



**Director of Nursing
National Rehabilitation Hospital
Ireland East Hospital Group
Job Specification & Terms and Conditions**

Job Title and Grade	Director of Nursing – National Rehabilitation Hospital (Band 3) (Grade Code: 2906)
Campaign Reference	IEHG/NRH/2022/05
Remuneration HSE Terms and Conditions	The Salary scale for the post as at 01/10/2021 is: €69,133, €69,570, €71,052, €72,579, €74,100, €75,633, €77,154.
Application Process	Submission of your application form via Rezoomo. CV's will not be accepted.
Closing Date	Wednesday 29th June 2022 @5pm
Proposed Interview Date (s)	Interviews will be held as soon as possible after closing date. Candidates will normally be given at least one weeks' notice of interview. The timescale may be reduced in exceptional circumstances
Duration of the post	There is currently permanent whole-time post available in Ireland East Hospital Group A panel may be created from this campaign from which future permanent and specified purpose vacancies of full or part time duration may be filled.
Taking up Appointment	A start date will be indicated at job offer stage
Organisational Area	Ireland East Hospital Group (IEHG)
Location of Post	National Rehabilitation Hospital, Rochestown Avenue, Dun Laoghaire, Co. Dublin.
Informal Enquiries	Ms. Frances Campbell, Director of Nursing, NRH. Email: frances.campbell@nrh.ie , Phone No: (01) 235 5970
HR Point of Contact	Ms Shermain Conol, HR Department , NRH Email: shermain.conol@nrh.ie Phone No: (01) 235 5210
Details of Service (Hospital detail)	<p>Ireland East Hospital Group (IEHG), with its Academic Partner University College Dublin (UCD), is the largest and most diverse hospital group in terms of populations, budget, staffing, number of hospitals, geographical spread and number of Community Healthcare Organisations. IEHG aims to deliver consistently high-quality safe care, while transforming and integrating clinical services across the 12 hospitals in the Group to meet the needs of the people we serve.</p> <p>The Ireland East Hospital Group includes the following hospitals:</p> <ul style="list-style-type: none">• Mater Misericordiae University Hospital• St Vincent's University Hospital• Wexford General Hospital• St Luke's General Hospital, Kilkenny• Mullingar Regional Hospital• St Michaels Hospital• National Maternity Hospital• Royal Victoria Eye and Ear Hospital• Cappagh National Orthopaedic Hospital• St Columcille's Hospital• Our Lady's Hospital Navan• National Rehabilitation Hospital <p>University College Dublin is the Academic Partner for the Group.</p> <p>The National Rehabilitation Hospital (NRH) provides Complex Specialist Rehabilitation services to patients who, as a result of an accident, illness or Injury, have acquired a physical or cognitive disability and require a specialist programme of rehabilitation.</p> <p>At the NRH, our focus is to provide treatment programmes, delivered through Consultant led rehabilitation teams, to support each person, in partnership with their family or carers, to adjust to their injury or illness and to maximise their independence and quality of life. NRH rehabilitation teams also support patients through the discharge process from the NRH towards reintegration to the community or long term care.</p>

