 (Supplementary)

**Psychologist, Principal Specialist**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | Psychologist, Principal Specialist  (Grade Code: 3727) |
| **Campaign Reference** | NRS15008 |
| **Closing Date** | Friday, 15th September 2025 at 12:00pm |
| **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** | Children’s Disability Network Teams, Community Services CDLMS (Sligo & South Donegal, Leitrim & West Cavan)  There is currently one permanent whole-time vacancy available in CDNT in Leitrim West Cavan Carrick-on-Shannon and will cover the geographical areas of Sligo & South Donegal and Leitrim & west Cavan.  A panel may be formed as a result of this campaign for Psychologist, Principal Specialist for Children’s Disability Network Teams, Community Services CDLMS (Sligo & South Donegal, Leitrim & West Cavan) from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Mark Hogan, Principal Clinical Psychologist  **Email:** [MarkF.Hogan@hse.ie](mailto:MarkF.Hogan@hse.ie)  Safi Ahamed, Children Disability Network Manager (Operational Manager)  **Mobile**: 087 7877809  **Email:** [safi.ahamed@hse.ie](mailto:safi.ahamed@hse.ie) |
| **Details of Service** | This post forms part of the overall resourcing of services within CS CDLMS. CS CDLMS is responsible for the provision of the following services:  • Mental Health  • Disabilities Service  • Older Persons  • Primary Care  • Health & Well Being  • Quality Safety & Service Improvement  The Sláintecare Report (2017) and Sláintecare Implementation Strategy (2018) signal a new direction for the delivery of health and social care services in Ireland with the potential to create a far more sustainable, equitable, cost effective system and one that delivers better value for patients and service users. At its core, the strategy focuses on establishing programmes of work to move to a community led model, providing local populations with access to a comprehensive range of non-acute services at every stage of their lives. This will enable our healthcare system to provide care closer to home for patients and service users, to be more responsive to needs and deliver better outcomes, with a strong focus on prevention and population health improvement.  The CS CDLMS Children’s Disability Network Teams provides specialised support and services for children who have a disability and complex health needs associated with their disability. The Children’s Disability Network Teams also comply with the Disability Act 2005.  The post holder will work within an inter-disciplinary model. The team includes all key professions and which may also include clinical specialists in Occupational Therapy and Speech and Language Therapy.  The post holder will ensure clinical governance of children’s disability network teams provided through CS CDLMS Children’s Disability Network Teams of Sligo South Donegal and Leitrim West Cavan and deliver clinical assessments for children within these teams.  The post holder will provide clinical oversight and expertise to Sligo South Donegal CDNT and to Leitrim West Cavan CDNT. The Children Disability Network Teams provide support and input to children and young people from age 0 to 18 who have complex disability needs. Input and support will be through an interdisciplinary approach, underpinned by Family Centred Practice and Individual Family Support Plan.  The Team includes Psychologists, Occupational Therapists, Speech and Language Therapists, Physiotherapists, Social Workers, Administrators, Clinical Nurse Specialists, Dietician, social care workers. The staff report to the Children’s Disability Network Manager.  It is an exciting time to join the Children’s Disability Network Teams as we move forward with the reconfiguration of existing services, in line with the National Policy of Progressive Disability Services. Within this planned change, many new opportunities will be presented to support the progression and development of the service.  This post will be based with CDNT in Leitrim West Cavan Carrick-on-Shannon and will cover the geographical areas of Sligo & South Donegal and Leitrim & west Cavan.  Opportunities will be available to link with colleagues from other teams and departments to support the development of services. |
| **Reporting Relationship** | There will be a matrix management structure with line management and clinical supervision through the Head of Discipline.  The CDNT is managed through the Children’s Disability Network Team Management Structure.  The Head of Disability Services will delegate coordination of those employed at Clinical Specialist grades to a member of the Children’s Disability Network Management Team in accordance with service priorities. |
| **Key Working Relationships** | The post-holder will link directly with the Psychology Manager/Director of Psychology in relation to clinical and professional matters.  The post holder will work with the members of the Children’s Disability Network Management Team including the Head of Service, the General Manager and the Children’s Disability Network Managers. |
