HSE National Job Specification

**Locum Consultant General Adult Psychiatrist SI Liaison Perinatal Psychiatry**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Locum Consultant General Adult Psychiatrist SI Liaison Perinatal Psychiatry****West & North West Mental Health Services****Consultant General Adult Psychiatrist (Grade Code 143Y)****Síciatraí Ginearálta Comhairleach do Dhaoine Fásta le suim ar leith i Síciatracht idircaidrimh imbhreithe**  |
| **Remuneration** | The salary scale for the post is: The Department of Health Salary Scale (01/03/2025) for the post is: €231,215, €243,713, €256,906, €263,850, €270,793, €277,736New 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. |
| **Campaign Reference** | WNW011 |
| **Closing Date** | 5pm Tuesday 20th May 2025 |
| **Proposed Interview Date (s)** | Proposed Interviews to be held as soon as possible after closing dateCandidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | Ideally, the successful candidate will take up duty no later than 4 months of being interviewed |
| **Location of Post** | GalwayGallimhA panel may be formed as a result of this campaign from which current and future, temporary and specified purpose vacancies of full or part-time duration may be filled. This is an appointment to the West North West region on a Public Only Consultant Contract 2023. The initial commitment for this post will be to Galway University Hospital. This post may be subject to restructuring in the future to facilitate the reorganisation of acute services in line with new clinical models of acute and community services. It is noted that the post must be congruent with the requirements of, and facilitate implementation of, the HSE’s National Clinical Programmes including commitment to deliver the relevant performance outcomes.  |
| **Informal Enquiries**  | We welcome enquiries about the role. Contact Dr. Morgan Costello,Executive Clinical Director, AAMU, University Hospital Galway, (091) 893681 Email: morgan.costello@hse.ie for further information about the role.Contact Lorraine Gleeson, Medical Workforce Manager, Email: MedicalManpower.CHO2@hse.ie for enquiries relating to the recruitment process. |
| **Details of Service** | * This post will function as part of the regional service working with the existing Consultant Obstetricians the Hospital.
* This postholder will function as a General Adult Psychiatrist with a special interest in Liaison Perinatal Psychiatry who will provide specialist services to a population of 322,602 people currently.
* There is a Clinical Nurse Specialist for the National Clinical Programme in Self-Harm" based currently in Portiuncula Hospital
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| **Reporting Relationship** | **Reporting relationships associated with the post**:Executive Clinical Director, HSE West, Galway Roscommon Mental Health Services. |
| **Key Working Relationships** | Approximately 16 Consultant Psychiatrist colleagues, Medical and Nursing staff in the Maternity department, An NCHD, 2 Clinical Nurse Specialists, 1 Psychologist, 1 Occupational therapist, 1 Social worker, 1 Admin assistant |
| **Purpose of the Post**  | The Galway Roscommon Mental Health Service (GRMHS) (General Adult) provides mental health assessment and treatment to adult patients in the catchment area. There are eight General Adult Consultant led Community Mental Health Teams (CMHTs) operating within the service, in addition to twoPsychiatry of Later Life CMHTs, a Mental Health in Intellectual Disability CMHT, a Mental Health for the Homelessness CMHT, a Rehab and Recovery CMHT and Perinatal CMHT. This includes interdisciplinary assessment of biological, psychosocial and social needs leading to the formulation and implementation of an interdisciplinary care plan designed for each patient.The service works closely with the Consultant-led CMHTs, General Hospital Services and General Practitioners to ensure an integrated seamless service.The service is closely aligned with the University of Galway, providing undergraduate courses in Mental Health, supervised by the Professor of Psychiatry, who leads a clinical team.The service operates in conjunction with the University of Galway Deanery in Psychiatry, and supervises training for doctors appointed to the scheme.A Liaison Perinatal Psychiatry service is provided to Galway University Hospital, which in turn provides a regional service for HSE West, with a supra-regional population in excess of 1 million.The Perinatal team currently serves the Maternity ward in GUH and links with local community mental health teams to provide advice and review as needed to pregnant patients or postpartum pts for a defined period of time. The national model is a hub and spoke model. The hub is Galway and the spokes should extend to Mayo, Portiuncula etc. Due to resource limits the team is not in a position to enact the model in the form of providing a service to the spokes or providing community follow up in certain instances. This additional Consultant resource will help bring the service provided closer in line with the national model of care. The Consultant will enable the safe and timely transition of appropriate patients from the General Hospital setting to the inpatient or outpatient mental health services as required, based on the patient assessment. |
| **Principal Duties and Responsibilities** | * The Consultant will be the Hospital Specialist in the assessment and treatment of perinatal mental health problems in the Maternity hospital setting. The Consultant will lead in provision of Perinatal mental health clinical services, education and research in the general hospital setting.
* To supervise and be responsible for diagnosis, treatment and care provided by non-Consultant Hospital Doctors (NCHDs) treating patients under the Consultant’s care.
* The Consultant will provide clinical leadership to the full MDT and oversee the assessment, management and treatment of patients attending Perinatal services.
* To participate in development of and undertake all duties and functions pertinent to the Consultant’s area of competence, as set out within the Clinical Directorate Service Plan and in line with policies as specified by the Employer.
* To ensure that duties and functions are undertaken in a manner that minimises delays for patients and possible disruption of services.
* To work within the framework of the hospital / agency’s service plan and/or levels of service (volume, types etc.) as determined by the Employer. Service planning for individual clinical services will be progressed through the Clinical Directorate structure or other arrangements as apply.
* To co-operate with the expeditious implementation of the Disciplinary Procedure.
* To formally review the execution of the Clinical Directorate Service Plan with the Clinical Director / Employer periodically. The Clinical Directorate Service Plan shall be reviewed periodically at the request of the Consultant or Clinical Director / Employer. The Consultant may initially seek internal review of the determinations of the Clinical Director regarding the Service Plan.
* To participate in the development and operation of the Clinical Directorate structure and in such management or representative structures as are in place or being developed. The Consultant shall receive training and support to enable him/her to participate fully in such structures.
* To provide, as appropriate, consultation in the Consultant’s area of designated expertise in respect of patients of other Consultants at their request.
* To ensure in consultation with the Clinical Director that appropriate medical cover is available at all times having due regard to the implementation of the European Working Time Directive as it relates to doctors in training.
* To participate as a right and obligation in selection processes for non-Consultant Hospital Doctors and other staff as appropriate. The Employer will provide training as required. The Employer shall ensure that a Consultant representative of the relevant specialty / sub-specialty is involved in the selection process.
* To participate in clinical audit and proactive risk management and facilitate production of all data/information required for same in accordance with regulatory, statutory and corporate policies and procedures.
* To participate in and facilitate production of all data/information required to validate delivery of duties and functions and inform planning and management of service delivery.

