



Data Protection Officer, Grade VII (Permanent Contact)

Particulars of Office

1. The appointment of a Data Protection Officer, Grade VII is permanent 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 incumbent will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**
The whole-time standard weekly working hours for your grade are 37 hours per week. Your normal contracted weekly working hours are 37 hours. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm Monday – Saturday to meet the requirements for extended day services in accordance with the terms of the Framework Agreement and any other agreements such as Public Service agreements which may supersede the Framework. Please see HSE HR Circular 003/2009. You may be required to work overtime, remuneration for which will be in line with nationally approved rates for your grade. Starting and finishing times will be noted to you by your Head of Department.
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 several 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 employment staff are required to ensure that the hospital's hygiene and infection control policies are always adhered to. 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 if appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.

15. HR Department Privacy / GDPR Policy

In order to carry out its administrative functions the Human Resource Department in the National Rehabilitation Hospital collects and processes personal data relating to individuals, which includes the job applicants and staff of the Hospital. The Human Resources Department takes the confidentiality of all personal data seriously and consequently takes all necessary steps to comply with data protection legislation including the GDPR. The Human Resource Department collects personal data only in order to meet specific lawful purposes, and will retain that data only for so long as necessary. We also ensure that all reasonable technical and organisational security measures are in place to safeguard personal data.

Ordinarily, the Human Resource Department will not pass personal data to any third party except where required by law, or under statutory obligations, or to fulfil a contract of employment or for other legitimate purposes as balanced against the rights and interests of the Data Subject. If you have any concerns about how your personal data is processed, you may contact our Data Protection Officer (dpo@nrh.ie). Please refer to the National Rehabilitation Hospital Human Resources Privacy Policy Document for more information. The Policy Document is available on request from the Human Resources Department.



Data Protection Officer (Permanent Contract)

1. Qualifications and Knowledge/Experience/Skills

The ideal candidate would, on the latest date for receiving completed applications for the office, possess:

Qualifications and Training

1. Degree qualification (a minimum of Level 8 on the National Framework of Qualifications) in an area relevant to the role.
2. At a minimum, a certification in Data Protection such as CIPP/E or similar.
A Level 9 post-graduate qualification in Data Protection is desirable.
3. Minimum 5 years' experience working in healthcare, with at least 2 years in a management role.
4. Evidence of proven clinical and professional ability, leadership, communication, and organisational skills.
5. Healthcare industry specific knowledge in accordance with the sensitivity of the personal data being processed.
6. Demonstrable eHealth knowledge and experience.

Professional Knowledge, Experience and Skills

- Knowledge and understanding of the clinical rehabilitation processes and workflows is desirable.
- Experience influencing and working collaboratively cross programmatically with multiple internal and external stakeholders.
- Expertise in national and European data protection laws and practices
- An in-depth understanding of healthcare specific data protection requirements.
- Knowledge and understanding of healthcare technology and national eHealth programmes.
- Awareness and understanding of the potential impact of electronic medical record systems.
- Awareness and understanding of the proposed NRH CRMS project, functionality, and benefits or similar Electronic Patient Record project.
- Exhibits excellent communication and stakeholder management skills, including the ability to organise and facilitate workshops. Experience of delivering training in a healthcare setting.
- A high capacity for responsibility with the ability to work under pressure to tight deadlines.
- A self-starter with the ability to both work on individual initiative and as part of a team.
- Experience operating within a quality improvement or change management environment.
- Is results focused, with the ability to identify problems, investigate processes and develop solutions to improve rehabilitation delivery.

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.



Data Protection Officer(Permanent Contract)

Title:	Data Protection Officer
Purpose of the Position:	The Data Protection Officer will inform and advise on all aspects of Data Protection implementation and maintenance to ensure that the NRH complies with its data protection requirements and obligations under the GDPR and the Data Protection Acts 1988-2018.
Accountable to:	This post will report to the Head of Information Management and Technology. In keeping with GDPR legislative requirements, the DPO is an independent advisory role and has direct reporting access to the Board of Management of the NRH. Both reporting lines are separate and require an appropriate mix of communication and confidentiality.
Liaison / Communication:	<p>The post holder will work closely with the CEO, and Board IM&T Manager. They will engage with key stakeholders, both internally, externally and with the wider healthcare sector.</p> <p>Key working relationships include:</p> <ul style="list-style-type: none">• CEO• NRH Board of Management• NRH EMC and OMC• IM&T Manager• Programme Mangers• Patients and patient representatives• Staff and staff representatives• Outside Agencies, Vendors and Contractors.• The Data Protection Commission• The HSE, Department of Health and the Ireland Hospital East Group