	<p>Rehabilitation Programmes at the NRH are tailored to meet the individual needs of adult and paediatric patients in the following areas of speciality:</p> <ul style="list-style-type: none"> • Acquired Brain Injury (including, traumatic, non-traumatic brain injury and other neurological conditions) • Stroke Specialty Programme • Spinal Cord System of Care (including, traumatic, non-traumatic spinal cord injury) • Prosthetic, Orthotic and Limb Absence Rehabilitation (POLAR) • Paediatric Family-Centred Rehabilitation • Outpatient Programme <p>The NRH is a fully publicly funded hospital and operates on the ethos of providing high quality care and treatment to patients irrespective of background or status, but on the basis of clinical need. It is a tertiary referral hospital, and the only hospital of its type in the country.</p> <p>NRH has undergone a major transformation of facilities and services. It recently moved into state-of-the-art purpose built 120 bed accommodation block including integrated therapy spaces, a hydrotherapy pool and sports facilities, as part of Phase 1 of its new hospital.</p> <p>The enhanced environment in the new hospital contributes towards patients achieving optimum outcomes from their Rehabilitation Programme and enables staff to deliver services in a new and innovative environment designed specifically around patients' needs.</p> <p>The NRH has ambitious plans to further develop and expand its services into the future. The NRH site development is conceived in three principle phases with Phase 2 planned next for Hospital. This phase will be dedicated to expansion and improvement of the facilities for existing therapies, clinical services and support facilities and a proposed increase in beds. Phase 3 will include a further increase in beds and service capacity of the hospital and provides for scaling the National Rehabilitation Hospital up to 235 beds.</p> <p>The NRH is proud to have been awarded a maximum Three-Year Accreditation by CARF (Commission for Accreditation of Rehabilitation Facilities). This accreditation extends to June 2023, when the hospital will be surveyed again by CARF.</p>
Reporting Relationship	The post holder will report to the NRH Chief Executive Officer or nominee and will also have a professional reporting relationship to the Chief Director of Nursing and Midwifery, for the IEHG.
Purpose of the Post	<p>The main role of the Director of Nursing will ensure delivery of exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do. The Director of Nursing is responsible for the management and development of the Nursing Department. The function of the role is to provide leadership for the Nursing Department in such a way as to support and ensure the delivery of the highest standard of patient care throughout the Hospital by operating in accordance with the organisation's policies, working effectively, in collaboration with other professionals and managers to achieve the goals of the hospital and to contribute to the development of the NRH within the resources made available.</p> <p>Overview of the role</p> <p>The Director of Nursing is responsible for the overall management of the Nursing Service and staff providing this service to ensure the delivery of a high quality standard of nursing care that is person centred and in line with the organisation's strategic goals. The role of the Director of Nursing will be to foster learning, innovation and creativity in the Nursing Department and to support and encourage the Nursing workforce to reach their full potential.</p> <p>The Director of Nursing will build an inclusive, capable and highly skilled workforce with the capability of meeting the future model of care provision for Specialist Rehabilitation Services in Ireland. The National Trauma Strategy, National Clinical Programmes in Rehabilitation Medicine, Slaintecare together with the NRH's strategic plans, signal the direction of the hospital specialised rehabilitation and clinical services for the years ahead.</p> <p>The Director of Nursing will effectively manage the organisational delivery of Nursing Services for the hospital and to have in place and maintain appropriate progressive nursing management strategies to enable the delivery of person centred care to patients throughout all of our services.</p>

The appointee will play a central role in the continuing development of NRH and in assisting the hospital in meeting challenges and opportunities with the planned future expansions of its complex specialist rehabilitation services to adults and children in its six clinical programmes.

Principal Duties and Responsibilities

Leadership and Accountability & Delivery of Change:

The Director of Nursing will:

- Provide strategic and clinical leadership and direction for nursing and related services which result in the delivery of effective, efficient, quality assured and patient centred nursing care.
- Capacity for management responsibility and initiative to operate successfully in a challenging healthcare environment, balancing change with continuity.
- Develop a shared sense of commitment and participate among staff in the management of change, the development of the nursing services and in responding to the changing health needs of patients.
- Develop, maintain and review the nursing organisational structure within the context of overall organisational objectives.
- Be responsible for strategy and policy on practice development, education and professional duties imposed by statute or determination.
- Promote and support the Assistant Directors of Nursing in the promotion and maintenance of harmonious relationships with management and staff from other disciplines throughout the hospital.
- Ensure that the appropriate reporting relationships, records, and information retrieval systems are in place for the senior management team the Assistant Directors of Nursing to enable effective and accountable reporting to take place.
- Participate as a core member of the Hospital Management Team and contribute to preparation of plans for services within the Hospital.
- Continuously strives to improve service delivery, to proactively identify areas for improvement, exploring possible solutions with a strong service and patient centric focus.
- Creates a work environment that encourages creative thinking and to maintain focus, intensity and persistence, even under increasing complex and demanding conditions.
- Keep the General Manager apprised of any significant development within his/her area of responsibility and perform such additional duties as may be assigned from time to time by the General Manager (or other designated officer)

Planning

The Director of Nursing will:

- Set key objectives for the nursing service on an annual basis.
- Formulate policies and the selection, introduction and development of information and other systems for the nursing service.
- Develop knowledge of systems used by nurses in other agencies and/or countries including staffing, personnel, financial and patient information systems.
- Prepare reports on nursing and related activities and expenditure as requested by General Manager or Chief Director of Nursing and Midwifery (or other designated officer). Define objectives and identify action plans.
- Develop an annual strategic plan for nursing.

- Participate as a member of the Management Team if and when required by the General Manager.
- Accept responsibility for the management of all nursing services over a 24 hours period and ensure that systems are in place to support this responsibility.
- Support the Clinical Governance and Directorate Model and ensure nurse managers assigned to the directorate are integrated with the Delivery model.

