



JOB SPECIFICATION

EXECUTIVE SERVICES CO-ORDINATOR – GRADE VIII

Job Title, Grade and Grade Code	Executive Services Co-ordinator Grade: VIII Grade Code: 0655
Competition Reference	SJL/11/2021/1
Whole Time Equivalent	1 WTE
Closing Time and Date	Monday 22nd November 2021 at 12 noon
Proposed Interview date(s)	Week commencing 6th December 2021
Taking up Appointment	A start date will be indicated at job offer stage
Duration of Post	Permanent Post
Location of Post	Management Administration, St. John's Hospital, John's Square, Limerick V94H272
Organisational Area	St. John's Hospital Limerick, UL Hospitals Group, HSE West
Post Specific Information	Details on this campaign can be found at http://www.stjohnshospital.ie/management-and-administration/recruitment/
Informal enquiries	Ms. Emer Martin, Chief Executive Email ceo@stjohnshospital.ie
Details of Service	St John's Hospital, Limerick is a Voluntary Hospital founded in 1780. It is a Model 2S, acute general hospital and is a constituent part of the University of Limerick Hospitals Group. The hospital operates under a Hospital Constitution, approved by the Charities Regulator. The hospital provides a range of inpatient and outpatient services, including general medicine, general surgery, urology, gynaecology and endoscopy services. The hospital also has an Urgent Care Centre incorporating a Local Injuries Unit and Medical Assessment Unit.
Service mission, vision and values	<p>St. John's is an acute General Public Voluntary Hospital, funded by the Health Service Executive.</p> <p>Mission statement Faithful to our tradition, we provide the highest possible standard of care and treatment in a professional and compassionate manner to every person who avails of our services.</p> <p>Aims and Objectives</p> <ol style="list-style-type: none"> 1. To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment 2. To provide healthcare based on the assessed needs and preferences of our service users which ensures mutual respect, holistic care and continuous learning, and training 3. To monitor, evaluate and continually improve our services
Reporting Arrangements	The post holder will report directly and be accountable to the Chief Executive or to the Deputy Chief executive in the absence of the Chief Executive.
Purpose of the Post	<ul style="list-style-type: none"> • To support the Chief Executive in the smooth and effective functioning of the Board, Board Committees and Trustees • To ensure timely information flows between the Executive and Board/ Board Committees/Trustees • To develop, manage and review new/developing governance information and requirements

	<ul style="list-style-type: none"> • To support the Chief Executive in ensuring that all Board and corporate records and other Board/corporate documents are appropriately developed, available for reference purposes, adhered to, maintained, reviewed and updated, including the Hospital's Licence, the Constitution's Governance Manual, Schedule of Matters Reserved for the Board, Board and Board Committee Terms of Reference, Board Agendas, Papers and Minutes. • To monitor all matters of a Governance nature across executive management activities to ensure that they are fully in line with and do not by-pass in any way the Hospital Constitution, the approved governance structures, then hospital's culture and ethos, including the Chief Executive's overall executive management responsibilities and to alert the Chief Executive of any actual or potential departure from these requirements. • Act as Line Manager in order to provide oversight and direction for the Information Governance Service and Information Governance Team, bringing key matters relating to information governance to the prompt attention of the Chief Executive, where appropriate/required. • Act as key liaison person for the Data Protection Officer, whether the Data protection Officer is an agent or employee of the Hospital. • To undertake such other governance related activities as required by the Chief Executive, from time to time.
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Act as lead support for the Chief Executive in the effective functioning of the Board, Board Committees and Trustees and in all matters relating to governance and management • Act as link person for all relevant matters relating to the Hospital Board, Board Committees and Trustees • The post holder will be required to communicate and provide highly complex, sensitive and often challenging information to a wide range of internal and external stakeholders • Responsibility for maintaining the following documents and ensuring they are publicly available under the Hospital's Publication Scheme, including acting as central point of contact for accessing the following public information. <ul style="list-style-type: none"> - A copy of the latest Provider Licence issued by HIQA - A copy of the latest annual accounts and auditors report - A copy of the latest Annual Report - A copy of the latest report to the Charity Regulatory Authority - A copy of any notice given by a regulatory body • Liaise with Board, Trustee, Board Committees, Auditors, Solicitors and other relevant external partners on behalf of the Chief Executive • Keep the Chief Executive fully apprised and aware of all events requiring attention or awareness in relation to the Board/Trustee/Board Committees • Maintain an up to date and comprehensive working knowledge of corporate governance issues in order to be able to make decisions on issues and queries that arise in the Chief Executive's absence or refer same, with appropriate background information, to the Deputy Chief Executive (Director of Operations) or to another designated officer • Develop, review and draft updates where appropriate/necessary to corporate policies • Act as Decision Maker in respect of the release of corporate information • Draft/update corporate documents including Strategic Plans, Hospital Strategies, Corporate Policies/Procedures/Guidelines, Governance structures, surveys, etc. • Draft correspondence on behalf of the Chief Executive as required

