statutory Registration, Professional Qualifications, Experience, etc.** 2. Eligible applicants will be those who on the closing date for the competition have the following: 3. Current registration as a PHECC Practitioner (Paramedic level or above).   **AND**   1. A qualification at minimum Level 8 on the National Framework of Qualifications maintained by Quality and Qualifications Ireland (QQI) in a field related to clinical practice (e.g. Paramedic/Paramedicine, Quality Improvement, Education)   **AND**   1. Have at least two years managerial experience at Grade VII or above within the health service or professional regulatory environment.   **AND**   1. A minimum of five years’ experience in a clinical practice management role, practice development role, education or quality improvement role.   **AND**   1. A track record of planning and delivering significant change in a large complex multi stakeholder environment, as relevant to this role.   **AND**   1. Have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office. 2. **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. |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role as the post will involve travel to attend meetings and conferences around the country including possible overnight stays. * Flexibility in relation to working hours to fulfil the requirements of the role. * This is a senior leadership role but not in the Operations Directorate and hence, this is not a uniform role in NAS |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  Demonstrates:   * Experience of consultation and negotiation with staff representative organisations during change management programmes in large healthcare projects. * Experience of financial and budget management. * Experience of project management to include risk management and experience of project delivery within the designated timeframe and within budget. * Experience in professional writing including the generation of documents such as strategy documents and business cases.   Experience engaging with Health Care Regulators   * Knowledge and application of evidence-based decision making. * Knowledge and understanding of Data Protection Regulations. * Knowledge of the principles of governance, assurance and risk, as relevant to this role. * Knowledge of 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. * Excellent writing skills including the ability to produce reports to publication standard. * Excellent IT skills including Microsoft Office Suite, Social Media and Digital Media experience.   **Leadership and Delivery of Change**  Demonstrates:   * A track record as an effective leader with a can do attitude who has led, organised and motivated staff in times of rapid change in a challenging environment * A capacity to balance change with continuity – continuously strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence, even under increasing complex and demanding conditions. * Leadership and team management skills including the ability to work with multi-disciplinary team members * The capacity to lead, organise and motivate teams to the confident delivery of excellent services and service outcomes. * An aptitude for strategic thinking, coupled with leadership skills and the ability to motivate and lead specialist professionals. * An ability to influence and negotiate effectively in furthering the objectives of the role. * Evidence of strategic management skills including service planning, managing own work and that of others, delegating appropriately within the resources available * Adequately identifies, manages and reports on risk within area of responsibility * A capacity to operate successfully in a challenging environment * The ability to be a positive driver for change   **Managing and Delivering Results – (Operational Excellence)**  Demonstrates:   * A proven ability to prioritise, organise and schedule a wide variety of tasks and to manage competing demands and tight deadlines while consistently maintaining high standards and positive working relationships. * Strong focus on achieving high standards of excellence and measurement of performance. * Strong evidence of excellent planning and implementation of programmes of work * Evidence of effective planning and organising skills including awareness of resource management and importance of value for money. * A capacity to negotiate and then ensure delivery and achieve objectives within a designated timeframe. * The ability to take personal responsibility to initiate activities and drive objectives through to a conclusion. * The ability to manage deadlines and effectively handle multiple tasks.   **Working With and Through Others (Influencing to Achieve)**  Demonstrates:   * The ability to work independently as well as work with a wider multidisciplinary team in a complex and changing environment * The ability to set team targets and to use influencing and negotiating skills to achieve high standards of service * The ability to listen to contrary views and consider all insights and contributions in the management of service delivery * Effective communication skills including: the ability to present information in a clear and concise manner; the ability to facilitate and manage groups; the ability to give constructive feedback * The ability to work collaboratively, constructively and in an inclusive manner with all key stakeholders   **Critical Analysis, Problem Solving and Decision Making**  Demonstrates:   * The ability to rapidly assimilate and analyse complex information; considering the impact of decisions before taking action; and anticipating challenges * The ability to consider the range of options available, involve other parties at the appropriate time and level to make balanced and timely decisions * Effective problem-solving capacity in complex work environments   **Communication & Interpersonal Skills**  Demonstrates:   * Excellent interpersonal and communications skills to facilitate work with a wide range of individuals and groups * The ability to present information clearly, concisely and confidently in speaking and in writing * A track record of building and maintaining key internal and external relationships in achieving organisational goals * An ability to influence and negotiate effectively in furthering the objectives of the role   **Personal Commitment and Motivation**   * Is personally committed and motivated for the complex role of General Manager, Care Pathways and Specialist Development. * The ability to take a patient / service user centred approach to the provision of health services * Be capable of coping with competing demands without a diminution in performance. * The ability to treat patients / service users, relatives and colleagues with dignity and respect * A willingness to learn from experience and to identify opportunities to further grow and develop |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.  Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**General Manager, Care Pathways and Specialist Development**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is (as at 01/03/2025)  €84,898, €87,042, €90,438, €93,859, €97,253, €100,656, €105,604  The salary for this role reflects the requirements set out in the eligibility criteria and is all inclusive. Hence no other allowances, including qualification allowance, or payments are payable.  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are 35 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.  You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |
| **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://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)