Admission and Discharge- Patient Flow

The Director of Nursing will:

- Be responsible and accountable for a robust Patient Flow system.
- Promote and support the development and implement operational policies, protocols and guidelines to ensure that all beds are filled in a timely manner according to the dependency rehabilitation complexity scale to ensure the effective utilization of beds, systematic audit of bed usage.and other hospital related services.
- Oversee the development and implementation of the concept of collaborative care planning in conjunction with other professionals.
- Collaborate with interdisciplinary team on reaching waiting list targets.
- Develop the concept of collaborative care planning in conjunction with other professionals.
- Develop and implement a discharge policy and ensure good liaison with the community services.

Personnel Management

The Director of Nursing will:

- Participate, as required, in the recruitment, selection and appointment of nursing and related staff.
- Ensure the optimum and effective use of staff through efficient rostering, skill/grade mix planning, workload measurement, staff profiling and deployment.
- Initiate the implementation of an on-going development and individual performance review process and foster a high level of morale among staff by effective motivation and communication.
- Participate in the formulation of relevant personnel policies and procedure.
- Manage industrial relation issues relating to nursing in consultation with HR Department.
- Promote and maintain a safe environment for staff. Develop and implement Risk Management and Health and Safety strategies in consultation with appropriate personnel.
- Monitor staff turnover and absenteeism so as to maintain an acceptable level of continuity of patient care and the efficient use of assigned staff.
- Develop and implement, in accordance with hospital policy, induction programmes for new nursing staff.

Practice Development

The Director of Nursing will:

- In collaboration with the Nursing Education Department and NRH Academic and Research Department, ensure that appropriate professional development programmes, education, research and training opportunities are in place and available to facilitate the continuing education and professional development of both registered nursing staff and support staff within the Department.
- Liaise and collaborate with external agencies as appropriate and represent nursing service and nursing education interests.
- In collaboration with the Nursing Education Department, support and promote the expansion of undergraduate nursing students placement ensuring there is an excellent learning environment.
- Form effective collaborative working and information exchange arrangements with other key senior staff in the health care system and appropriate professional bodies and institutes.
- Develop, monitor, and review competency and performance development procedures which identify the performance and potential of staff.
- Promote professional growth and development.
- Engage in interdisciplinary research opportunities across the hospital and with our Third Level Institutions to advance nursing practice and improve patient outcomes.
- Initiate, lead, facilitate and promote participation in relevant nursing research. Monitor recent nursing research and new developments and promote awareness of ongoing and current research into issues affecting patient care within the nursing service of the hospital.
- Facilitate and promote the sharing of a range of practice-based initiatives across the hospital services.
- Support Clinical Nurse Specialist (CNS) and Advanced Nurse Practitioners in their roles

Performance Management

The Director of Nursing will:

- Drive and promote a performance management culture.
- Identify and develop Key Performance Indicators (KPIs) which are congruent with the Hospitals service plan targets.
- Ensure the management and delivery of KPIs is a routine and core business objective.
- Develop and monitor action plans that address non-attainment of KPI targets.

Finance

The Director of Nursing will:

- Prepare annual financial estimates of nursing and related workforce, including education and training needs.

- Participate as a key manager in the overall financial/business planning of the hospital including the assessment of priorities in pay and non-pay expenditure.
- Ensure expenditure is controlled within budget and identify potential for efficiency saving through improved practices and innovation.
- Delegate, as appropriate, budgetary control and implement monthly expenditure audit systems.

Education

The Director of Nursing will:

- Ensure that appropriate in-service education programmes and ongoing learning needs are met for all assigned staff. Liaise and co-operate with appropriate third level education institutes.
- Monitor recent nursing research and new developments. Initiate, facilitate and take part in relevant nursing research and promote awareness of ongoing and current research into issues affecting patient care.

Quality Assurance

The Director of Nursing will:

- Ensure that modern standards of clinical nursing care are in operation and that regular monitoring of nursing care is undertaken through audit.
- Develop a philosophy for nursing which reflects the HSE's commitment to the provision of a high standard of nursing care and which fulfils the expectation of the Patient's Charter.
- Ensure that nursing services are aligned with the quality and patients safety systems of the HSE and work in closely with the quality and patient safety managers within NRH and IEHG.
- Implement HSE policy on complaints and patient services.
- Maintain good collaborative working relationships and communications with appropriate statutory, professional and voluntary organisations responsible for and/or participating in health care.
- Ensure adherence to all codes and guidelines relating to professional nursing practice and behaviour.
- 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.
- To 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 you 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. 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.

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

Candidates must on the latest date for receiving completed application forms for the office possess:

Qualifications and/or experience

1. Statutory Registration, Professional Qualifications, Experience, etc.

(a) Eligible applicants will be those who on the closing date for the competition:

- i. Are registered, or are eligible for registration, in the General Nurse Division, and other divisions as relevant to the specific service, of the Register of Nurses and Midwives, as appropriate, maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).