Key Responsibilities	<ul style="list-style-type: none"> • Provide secretarial and full administrative support to the Board, Board Committees, Trustees • Formulate meeting agendas for the Board, Board Committees and Trustees meetings in consultation with the respective Chairs and Chief Executive • Maintain the ‘master’ calendar of prospective Board business to ensure such business is appropriately dealt within an annual business cycle and that committee business is properly aligned and cohesively managed. • Prepare Board/Board Committee/Trustee papers and other relevant management reports and ensure their timely distribution, ensuring confidentiality is maintained and observed at all stages. • Ensure Minutes of the Board and Board Committees properly and accurately record decisions made and the basis and context for such decisions, in line with best practice • Prepare Board Committee quarterly reports • Develop new corporate policies where same are required. • Liaise with relevant members of the Executive Management Team on the content and organisation of reports or presentations for Board/Board Committee meetings and Performance Review Meetings with the HSE. • Co-ordinate and quality assure appropriate agendas, documents and correspondence for designated meetings and perform the role of minute taker • Maintain records of all meetings that fall within the remit of the post • Oversee the maintenance of membership lists for groups that come within the remit of the post • Provide for the safe keeping of all records in relation to meetings and all other activities of the Board, Board Committees and Trustees • Prepare monthly statistical reports required or requested by the Chief Executive • Organise training for Board and Board Committee members as required • Work closely with the Executive Management Team and/or other designated officers on all governance related and administrative matters • Assist in the coordination and carrying out of internal and external communications activities of a governance and executive management nature • Participate on hospital committees as required by virtue of the role and/or by the Chief Executive • Undertake communication or website update duties when assigned • Line management duties of staff as designated • Act as Secretary to the Medication Safety Working Group including preparation of meeting agendas, recording of minutes, development and update of documents • Act as Hospital Liaison in respect of HIQA inspection programmes including quality assurance of documents submitted prior to and subsequent to inspections • Circulate information and provide advice to staff in respect of HIQA inspections • Coordinate the preparation of information between the Hospital and HIQA or other external bodies as directed by the Chief Executive • Complete payroll weekly returns for Chief Executive’s Office • Ensure all corporate data is maintained in accordance with GDPR • Undertaking all duties in a confidential, professional and courteous manner
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	<ul style="list-style-type: none"> Undertake any other duties as may be assigned by the Chief Executive from time to time. <p>Note: These responsibilities, accountabilities and performance indicators are a reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the Hospital. The Management Services Co-ordinator will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing climate.</p>
Eligibility Criteria/ Qualifications and/or experience	<p>Professional Qualifications & Experience</p> <p><u>Qualifications:</u> The successful candidate will have a third level qualification, at least at diploma level in an appropriate and relevant area related to the role and remit of the post. Ideally, this qualification will be at primary degree level in an appropriate and relevant area</p> <p><u>Essential Experience:</u> The successful candidate must have significant senior management and leadership experience, ideally with a good knowledge of corporate governance and Board related support and involvement. A knowledge and understanding of clinical governance will be an added strength.</p> <p><u>Desirable Experience:</u></p> <ul style="list-style-type: none"> Knowledge of legal and regulatory requirements pertaining to Hospitals and Healthcare Providing secretarial and administrative to a Board and/or Board Committees Experience in strategic hospital development Extensive experience of delivering demonstrably high-quality services Successful track record of being involved in the planning and delivery of major change programmes Experience of working within a complex organisation with multi-disciplinary staff Experience of working with multiple internal and external stakeholders Experience in data analytics/informatics, including the management of highly sensitive and confidential information Effective verbal communication skills, delivering complex information clearly, concisely, and confidently Excellent written communication skills including strong report writing and presentation skills and the ability to produce professional reports Excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders. Excellent organisational and time management skills to meet objectives within agreed timeframes and achieve quality results A proven ability to prioritise, organise and schedule a wide variety of tasks and to manage competing demands and tight deadlines while consistently maintaining high standards and positive working relationships Excellent computer skills Have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office.

<p>Other Eligibility Criteria.</p>	<p>Age An age restriction shall only apply to a candidate where she/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 68 years of age.</p> <p>Health 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.</p> <p>Character Candidates for and any person holding the office must be of good character.</p> <p>Garda Vetting In accordance with Hospital policy Garda Vetting will form part of the selection process. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Hospital's requirements in this regard will be excluded from the competition.</p>
<p>Required competencies, skills and/or knowledge</p>	<p>Professional Knowledge</p> <ul style="list-style-type: none"> • A detailed knowledge of the issues and developments and current thinking in relation to corporate governance, best practice in health care policy and service delivery <p>Leadership, Direction & Team Working Skills</p> <ul style="list-style-type: none"> • The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working • The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment • Flexibility, adaptability and openness to working effectively in a changing environment • Effective leadership in a challenging and busy environment including a track record of innovation / improvements • Demonstrate an aptitude for strategic thinking, coupled with leadership skills and the ability to motivate and lead • Ability to work with multi-disciplinary team members and other stakeholders to facilitate high performance, developing and achieving clear and realistic objectives • Evidence of being a positive agent of change and performance improvement • A vision in relation to what changes are required to achieve immediate and long-term organisational objectives <p>Commitment to a Quality Service</p> <ul style="list-style-type: none"> • An ability to pay close and accurate attention to detail in personal work and to create a culture where high standards are valued and respected • A core belief in and passion for the sustainable delivery of high-quality customer focused services • Places strong emphasis on achieving high standards of excellence