**Operational, strategic, developmental, clinical, administrative and other duties that will apply to the post:** * The Galway Roscommon Mental Health Service (GRMHS) provides comprehensive mental health assessment and treatment to patients in the catchment area with a population of 322,602 (Census 2016). This includes interdisciplinary assessment of biological, psychological and social needs leading to the formulation and implementation of an interdisciplinary care plan designed for the individual patient.
* The service is closely aligned with University of Galway, providing undergraduate courses in Mental Health, supervised by the Professor of Psychiatry who leads a clinical Team.
* The service operates in conjunction with the University of Galway Deanery in Psychiatry and supervises training for doctors appointed to the scheme.
* The consultant will provide a specialist perinatal mental health service to adults in the Galway area, and a specialist Liaison Perinatal Psychiatry service to Portiuncula Hospital, in line with A Vision for Change.
* The Consultant will provide clinical leadership to the multidisciplinary team
* The Consultant will provide special responsibility for perinatal Liaison Perinatal Psychiatry sessions to University Hospital Galway/Portiuncula University Hospital.
* Implementation of the national Clinical Care Programmes across GRMHS and the establishment of a performance management culture with the development of Key Performance Indicators (KPIs) are key priorities for the service.
* The strategy is to launch a weekly obstetric clinic with focus on pregnant women requiring perinatal mental health support. This clinic will be staffed with an Obstetrician trained in high-risk pregnancies, a perinatal mental health Psychiatrist and a liaison perinatal CNS/CMS.
* Sessions to be divided as follows:

30% OPD and consults30% Inpatient referrals10% Management duties10% Administration10% Education and teaching – NCHDs, midwives and patients10% Research & Audit and Academic work* The Consultant will participate in research and development, completion of statistics required by the relevant Statutory Bodies such as Mental Health Commission, Health Research Board and as required by the HSE.
* **Clinical Practice**
* To provide special responsibility for perinatal Liaison Perinatal Psychiatry sessions to University Hospital Galway and Portiuncula University Hospital.
* To be responsible for the care and treatment of patients in his/her clinical care.
* To arrange for the discharge from care of all patients in his/her clinical charge.
* To attend patient homes, clinics or sites maintained by the HSE as appropriate and to provide either there at or in the appropriate hospital such diagnostic, treatment or consultation services as may be appropriate.
* To attend, as Consultant General Adult Psychiatrist si Liaison Psychiatrist, as and when required in any hospital or institution managed by the HSE.
* To supervise the clinical work and the record keeping of all non-consultant hospital doctors and multidisciplinary staff attached to his/her department in the hospital.
* To keep comprehensive and current medical records on all patients seen as required by the HSE.
* The Consultant will work in collaboration with other Consultants in Galway and Roscommon providing support and cross cover when required**.**
* To furnish, on request, to a Registered Medical Practitioner authorised by the HSE or the Minister, the clinical details regarding any person who is or has been under his/her care in the hospital or clinic, on production of the written consent of the person (or the written consent of the person’s representative).
* Whenever the Minister is of the opinion, however, that it would not be in the interests of the common good to seek such consent and he certifies accordingly the officer shall furnish the required information to a Registered Medical Practitioner authorised by the Minister.
* Where, however, the officer is of the opinion that the nature of the case is such that he/she should inform the patient of the requirement of the Minister he/she shall be at liberty to do so. It is not intended that this requirement will operate in a manner, which would detract from the patient’s character or reputation.
* To issue or arrange for the issue of, to or in respect of any patient under his/her care in a hospital or referred to him/her at a clinic, and without payment by or on behalf of the patients or by the HSE any certificates which might reasonably be required by such patients with regard to the state of his/her health in connection with his/her normal employment or his/her entitlement to benefit under any scheme of social insurance or assistance.
* To be responsible for the maintenance of appropriate liaison arrangements between his/her department, the hospital and the patient’s normal medical attendants.
* Provide a consultation Liaison Perinatal Psychiatry and Perinatal Mental Health Service to hospitals/services in the geographical area.

**2. Organisational*** To lead and co-ordinate a multi-disciplinary team providing assessment and therapeutic services in the Liaison Perinatal Psychiatry Mental Health Services.
* To work in partnership with other Consultant colleagues at all times.
* Participation in research and development. Completion of statistics required by the relevant Statutory Bodies (e.g. Mental Health Commission, Health Research Board and as required by the HSE).
* To participate in an on-call rota to acute psychiatry in Galway University Hospital.
* To provide, maintain and verify all relevant information required by the HSE and to ensure accuracy of inputs to service planning and the review of service performance.
* To negotiate and agree with the HSE a Schedule of Commitment and Practice Plans that is consistent with the optimum use of available resources and facilities and with the Schedule of Commitments and Practice Plans of colleagues in line with POCC 2023.
* To be involved in recruitment, supervision and training of assigned Non- Consultant Hospital Doctors in conjunction with consultant colleagues throughout the Galway Roscommon Mental Health Service.
* May take on role of A/Clinical Director in rotation with consultant colleagues in Galway Roscommon Mental Health Service.