Data Protection Officer (Permanent Contract)

JOB DESCRIPTION

Overview of the Role

The Data Protection Officer will inform and advise the NRH on the processing of personal data and their obligations under data protection and relevant legislation. A key part of this role will be to manage the relationship between the NRH the Data Protection Commissioner. An important part of the role will be to work closely with the organisation to ensure appropriate implementation of an effective Data Protection culture across all parts of the hospital. The role will play a key part in the successful delivery of eHealth projects such as the CRMS Project and NRH data driven projects generally.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- Support and endorse the data protection reporting structure by ensuring the quality, integrity and confidentiality of personal data.
- Maintain records of processing activities as per the GDPR.
- Develop strong business relationships with key stakeholders.
- Identify issues and risks and manage same.
- Ensure that the organisation is compliant with data protection legislation.
- Act as a champion and ambassador for data protection.
- Support the go-live and post go-live of the CRMS Project in relation to data protection and privacy.
- Provide data protection update reports.
- Ensure the highest possible standards of ethical performance and professional competence are maintained at all times.

Specific Accountability

- Provide data protection leadership to the organisation.
- Be the main point of contact for the Data Protection Commission on personal data breach reporting, complaints, and investigations.

- Monitor the implementation and application of the GDPR.
- Act as the contact point for data subjects with regards to all issues related to the processing of their personal data and to the exercise of their rights.
- Identify any process gaps/ineffective processes and implement an effective solution, working with project and wider hospital teams.
- Review and advise on existing data processing operations.
- Support and review Data Protection Impact Assessments.
- Maintain and respond to data breach notifications, including providing a process to notify the DPC, and where appropriate, data subjects in the event of a high-risk data breach.
- Undertake and review NRH Data Retention Schedules.
- Supervise the Data Protection mailboxes (DPO).
- Attend various fora across the organisation as a representative of data protection.
- Ensure data protection workflows designed are patient centric, focused on delivery of safe patient care, improved efficiencies and support best practice rehabilitation.
- Work collaboratively with the CRMS team in the planning, design, implementation, and future use and development of the CRMS project.
- Build confidence, awareness and communicate key project milestones or risks to the Board of Management, relevant Senior Management, hospital committees, administration and other NRH staff as appropriate.
- Identify potential clinical risks associated with the development, implementation, and use of personal data held, developing, and implementing any agreed mitigations or actions.
- Provide regular workstreams and other assigned deliverables updates to the project manager and communicate issues in a timely manner.
- Ensure compliance with relevant legislation, relevant national and organisational policies and procedures, clinical practice guidelines and accreditation requirements.

Outline of Duties and Responsibilities

The DPO will have a detailed working knowledge of data protection legislation to ensure the NRH has a comprehensive Data Protection Programme and regime in place to protect the rights of data subjects and to ensure that all personal data is stored and processed in line with legislation and best practice.

Responsibilities for this post include, but are not limited to:

- Lead out on the implementation of a Privacy Programme.
- Deliver data protection education to the organisation.
- Organise and facilitate workshops with stakeholders.
- Lead out on the data protection requirements for all NRH data driven projects.
- Develop and implement new policies, procedures, and protocols to support accurate and efficient use of systems.
- Ensure the relevant policies and procedures are widely available to staff and that these are understood and complied with.

- Ensure that risks relating to the collection, storage and processing of personal data is assessed and that the effects of any risks identified are being managed in the most appropriate manner.
- Identify and respond to presenting data protection risks in a timely manner.
- Perform data protection audits and report any findings to the Board of Management.
- Develop risk mitigation strategies.

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 for all staff. 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 post holder

Employee Name: _____

Line Manager Name: _____

Employee Signature: _____

Manager's Signature: _____

Date: _____

Date: _____