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**Director of Nursing 1, Assistant (Operational Out of Hours)**

**Letterkenny University Hospital**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Director of Nursing 1, Assistant (Operational Out of Hours)**  *(Grade Code: 2910)* |
| **Remuneration** | The Salary scale for the post is as at: 01/03/2025  €70,701 €72,071 €73,391 €77,447 €78,724 €80,207 €81,594 €82,971 €87,250  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. |
| **Campaign Reference** | **L8410** |
| **Closing Date** | **Friday 23rd May 2025 at 4pm** |
| **Proposed Interview Date (s)** | It is anticipated that interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week’s notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **West North West Hospital Group, Letterkenny University Hospital**  There is currently one permanent wholetime vacancy in Letterkenny University Hospital.  The successful candidate may be required to work in any service area within the vicinity as the need arises.  A panel may be formed for **Director of Nursing 1, Assistant (Operational Out of Hours)** at Letterkenny University Hospital from which current and future permanent and specified purpose vacancies of full time or part time duration may be filled. |
| **Informal Enquiries** | Orla Noonan, Interim Director of Nursing  **Tel:** 074 9123525  **Email:** [orla.noonan@hse.ie](mailto:orla.noonan@hse.ie) |
| **Details of Service** | The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.  The region comprises of 7 hospitals across 8 sites:   * [Letterkenny University Hospital (LUH)](https://saolta.ie/hospital/letterkenny-university-hospital) * [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital) * [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital) * [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital) * [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Lady’s Hospital Manorhamilton (OLHM) * Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital   The region’s Academic Partner is NUI Galway.  The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff  **Vision**  Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.  **Guiding Principles**  Care - Compassion - Trust – Learning  Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:   * Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population. * Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity. * Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners.   Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Mission Statement** | Patients are at the heart of everything we do. Our mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.  **OUR VISION STATEMENT**  Our Vision is to build on excellent foundations already laid, further developing and integrating our Group, fulfilling our role as an exemplar, and becoming the first Trust in Ireland.  **OUR GUIDING VALUES**  **Respect** - We aim to be an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more.  **Compassion** - we will treat patients and family members with dignity, sensitivity and empathy.  **Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity.  **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research.  **Learning** - we will nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential.  **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions.  **Teamworking** – we will engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we aim to communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | The post holder will report to the Director of Nursing. |
| **Purpose of the Post** | The Director of Nursing 1, Assistant (Operational Out of Hours) is responsible for the standard of nursing care within the Directorate and will lead the nursing team in the development and coordination of the service within the directorate’s defined priorities.  The Director of Nursing 1, Assistant (Operational Out of Hours) will translate the Directorate priorities for all nursing and healthcare assistant (HCA) staff. The aim is to achieve the best possible clinical outcomes and experience for patients. |
| **Principal Duties and Responsibilities** | * The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree. * Maintain throughout the Group’s awareness of the primacy of the patient in relation to all hospital activities. * Performance management systems are part of role and you will be required to participate in the Group’s performance management programme.   **Management and Leadership**  *The Director of Nursing 1, Assistant (Operational Out of Hours) will:*   * Demonstrate an enabling management style with the front-line team and other key stakeholders. * Develop and maintain a network of co-operative relationships at local level amongst individuals, groups and key stakeholders on both night and day duty. * Foster inter-disciplinary working relations and strengthen the interface between different locations of Community Care and allied professions. * Ensure that critical human and other resources are allocated effectively, monitor activity levels and intervene to align resources and maximise efficiencies. * Ensure co-ordination of staff deployment across service units/ wards to meet fluctuations in demand by assessing workload and staffing levels and where required allocate or re-allocate resources. * Co-ordinate bank nursing availability/ requirements. * Manage Major Incidents as per hospital protocol and policy. * Manage Critical incidents as per hospital protocols, ensuring Director of Nursing and General Manager are informed in a timely fashion. * Ensure that all nursing services are managed to optimise effectiveness, quality and efficiency * Evaluate the systems of nursing care delivery and propose changes in nursing policies, procedures and practices which reflect an evidence based approach to service delivery. * Ensure co-ordination of