**3. Risk Management*** To participate in a system of professional practice review to support the maintenance of service quality and standards.
* Participate in activities such as Clinical Practice, Risk Management, and Health & Safety.
* To actively participate in Perinatal Psychiatry peer group in Ireland.

**4. Teaching*** To provide education and training to Non-Consultant Hospital Doctors, General Practitioners, Area Medical Officers, Nursing Staff and Allied Health Professionals and other multidisciplinary staff as appropriate.
* To actively participate and promote continuing education and research activities within the Galway Roscommon Mental Health Service to include both medical and multidisciplinary education and research activities.
* There is a commitment in this post to the teaching of medical students, particularly University of Galway.

**5. Administration*** To work with the Executive Clinical Director to ensure that practice and plans are in line with new Consultant contracts.
* To work collaboratively with HSE managers, administrative staff and supporting structures in all matters pertaining to the general efficiency of the service.
* To participate in structured arrangements for the determination of resource provision and utilisation, service planning and evaluation and performance review within the Liaison Perinatal Mental Health Services for the HSE.
* To keep such records as may be required from time to time by the HSE and to participate in representative and collaborative working arrangements.
* Participate in activities such as Financial, Administration and Human Resources.
* Demonstrate evidence of computer skills including use of Microsoft Word, Excel and Email systems.
* Demonstrate a working knowledge of the hospital IT system.

**6. General*** To reside within such distance as may be required by the HSE.
* To perform such duties appropriate to the office as may be assigned to him/her by the HSE.
* The person appointed to the office is a Designated Officer under the Protections for Persons Reporting Child Abuse Act 1998 to receive reports of child abuse. Such officers will on receipt of a report of child abuse formally notify the relevant Child Care Manager.

**All Mental Health Jobs*** Staff will work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020. Check the [Framework](https://www.hse.ie/eng/services/list/4/mental-health-services/advancingrecoveryireland/national-framework-for-recovery-in-mental-health/) for any updates.

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** | **Professional Qualifications** Registration as a specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland in the specialty of psychiatry and one year certified postgraduate training in Perinatal Psychiatry.**Entry to competition / recruitment process**No candidate will be appointed as a Medical Consultant unless (s)he is registered as a Specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland. **Age**Age restriction shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.**Health**A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.**Character**A candidate for and any person holding the post must be of good character.**Entry to competition and subsequent appointment**For the purposes of eligibility for entry to any competition or recruitment process associated with this post, a candidate must fulfil the eligibility requirements laid down in the information pack for the post.The successful interviewee must be registered as a Specialist in the relevant specialty on the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland before taking up appointment. The candidate will be allowed a max of 180 calendar days from date of interview to secure this registration and produce evidence of special interest training where relevantShould the successful candidate not be registered as a Specialist at that time, the post may be offered to the next suitable candidate (or, in the case of HSE posts, the Public Appointments Service may choose not to recommend that candidate to the employer). Should no suitable candidate exist, a further recruitment process may be initiated. **Section 62 Post** It is noted that this post of Consultant General Adult Psychiatrist si Liaison Perinatal Psychiatry is considered to carry with it duties involving the teaching of clinical medicine and/or the conduct of medical research under the direction of the Galway University Hospital. Therefore this post is considered a Section 62 post under the Health Act 1953 as amended by the Health Act 2004. |
| **Post Specific Requirements** | * Demonstrate evidence of effective planning and organisation skills including awareness of resource management and importance of value for money
* Demonstrate ability to manage deadlines and effectively handle multiple tasks Demonstrate effective communication skills including: the ability to present information in a clear and concise manner; the ability to facilitate and manage groups through the learning process; the ability to give constructive feedback to encourage learning
* Demonstrate awareness and appreciation of the service user
* Demonstrate leadership and team management skills including the ability to work with multi-disciplinary team members
* Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.
* Demonstrate evidence of computer skills including use of Microsoft Word, Excel, and email systems
* Demonstrate a working knowledge of the hospital I.T system
* Access to transport as post will involve frequent travel
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| **Other requirements specific to the post** | In line with the working hours provisions of Section 13 of the Public Only Consultant Contract 2023, to support the employer in the delivery of extended consultant-provided services the consultant’s core weekly working hours will be scheduled to occur between 8:00am and 10:00pm rostered Monday to Fridays and between 8:00am and 6:00 pm on rostered Saturdays. Rostering will be in line with service need and requirement for surge capacity. Scheduling of work will be completed in accordance with a work-plan that will be prepared from time to time by the Employer in respect of the consultant. The work plan is indicative only.  Saturday duties may be allocated at a later date. |
| **Skills, competencies and/or knowledge** | **Working with Others*** Develops networks and works in partnership with patients/service users, carers and colleagues within and across systems to deliver and improve services.
* Builds and maintains relationships, listening, supporting others, gaining trust and showing understanding.
* Encourages contribution creating an environment where others have the opportunity to contribute.
* Works within teams to deliver and improve services.