| **Purpose of the Post** | The post holder will be responsible for the effective and efficient delivery of an evidence based, person focused quality Psychology Service in the Children’s Disability Network Teams in Sligo South Donegal and Leitrim West Cavan. The post holder will carry a clinical case-load of children with complex disabilities aged 0-18 years and will also provide Specialist Supervision for assigned Psychologists working in the Children’s Disability Network Teams Sligo South Donegal and Leitrim West Cavan. The post holder will support the development of specialist services for the children with complex needs attending the Children’s Disability Network Teams Sligo South Donegal and Leitrim West Cavan, ensuring optimum use of available resources and delivery of effective and timely interventions. The post holder will promote and demonstrate best practice in particular within the area of multi-disciplinary diagnostic disability assessments.  The post-holder will additionally carry out relevant duties as requested by the Children’s Disability Network Manager (CDNM) Leitrim West Cavan. In addition and in line with best clinical practice and governance, the Principal Psychologist Specialist may be required to support the Psychology Manager with leadership roles and duties for the Psychology Discipline. Such duties will be determined in agreement with the Children’s Disability Network Manager Leitrim West Cavan. |
| **Principal Duties and Responsibilities** | **Professional/ Clinical**   * The Psychologist Principal Specialist will be responsible for the effective and efficient delivery of an evidence based, person focused quality Psychology Service in Children’s Disability Network Teams Sligo South Donegal and Leitrim West Cavan. * The post holder will act as an advanced clinical resource to the CDNTs, providing assurance compliance with Assessment of Need and ensuring optimum use of clinical resources in delivery of safe and effective waitlist initiatives. * Provide psychology services within the CDNTs, including assessment, consultation and the provision of psychological interventions to children and families. * Have a lead role in guiding diagnostic inter-disciplinary assessments, advising on procurement of assessments from private providers and guiding on development of local assessment pathways within the CDNTs. * Provide clinical supervision to other psychology staff within the CDNTs (Senior, Staff grade, trainees or assistants (as required) to ensure high standards of clinical practice and governance. * Provide and support the management of clinical supervision provision to assigned CDNT staff. * Assist in effectively managing staff resources in order to optimise the availability and delivery of good quality and equitable Psychology services to service users within the CDNTs. * Actively participate in the development and continuing improvement initiatives of psychology services in conjunction with the CDNT Manager and/or Psychology Manager. * Communicate effectively and work in co-operation with all multi-disciplinary colleagues and others to ensure integrated service provision for service users within the CDNTs. * Foster positive working relationships with psychology and multi-disciplinary colleagues across health care divisions so as to ensure clear care pathways and efficient access to psychological services. * Develop and maintain close liaison with key stakeholders, including service users and service user representative groups. * Demonstrate an appreciation of service user expertise through experience, including the promotion of the role of service user in service development within the CDNTs. * Represent and advocate for the psychological needs of service users within the CDNTs. * Contribute to the development of structures and processes to improve co-ordinated interdisciplinary CDNT Service delivery. * Participate in service meetings and committees. * Work within limits of professional competence in line with principles of best practice, professional conduct and excellent clinical governance. * Support and guide psychology staff in using evidence based practice and tailoring interventions (individual and group) to offer choice to clients and their families. * Ensure the maintenance of appropriate service user records and statistics in accordance with HSE and regulatory requirements and local guidelines, for example, Freedom of Information Act, Data Protection Acts, GDPR and other relevant legislation. * Provide, as required, reports and relevant statistics regarding the service to the appropriate manager, supporting and contributing to the planning and development of services. * Provide service reports / audit data / KPIs as required by the CDNM and/or Psychology Manager. Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways and integrated care plans. * Attend meetings, case conferences, professionals meetings and reviews within the CDNTs and provide information to these meetings as required. * Assist the implementation of clinical audit and quality initiatives and evaluate the outcomes of service provision as agreed with the CDNM. * Ensure anti-discriminatory practice and cultural competence at individual and service levels. * Provide as required, in relation to their designated area of responsibility, the HSE senior management with such information and professional advice and guidance it may require in the preparation, monitoring and evaluation of services. * Encourage and initiate psychological research and, where appropriate, initiate and/or participate in multi-disciplinary research programmes as agreed. * Work in and promote an ethical and professional manner at all times. * Promote a culture that values of integrity, learning, partnership and respect in the workplace. * Participate in the selection process for staff for HSE Psychology Services, and other services as required. * Perform such other duties appropriate to this office as may be assigned by the CDNM.   **Research & Evaluation**   * Utilise evidence-based literature, research and best practice guidelines to support effective practice and good quality equitable services. * Evaluate Psychology service provision and staff resources in order to optimise the availability and clinical impacts of Psychology services for service users within the CDNT. * Undertake project management including audit and service evaluation with colleagues within the service in order to enhance service provision. * Participate in evaluation of clinical activity within the service and provide such information as required for the purpose of service monitoring, evaluation and improvement. * Ensure the Psychology service is compliant with local, regional and national reporting requirements, including KPIs, outcome measures and other metrics as may be requested by HSE management. * Assist in the response to service-user complaints specific to Psychology within HSE guidelines and policies. * Encourage and support service related research and provide research advice as appropriate. * Represent a professional view point in relation to nationally accepted good practice and to ensure a high level of ethical standards and professional conduct. * Lead and contribute to service developments and their evaluation**.**   **Education & Training**   * Receive regular professional supervision in line with best practice. * Ensure that Psychologists in the care group area receive appropriate levels of clinical supervision, as required under professional registration standards. * Provide and deliver training and supervision to professional postgraduates (including Trainee Clinical Psychologists) and to Assistant Psychologists. * Provide supervision to the work of non-psychologists in delivery of psychological interventions, as professionally appropriate and as agreed with the CDNM and Psychology Manager. * Provide psychological training, advice and consultation to staff from health and other agencies in areas relevant to direct clinical work and to psychology service provision. * Provide professional and clinical supervision to Assistant Psychologists, to appropriate professional standards and support other Psychologists in the care group area to comply with these standards. * Attend mandatory training programmes and ensure Psychologists under their line management attend mandatory training programmes as required. * Be informed of advances in professional knowledge and practice. * Be informed of developments in national policies, strategies and legislation and their impact on practice. * Support the continuous professional development of other Psychologists in ensuring compliance with statutory registration requirements. * In collaboration with the Line Manager, attend training events as informed by service requirements. * Support the induction of new staff as delegated by the CDNM**.** * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **Health & Safety**   * Contribute to the development and review of multi-disciplinary and discipline specific policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards. * Participate in Quality and Patient Safety initiatives and committees as delegated by the CDNM and/or Psychology Manager. * Support Psychology staff complies with such standards. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * 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.   **Management**   * EnsurePsychology staff compliance with relevant regulatory frameworks. * In consultation with the CDNM, assign duties and responsibilities to other Psychologists as appropriate to ensure effective and efficient service delivery. * Drive service improvements and ensure service accountability and transparency. * Compile, manage and review Psychology specific Risk Registers and contribute to the active maintenance of multi-disciplinary Risk Registers. * Actively manage identified work place risks as appropriate to the post’s level of responsibility. * Respond in a timely fashion to requests for service based information from a variety of sources, including Senior HSE management. * Contribute to policy development, performance monitoring, business / service planning processes and budgetary control in conjunction with the CDNM and/or Psychology Manager and relevant others. * Engage in recruitment processes specific to Psychology and other HR functions as required. * Remain informed and ensure compliance with organisational developments within the Irish Health Service. * Manage and co-ordinate service delivery within an allocated area of responsibility as delegated by the CDNM. * Act as spokesperson for the Organisation as required * Demonstrate pro-active commitment to all communications with internal and external stakeholders * As a mandated person under the Children First Act 2015, the post-holder 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. * As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a Designated Officer in accordance with Section 2 of the Act. The post-holder will remain a Designated Officer for the duration of their appointment to the current post or for the duration of their appointment to such other post as is included in the categories specified in the Ministerial Direction. The post-holder will receive full information on their responsibilities under the Act on appointment.   **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. **Professional Qualifications, Experience, etc.** 2. Candidates must hold:    1. A recognised University degree or diploma obtained with first or second class honours in which psychology was taken as a major subject and honours obtained in that subject.   **And**   1. A recognised postgraduate professional psychological qualification appropriate to the area of professional psychology in which the position is designated.   **And**   1. Have at least eight years satisfactory post graduate experience in the area of professional psychology in which the position is designated inclusive of any time spent in pursuing a course leading to the postgraduate qualification and including at least three years satisfactory experience in a senior capacity.   **And**   1. Candidates must possess the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office.   **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.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Demonstrate depth and breadth of experience of team working and leadership. * Demonstrate achievement in the development of high quality, integrated, accountable and efficient Child Disability services, as relevant to the role. * Demonstrate significant depth and breadth of experience in the provision of assessment, formulation, intervention, evaluation, reporting and supervision with a broad range of clinical problems in terms of complexity and severity seen within the care group area of Child Disability, as relevant to the role. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role. |
| **Additional eligibility requirements:** | **Citizenship Requirements**  Eligible candidates must be:   1. EEA, Swiss, or British citizens   **OR**   1. Non-European Economic Area citizens with permission to reside and work in the State   Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.  To qualify candidates must be eligible by the closing date of the campaign.  Read more about [Department of Enterprise, Trade & Employment Work Permits](https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/). |
| **Skills, competencies and/or knowledge** | ***Candidates must demonstrate:***   * Sufficient professional knowledge to carry out the duties and responsibilities of the role to a high standard. * Competence in the provision of clinical governance over professional psychology services, to an excellent standard, within multi-disciplinary settings. * An excellent awareness of current professional issues in the relevant care group area and the wider health services. * An excellent understanding of relevant regulatory frameworks and the ensuing responsibilities of the role, as well as a capacity to deliver on these responsibilities. * Excellence in leadership skills; including the strategic development of services and proven success in project management of quality initiatives. * Effective clinical supervision skills and clinical ability including excellent interpersonal communication and professional behaviour, effective conflict resolution skills and commitment to supporting continuing professional development in the interests of the service user. * Excellent communication skills, to the level required to effectively carry out the duties and responsibilities of the role. * Excellent professional knowledge of evidence based practice, to the level required to carry out the duties and responsibilities of the role*.* * An ability to apply professional knowledge to best practice and to the development of cost effective services. * The ability to plan and deliver psychological services in an effective, efficient and resourceful manner. * An ability to manage and develop self and others in a busy working environment. * The ability to effectively evaluate information and make appropriate decisions in the best interests of service users. * Excellent interpersonal skills, including the ability to effectively collaborate with colleagues, families, carers and service users in the interests of delivering the best possible services within available resources. * Effective team building and team enhancement skills. * A characteristic ability to empathise with and treat others with dignity and respect in challenging circumstances. * A high level of commitment to a public service role. * Flexibility and openness to change. * A clear understanding of professional ethics. * A knowledge of research methods. * A willingness to develop IT skills relevant to the role. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job 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. | |

**Psychologist, Principal Specialist**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **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: at (01/08/2025)  €114,961 - €117,713 - €120,475 - €123,212 - €125,278 - **€129,274 - €133,271 LSIs**  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 working week applying to the post is to be confirmed at Job Offer stage.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at 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.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <https://www.sipo.ie/>. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://www2.healthservice.hse.ie/organisation/national-pppgs/writing-your-site-or-service-safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)