And

- ii. Have 10 years post registration nursing experience and 5 years nursing management experience at a minimum of Clinical Nurse Manager 2 (CNM 2) level of which 3 must have been in an acute setting.

And

- iii. Have successfully completed a post registration programme of study, as certified by the education provider, which verifies that the applicant has achieved a National Framework of Qualifications (NFQ) major academic Level 9 or higher award maintained by Quality & Qualifications of Ireland (QQI) or can provide written evidence from the Higher Education Institute that they have achieved the number of ECTS credits equivalent to a Level 9 or higher in a health care or management related area.

And

- (b) Candidates must possess the requisite clinical, leadership, managerial and administrative knowledge and ability for the proper discharge of the duties of the office.

2. Annual registration

- (i) Practitioners must maintain live annual registration in the General Nurse Division, and other divisions as relevant to the specific service, of the Register of Nurses and Midwives, as appropriate, maintained by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).

And

- (ii) Practitioners must confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).

	<ol style="list-style-type: none"> 1. <u>Age</u> Age restriction shall only apply to a candidate where s/he 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. 2. <u>Health</u> Candidates 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. 3. <u>Character</u> Candidates for and any person holding the office must be of good character.
Post Specific Requirements	<ul style="list-style-type: none"> • Demonstrate depth and breadth of senior nursing leadership experience at a management level. • The post holder will be required to demonstrate a special interest in the area of rehabilitation.
Other requirements specific to the post	<ul style="list-style-type: none"> • A flexible approach to working hours to ensure deadlines are met on time. • Access to transport as the post will involve travel. • Expect to represent Nursing on National committee as required
Skills, competencies and/or knowledge	<p><i>Candidates must demonstrate the following:</i></p> <p><u>Professional/Clinical knowledge</u></p> <ul style="list-style-type: none"> • Demonstrate a high degree of commitment, professionalism and dedication to the philosophy of nursing and quality health care provision. • Demonstrate relevant knowledge expertise and experience from an acute hospital perspective in order to discharge the duties of this senior nursing post. • Demonstrates knowledge of rehabilitation services for patients • Demonstrate evidence of policy development and the ability to translate policy into action. • Demonstrate knowledge of financial/budget management. • Demonstrate knowledge and experience of quality audit/assurance systems. • Be fully conversant with the Requirement & Standards for Nurse Registration Education Programmes of Nursing Midwifery Board Ireland and all other relevant publications that impact on the Nurse Education, Training, Learning and Professional Development. • Demonstrate knowledge of other professional issues related to relevant areas of nursing. <p><u>Planning and Organising Resources</u></p> <ul style="list-style-type: none"> • Demonstrate ability to plan, organise and deliver services in an efficient, effective and resourceful manner, within a model of patient centred care and value for money. • Demonstrate ability to manage deadlines and effectively handle multiple tasks. <p><u>Building and Maintaining Relationships: Leadership, Managing People & Team Skills</u></p> <ul style="list-style-type: none"> • Demonstrate leadership and managerial skills at a significantly high level, and the ability to influence others. • Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment. • Demonstrate ability to manage and motivate, and commit to individual and team development in order to maximize performance at work. • Demonstrate the ability to foster a learning culture amongst staff and colleagues to drive continuous improvement in services to patients. • Demonstrate ability to work effectively with multi-disciplinary teams. • Demonstrate the ability to give and receive feedback that is constructive.