scheduling across different activity areas to reflect activity and skill mix. * Participate and collaborate in the development of the divisional and overall service planning process for Letterkenny General Hospital. * Attend Nurse Management meetings and serve on hospital committees as appropriate. * Provide reports on absenteeism, WTE usage etc. to the Assistant Directors of Nursing/Service Managers and to the Director of Nursing and Midwifery as required. * Maintain such records and reports including patient census as required, (electronically or otherwise).and participate in data collection for hospital statistics. * Participate and lead in the organisational development change management processes. * Report relevant issues relating to clinical care and/or staffing to ward managers and ADON/SMs or deputies in a timely manner. * Ensure that the Director of Nursing is informed of relevant professional, clinical or site management issues in a timely manner. * Deal with local and national press/media in line with HSE policy. * Investigate all accidents and untoward occurrences which occur and report to the relevant manager so that appropriate action plans to prevent recurrence can be agreed. * Take appropriate measure to ensure Health and Safety Regulations are adhered to. * Support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree. * Participate in the appropriate and effective management of the service. * Participate in the development of the overall service plan and in the monitoring and review of activity against the plans. * Participate in the overall financial planning of the service including the assessment of priorities in pay and non-pay expenditure. * Assist with the direction and supervision of the nursing service to provide a high level of patient care and clinic/functional area/sector management. * Provide innovative and effective leadership, support and advice to nursing and allied staff at all levels. * Provide guidance to nursing and other staff in the implementation of nursing and policies. * Maintain good employee relations and promote good communication with all relevant staff. * Give support and counsel to nursing and allied staff as necessary and take action in accordance with agreed service policy, if necessary. * Plan and guide activities to provide optimum patient care in accordance with service policies and procedure. * Ensure adherence to all standards and guidelines relating to professional nursing practice and behaviour. * Undertake other relevant duties as may be determined from time to time by the Director of Nursing or other designated officer. * Participate and engage in projects and service developments by representing senior nursing on committees and groups. * Be responsible for monitoring of nursing rosters/ skill mix. * Adhere to the Hospital Escalation Plan. * Conduct ED Safety Pause during each shift"   **Professional /Clinical Responsibilities**  *The Director of Nursing 1, Assistant (Operational Out of Hours) will:*   * Provide a high level of professional and clinical leadership. * Provide safe, comprehensive nursing care to service users within the guidelines laid out by An Bord Altranais. * Practice nursing according to Professional Clinical Guidelines, National and Area Health Service Executive guidelines, local policies, protocols and guidelines, current legislation. * Manage, monitor and evaluate professional and clinical standards ensuring an evidence based care planning approach. * Manage own case load in accordance with the needs of the post. * Participate in teams as appropriate, communicating and working in cooperation with the other team members and the wider multi disciplinary teams. * Facilitate coordination, cooperation and liaison across health care teams and programmes. * Formulate, manage and implement best practice policies and procedures. * Ensure that service users and others are treated with dignity and respect. * Adhere and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care. * Maintain professional standards in relation to confidentiality, ethics and legislation. * Assist in the development of service policies and procedures and the implementation of same and to update them as required. * Participate in development of quality initiatives including clinical audit, standard setting, investigation of complaints and untoward incidents.   **Education and Training**  *The Director of Nursing 1, Assistant (Operational Out of Hours) will:*   * Contribute to service development through appropriate continuous education, research initiatives, keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and attend staff study days as considered appropriate. * Provide support/advice to those engaging in continuous professional development in his/her area of responsibility. * Participate in the identification, development and delivery of induction, education, training and development programmes for nursing and non-nursing staff. * Participate in in-service training, orientation programmes and appraisals of all nursing staff. Also, participate in nurse training programmes and any other programmes pertaining to future development in the hospital. * Provide support supervision and professional development of appropriate staff. * Engage in performance review processes including personal development planning e.g. by setting own and staff objectives and providing and receiving feedback.   **Clinical Governance, Quality Assurance, Risk, Health & Safety**  *The Director of Nursing 1, Assistant (Operational Out of Hours) will:*   * Ensure that effective safety procedures are developed and managed to comply with statutory obligations. * Be aware of risk management issues, identify risks and take appropriate action. * Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards. * Assist in the development, implementation and review of Health and Safety statements, risk registers as appropriate. * Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s). * Maintain a feedback mechanism and report to senior management where appropriate. * Work in a safe manner with due care and attention to the safety of self and others. * Ensure adherence to policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. Ensure advice of relevant stakeholders is sought prior to procurement * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role e.g. Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Performance Management**  *The Director of Nursing 1, Assistant (Operational Out of Hours) will:*   * Drive, promote and support a performance measurement and management culture. * In conjunction with the Director of Nursing develop a Performance Management system for the nursing profession in their area. * Identification and development of monthly Key Performance Indicators (KPIs) which are congruent with the Groups strategic and service plan. * The management and delivery of KPIs / Nursing Metrics and other quality measurement tools in ward / departments as a routine and core business objective. * The development of Action Plans to address non-attainment of KPI targets. * To develop individual Plan of Actions (POAs) with the Director of Nursing and agree performance targets..   **General Conditions**   * Employees must attend fire lectures periodically and must observe fire orders. * All accidents within the Department must be reported immediately. * Infection Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. * The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. * The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:   + Continuous Quality Improvement Initiatives   + Document Control Information Management Systems   + Risk Management Strategy and Policies   + Hygiene Related Policies, Procedures and Standards   + Decontamination Code of Practice   + Infection Control Policies   + Safety Statement, Health & Safety Policies and Fire Procedure   + Data Protection and confidentiality Policies * The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group’s Risk Management Incident/Near miss reporting Policies and Procedures. * The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. * The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. * The post holders’ responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. * The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. * The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. * The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.   **The above Job Description 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 him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application: -**   1. **Statutory Registration, Professional Qualifications, Experience, etc**    1. 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 7 years post registration nursing experience and 3 years nursing management experience at a minimum of Clinical Nurse Manager 2 (CNM 2) 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 8 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 8 or higher standard in a health care or management related area. |   **And**   * 1. Candidates must possess the requisite clinical, leadership, managerial and administrative knowledge and ability for the proper discharge of the duties of the office.  1. **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). |   **3. Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **4. Character**  Each candidate for and any person holding the office must be of good character. |
| **Post specific Requirements** | Demonstrate depth and breadth of management experience in an acute setting as relevant to the role. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | **Professional/Clinical Knowledge**   * Demonstrate a high degree of commitment, professionalism and dedication to the philosophy of 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. * Demonstrate evidence of policy development and translating policy into working practices/action. * Demonstrate knowledge and experience of quality audit/assurance systems.   **Planning and Organising Resources**   * 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.   **Building and Maintaining Relationships: Leadership, Staff Management & Team Skills**   * Demonstrate leadership skills and 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, motivate and develop staff to maximise 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.   **Evaluating Information and Judging Situations**   * Demonstrate the ability to evaluate information and solve problems   **Commitment to Quality Care**   * 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.   **Communication and Interpersonal Skills**   * Demonstrate 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. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The 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, 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. 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 <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.  This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |



**Director of Nursing 1, Assistant (Operational Out of Hours)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole-time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is as at: 01/03/2025  €70,701 €72,071 €73,391 €77,447 €78,724 €80,207 €81,594 €82,971 €87,250  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is 37.5 hours  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004. |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Mandated Person Children First Act 2015** | 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   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. |
| **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. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)