JOB DESCRIPTION

Job Title: Chief Executive (and Hospital Secretary)

Reports to: Chairman, Board of Governors & Management Committee

Background:
St. John’s is an acute General Public Voluntary Hospital, funded by the Health Service Executive as a Service Provider under the Health Act 2004 and is affiliated to the University of Limerick Hospital Group. It is a registered Charity under the Charities Acts and is administered and managed in accordance with a Scheme of Management approved by Order of the High Court. The property is vested in Trustees appointed by the High Court.

The Hospital employ approximately 350 staff and has an annual budget of approximately €25.4m. The Hospital has a total of 99 beds, 89 In-Patient beds and 10 Day Care beds. The In-Patient specialties are General Medicine, General Surgery, Gynaecology and Urology. The Hospital also has an Urgent Care Centre incorporating a Local Injuries Unit and Medical Assessment Unit.

Other services provided by the Hospital include:
- Consultant Out-Patient Clinics
- Diagnostic Radiological and Laboratory services
- Day Surgery/Endoscopy
- Pharmacy and Physiotherapy services
- Clinical Nurse Specialists in the areas of Diabetes, Continence Management, Respiratory Care, Health Promotion, Infection Control, Palliative Care, Pain Management and Tissue Viability

Reporting Relationships:
The Chief Executive will:

- Report directly to the Chairman of the Board of Governors and the Management Committee and will act within the approved policy framework.

- Be responsible to the Board of Governors and Management Committee for ensuring the effective and efficient functioning of the Hospital and will have responsibility for all aspects of general, strategic and executive management functions.
Key Working Relationships:
- Chairman of Board of Governors and Management Committee
- Medical Board
- Hospital Strategy Group/Committees
- Executive Management Team
- Clinicians
- Service/Department Heads
- External Agencies and Business Partners including HSE, HIQA etc.
- Patient Partnership Forum
- Media
- Statutory and Voluntary Partners
- Association of Voluntary Hospitals Chief Executives

Key Responsibilities:
The Chief Executive is responsible for:-
- Ensuring the culture, ethos and traditions of St. John’s Hospital as a patient centred Hospital, committed to the highest possible standard of care and treatment, are maintained and actively promoted
- The overall executive management of the Hospital, including implementation of the Hospital’s Strategic Plans
- Developing and implementing strategic policies and procedures which support the mission of the Hospital
- Managing the Hospital budget resources and activities in the context of HSE allocation and available resources
- Ensuring compliance with applicable laws, regulations and policies
- Representing the Hospital’s interest in the overall structuring of Hospital services in the Mid-West area
- Providing the Board of Governors and the Management Committee with clear and timely information, recommendations and advice on significant issues that arise
- Reviewing the management structures of the Hospital and developing or adjusting these structures as necessary, having due regard to the changing needs of the Hospital
- Planning new services and communicating the Hospital Strategic Plan to all employees
- Assuring the delivery of high quality care in a cost-effective manner
- Analysing areas in planning, promoting and supporting organisation-wide quality improvement activities
- Creating an environment that ensures the Hospital will continue to be an employer of choice
- Developing and maintaining positive relations within the Community and the Hospital’s Patient Partnership Forum
- Promoting and representing the Hospital at relevant national and network meetings
- Developing and maintaining a smoothly functioning, efficient organisation through anticipating problems and effective resolution of threats and disruptions.
- Ensuring that issues of a controversial nature are addressed in a timely and appropriate manner.
- Contributing to the development of a robust quality management infrastructure to ensure the Hospital achieves the highest quality standards and favourable outcomes in national audits and measurement systems
- Liaising with staff from the Health Service Executive, H.I.Q.A and other government department/agencies, the Office of the Ombudsman, Information Commissioner etc. as appropriate
- Promoting the use of technology to improve processes, systems and structures
- Such other duties as may be prescribed by the Management Committee or Board of Governors from time to time

**Performance Review:**

The Board of Governors and Management Committee will evaluate on an ongoing basis and annually on a formal basis, targets set and progress made by the Appointee in achieving specified goals and objectives. This evaluation will focus on:
- Working relationship with Chairman, Management Committee and Board of Governors
- Financial Performance
- Quality, Safety and Risk Management
- Human Resource Management, incl. multidisciplinary teamwork/staff cohesion/staff development
- Strategic Planning and Goal Setting
- Monitoring of National trends and developments

*This Job Description indicates the main responsibilities and duties of the post and is subject to review and amendment. It 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 from time to time, and to contribute to the development of the post while in office.*

I have read the above job description. I confirm that I clearly understand and agree to adhere/comply with the job description.

**SIGNED:** _______________________________  **DATE:** ________________  
Employee

**PRINT NAME:** _______________________________