	<ul style="list-style-type: none"> • Articulates a compelling vision for the role and contribution of each team member to the service. • Takes the lead on standards setting and implementation. • Has a strong focus on developing the contribution of staff at all levels. • Demonstrate an empowering style as a coach or mentor to others as required, providing advice and guidance in supporting the identification, implementation, and delivery of evidenced-based care in the Nursing Department. <p><u>Evaluating Information and Judging Situations</u></p> <ul style="list-style-type: none"> • Demonstrate the ability to evaluate information and solve problems. • Looks ahead and anticipates substantive issues. • Adopts a proactive forward planning approach to service delivery in consultation with relevant stakeholders. • Demonstrate the ability to collect, analyse and report on data to enhance evidence-based practice, improve patient outcomes effect change within the nursing department. • Demonstrate ability to give and receive feedback in relation to identifying areas for improvement in practice activity, and the ability to work effectively within a team and possess innovation and creativity to deal with challenging situations <p><u>Commitment to Providing a Quality Service</u></p> <ul style="list-style-type: none"> • Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality patient centred care. • Demonstrate an ability to monitor and evaluate service performance and levels of care • Demonstrates the ability to adapt a corporate overview; sees the bigger picture of service delivery and appreciates the interconnectedness of issues. • Designs and implements structure, policies and systems for the management of service delivery in consultation with key stakeholders and ensure clear role accountability for service levels, quality and decision making discretion. • Demonstrate knowledge of practice development and quality improvement in nursing services within hospital care setting. • Demonstrate knowledge of Quality Care Metrics and clinical audit. • Possess knowledge, understanding and experience in quality improvement, it's practical application in meeting patients' needs and its relationship to strategic development. • Demonstrate awareness of the factors involved in creating, maintaining, and promoting quality care environments. <p><u>Communication and Interpersonal Skills</u></p> <ul style="list-style-type: none"> • Demonstrate strong and effective communications and interpersonal skills including: the ability to present information in a clear and concise manner: the ability to engage collaboratively with all stakeholders; the ability to give constructive feedback. • Demonstrate competency in general use of information technology-computers, office functions, internet for research purposes, email, preparation of presentation materials etc. • Presents compelling arguments by understanding and anticipating the agendas of others. • Uses information and facts to build an effective care; will involve and consult with key stakeholders tactfully and listen to their views. • Balances diplomacy with assertiveness
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting/ Interview</p>	<p>A ranking and or short-listing exercise may be carried out based on information supplied in your application form. The criteria for ranking and or short-listing 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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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.</p> <p>The HSE is an equal opportunities employer.</p>
<p>Code of Practice</p>	<p>The Health Service Executive / Public Appointments Service will run this campaign in compliance with the Code of Practice prepared by the Commission 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 Code also specifies the responsibilities placed on candidates,</p>

	<p>facilities for feedback to 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.</p> <p>Information in relation to the appeals process is available in the document “Additional Campaign Information” posted with each vacancy under Section 7.</p> <p>Codes of practice are published by the CPSA and are available on www.cpsa.ie</p>
	<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.</p> <p>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.</p>

Terms and Conditions of Employment

Tenure	<p>The current vacancy available is a pensionable, permanent and whole-time position.</p> <p>A panel may be created from which future permanent and specified purpose vacancies of full or part time duration may be filled</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
Remuneration	<p>The Salary scale for the post as at 01/10/2021 is:</p> <p>€69,133, €69,570, €71,052, €72,579, €74,100, €75,633, €77,154</p> <p>(Grade Code 2906), (Band 3)</p> <p>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.</p>
Working Week	<p>The standard working week applying to the post is 39 hours.</p>
Annual Leave	<p>The annual leave associated with the post will be confirmed at job offer stage.</p>
Superannuation	<p>This is a pensionable position with the NRH and the successful candidate will upon appointment become a member of the appropriate pension scheme.</p> <p>The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children’s Scheme or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.</p> <p>Pension scheme membership will be notified upon appointment and confirmed within the contract of employment.</p>
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p>* <u>Public Servants not affected by this legislation:</u> 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.</p>

	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.
Mandated Person Children First Act 2015	<p>As a mandated person under the Children First Act 2015 you will have a legal obligation</p> <ul style="list-style-type: none"> • 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 <p>You will remain a mandated person 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.</p>
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.
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 service 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 persons can obtain access to them and must be left in safe custody when no longer required.
Please note the following General Conditions	<ul style="list-style-type: none"> • Employee must attend fire lectures and drills periodically and must observe fire orders. • All accidents with the department must be reported immediately in line with the Safety, Health and Welfare at Work Act, 1989, and all staff must comply with all safety regulations. • In line with the Public Health (Tobacco) Acts 2002 & 2004, smoking within buildings of the Health Service Executive is not permitted. • The Health Service Executive is not responsible for the loss or theft of personal belongings.
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.
Pre-Employment Health Assessment	<p>What to expect following the interview stage:</p> <p>Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the National Rehabilitation Hospital's Occupational Health Service and if required undergo a medical assessment with this department. Any person employed 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.</p>
Validation of Qualifications & Experience	Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.

References	Three written references, one of which must be your current line manager, will be sought. The employer also reserves the right to determine the merit, appropriateness and relevance of such references and referees. You will be contacted to give names and contact details of referees.
Garda Vetting	Garda vetting is role dependent and may be carried out if the nature of the role constitutes “relevant work or activities relating to children” and “relevant work or activities relating to vulnerable persons” within the meaning of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012. An employee will not take up employment until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees. You will be contacted post interview to complete a form, provide ID and engagement in the online Garda Vetting process.
Health & Safety	<p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, 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 procedures². • 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. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

¹ A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages

² See link on health and safety web-pages to latest Incident Management Policy