



NATIONAL REHABILITATION HOSPITAL

Risk Management Administrator Grade IV (Temporary, Full-Time, Maternity Leave Cover)

Particulars of Office

1. The appointment is temporary, full time and pensionable.
2. **Salary**
Remuneration is in accordance with the salary scale approved by the Department of Health current scale.
3. **Superannuation**
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme will apply to the position and superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the scheme.
4. **Duties**
The Clinical Risk Administrator will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**
The normal hours of work associated with the post are 37 hours per week usually discharged between the hours of 8.00am and 8.00pm on a Monday to Friday basis. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.

6. Retirement

No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the 1st day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

7. Annual leave

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act, 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole-time equivalency.

8. Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

9. Termination of office

The employment may be terminated at any time by two months notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

10. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to revett employees at any future point, as deemed appropriate by Hospital Management.

11. Confidentiality

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

12. Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

13. Policies / Legislation

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

14. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.



NATIONAL REHABILITATION HOSPITAL

Risk Management Administrator Grade IV (Temporary, Full-time)

1. Qualifications

The candidate must, on the latest date for receiving completed application forms for the office, possess:

- Excellent knowledge of Microsoft Office Word, Excel, Access, powerpoint and Outlook.
- Knowledge of medical terminology desirable
- Have excellent knowledge of general office procedures
- The ability to work as part of a team
- Have a high capacity for responsibility and individual initiative
- Have the ability to liaise successfully between groups, as well as excellent interpersonal and communication skills.
- Must be highly motivated and able to prioritise
- Have problem solving skills

2. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well- being in line with the Hospital objectives.

3. Character

Candidates for and any person holding the office must be of good character.



NATIONAL REHABILITATION HOSPITAL

Title: Risk Management Administrator Grade IV

Purpose of the Position: To assist the Clinical Risk Manager and Environmental Health & Safety Officer in the administration of the risk management plan which incorporates incident reporting, risk analysis, accident investigation, implementation of control measures, monitoring and review, audit programme, internal and external inspections, corrective action plans and follow up. To ensure that training co-ordinated by the Risk Management Department is delivered and records are maintained.

Accountable to: Clinical Risk Manager

Liaison / Communication: The proper performance of these duties will require a high degree of communication with patients, staff, and stakeholders throughout the hospital in the course of their normal duties and responsibilities.



NATIONAL REHABILITATION HOSPITAL

Risk Management Administrator Grade IV (Temporary Full-time)

JOB DESCRIPTION

Overview of the Role:

The Risk Management Officer will be responsible for assisting in the administration of the hospital risk management plan which comprises of hazard identification, risk assessment, control measures, monitoring and review. The Risk Management Officer will enter all incidents in the National Incident Management System (NIMS), liaise with Heads of Departments in the follow up and review of incidents and corrective actions. He/she will provide administrative support when required for the investigation of incidents. He/she will provide Heads of Departments/Services/Programme Managers with incident reporting data and trends.

The Risk Management Officer will provide administrative support for Risk Management Committee/Steering Group meetings, and generate reports required for such meetings.

The Risk Management Officer will provide administrative support for Risk Management Department audits and inspections.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- Demonstrate behaviour consistent with the Mission and Values of the hospital, and in compliance with the hospital's Policies and Procedures.
- Act with discretion when dealing with confidential matters.
- Be responsible for the administration of the Risk Management Plan as directed by the Clinical Risk Manager.

Specific Accountability

The appointee will: -

- Report to the Clinical Risk Manager.
- Ensure Clinical Risk Manager & Environmental Health & Safety Officer (EHSO) are informed in a timely manner of issues that require further action
- Record all incidents reports onto the National Incident Management System (NIMS).
- Follow up on request on incidents reported.
- Schedule and inform staff of risk management related training.
- Schedule, participate and provide administrative support for risk management related audits and inspections
- Carry out duties as assigned.

Outline of Duties and Responsibilities

- Enter all incident reported into the National Incident Management System (NIMS).
- Follow up on incidents at request of Clinical Risk Manager or Environmental Health & Safety Officer (EHSO).
- Ensure that the Clinical Risk Manager & Environmental Health & Safety Officer (EHSO) is updated on issues which have arisen and may require further action.
- Generate NIMS reports as requested by Risk Management.
- Generate reports (NIMS, Audit/inspection reports for Committees and Steering Groups such as the Quality, Safety & Risk Committee, Drug and Therapeutic Steering Group, Medical Gases Steering Group, RIMD Steering Group, Water Management Steering Group, Behavioural Consultancy Forum and any other risk management led committee/steering groups.
- Prepare agenda, distribute material and take minutes for committee /steering group meetings as requested by Risk Management e.g. Medical Gases Steering Group, RIMD Steering Group and Water Management Steering Group and

any other risk management led committee/steering groups. Follow up on actions from the meeting.

- Schedule and participate in risk management related audits e.g. dangerous goods safety audit etc.
- Assist in the management of the policies, procedures and guidelines database.
- Scheduling Risk Management Department related audits.
- Manage the risk management office, taking calls, relaying messages, ordering stationary and other task related to the management of an office.
- Schedule, take minutes and distribute minutes for Risk Management Department Meetings.
- Schedule and arrange risk management related training e.g. Fire Safety, Incident Reporting, Driver Safety, Chemical Safety etc. Inform departments of training schedule. Ensure training is registered on CORE.
- Prepare letters, memos, reports, material for Committee meetings of e.g. RIMD Steering Group and Water Management Steering Group etc, as required.
- Enter data on quality improvement plan generated by risk management audits.
- Follow up and respond to correspondence issued to the Risk Management Department.
- Liaise with Finance on invoices signed off in the department.
- Collate data for quarterly/annual reports as requested by Risk Management.
- Maintain Healthcare Risk Waste records and retain for inspection for 5 years.
- Cover for Freedom of Information Officer during annual leave or sick leave.
- Flexibility in undertaking duties as requested by Line Manager.
- Attend and follow up on action plans on committees where risk management are represented.

Patient Safety & Quality

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

The extent of speed and change in the delivery of health care is such that adaptability is essential at this level of management. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This Job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the successful applicant upon appointment.

Employee Name: _____ Line Manager Name: _____

Employee Signature: _____ Manager's Signature: _____

Date: _____ Date: _____