**Managing Services*** Contributes to the development of business and service plans to achieve service goals.
* Manages resources to ensure the delivery of safe and efficient services.
* Manages people by providing direction, reviewing performance, motivating others and promoting equality and diversity.
* Manages performance, holding themselves and others accountable for service outcomes.

**Setting Direction*** Identify the contexts for change, demonstrating awareness of the political, social, technical, economic, organisational and professional environment.
* Applies knowledge and evidence, gathering information to produce an evidence-based challenge to systems and processes in order to identify opportunities for service improvement.
* Makes sound evidence based decisions consistent with the values and priorities of the organisation and profession.
* Measures and evaluates outcomes taking corrective action where necessary and being accountable for decisions.

**Improving Services*** Ensures patient safety by assessing and managing the risk to patients associated with service developments, balancing economic considerations with the need for patient safety.
* Critically evaluates services to identify where services can be improved, working individually or as part of a team.
* Encourages improvement and innovation, creating a climate of continuous service improvement.
* Facilitates transformation, actively contributing to change processes that lead to improved healthcare.

**Demonstrating Personal Qualities*** Is aware of own values, principles and assumptions and able to learn from experience.
* Organises and manages self while taking account of the needs and priorities of others.
* Learns through participating in continuing professional development and from experience and feedback.
* Acts with integrity, behaving in an open, honest and ethical manner**.**
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| **Campaign Specific Selection Process****Ranking/Shortlisting Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  |
| **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 Public Appointment Service will run this campaign in compliance with the Code of Practice prepared by the Commissioners 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 Codes also specifies the responsibilities placed on candidates, feedback facilities for 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.cpsa.ie](http://www.cpsa.ie)  |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |

**Locum Consultant General Adult Psychiatrist SI Liaison Perinatal Psychiatry**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is Locum 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. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **37** hours per week. Your normal weekly working hours are **37** 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. |
| **Annual Leave** | The annual leave associated with the post is: 30 Working Days per annum and as determined by the Organisation of Working Time Act 1997 |
| **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 Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | All HSE Employees must have a working 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. |
| **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** **(€65,812 as at 01.04.17)****Positions** **remunerated at or above €164,533 at 1 October 2018** | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 65,812as at 01.04.2017) 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 <http://www.sipo.gov.ie/>Positions remunerated at or above €164,533 as at 1st October 2018 are designated positions under the Ethics in Public Office Acts 1995 and 2001. 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.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. Under the Standards in Public Office Act 2001, the post holder must within nine months of the date of appointment provide the following documents to the Standards in Public Office Commission at 18 Lower Lesson Street, Dublin 2:1. A Statutory Declaration, which has been made by the post holder not more than one month before or after the date of the appointment, attesting to compliance with the tax obligations set out in section 25(1) of the Standards in Public Office Act and declaring that nothing in section 25(2) prevents the issue to the post holder of a tax clearance certificate
2. and either
3. a Tax Clearance Certificate issued by the Collector-General not more than 9 months before or after the date of the appointment or
4. an Application Statement issued by the Collector-General not more than 9 months before or after the date of the appointment.

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 <http://www.sipo.gov.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)