<p>Competencies, skills and /or knowledge contd.</p>	<ul style="list-style-type: none"> • A vision in relation to what work changes are required to achieve immediate and long-term organisational objectives • Maintains composure when dealing with crises and keeps a sense of perspective and balance in challenging circumstances • A willingness to learn from experience and to identify opportunities to further grow and develop • Strong capability to manage competing demands without a diminution in performance <p>Operational Excellence – Managing and Delivering Results</p> <ul style="list-style-type: none"> • Have a clear focus on operational performance, results and an understanding of the performance systems needed to manage in a complex organisation • Show a strong degree of self-sufficiency, being capable of personally pushing proposals and recommending decisions on a proactive basis while actively suggesting improvements and adapting readily to change • Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money <p>Working with and through others - Influencing to achieve</p> <ul style="list-style-type: none"> • Operate effectively in a matrix working environment • Be flexible, team oriented and a relationship builder and have a significant track record of achievement in the area • Demonstrate leadership and team management skills including the ability to work with multi-disciplinary team members • Excellent influencing and negotiation skills <p>Critical Analysis and Decision Making</p> <ul style="list-style-type: none"> • Excellent analytical skills to enable analysis, interpretation of data and data extraction from multiple data sources • The ability to quickly grasp and understand complex information and the impact on service delivery • The ability to evaluate complex information from a variety of sources and make effective decisions • A knowledge and application of evidence-based decision-making <p>Building & Maintaining Relationships/Communications Skills</p> <ul style="list-style-type: none"> • Effective verbal communication skills, delivering complex information clearly, concisely and confidently • Excellent written communication skills including strong report writing and presentation skills • Excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders • A track record of building and maintaining key internal and external relationships in achieving organisational goals • Ability to present information clearly, concisely and confidently when speaking and in writing tailoring to meet the needs of the audience • Excellent presentation skills • Ability to lead, direct and influence multiple stakeholders and ensure buy-in to plans and their implementation • The ability to interact in a professional manner with staff and other key stakeholders.
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	<p>Personal Commitment and Motivation</p> <ul style="list-style-type: none"> • Be driven by a value system compatible with the aims and ethos of St. John’s Hospital • Demonstrate a patient/service user centred approach to provision of health and personal social services • Be capable of coping with competing demands without a diminution in performance • Demonstrate a commitment to continuing professional development
<p>Other requirements specific to the post</p>	<p>The candidate will :</p> <ul style="list-style-type: none"> ▪ Fully participate as a required member of a number of relevant hospital committees including the Executive Management Team ▪ Participate in the Corporate on-call rota, as required ▪ Be required to work flexibly in response to changing local/organisational /Network requirements
<p>Competition Specific Selection Process</p> <p>Short listing / Interview</p>	<p>Applications should be submitted by completing the hospital’s job application form. Application forms and full particulars relating to the post are available on St. John’s Hospital website, Details on this campaign can be found at http://www.stjohnshospital.ie/management-and-administration/recruitment/</p> <p>Applications to: execrecruit@stjohnshospital.ie</p> <p>Ranking/Shortlisting/Interview</p> <p>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.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</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>Code of Practice</p>	<p>St. John’s Hospital 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 “principles” basis. The Code also specifies the responsibilities placed on candidates, feedback facilities for candidates 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>Codes of Practice are published by the CPSA and are available on www.hse.ie in the document posted with each vacancy entitled “Code of Practice, Information For Candidates” or on www.cpsa-online.ie.</p>
<p>Reform programmes outlined for the health services may impact on this role and as structures change the job description may be reviewed.</p>	

This job description must be regarded as an outline of the major areas of accountability and responsibility at the present time, which will be reviewed and assessed on an on-going basis. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. 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.



PERSON SPECIFICATION

EXECUTIVE SERVICES CO-ORDINATOR – GRADE VIII

CRITERIA	ESSENTIAL	DESIRABLE
Qualification	<p>Candidates must possess a relevant third level qualification, at least at diploma level.</p> <p>Evidence of continuing professional development is required.</p> <p>The nature of the post will require a keen understanding of corporate governance and further study in this area will be undertaken, if required to do so by the Chief Executive.</p>	<ul style="list-style-type: none"> ▪ A relevant <u>post graduate</u> qualification at diploma or degree level in the area of corporate governance is <u>highly desirable</u> ▪ A relevant primary degree is desirable.
Essential Experience Highly desirable Experience (duration and type)	<p>Candidates must possess sufficient administrative capacity and senior management experience to discharge the functions of the role.</p> <p>The following areas of experience are also seen as very important in considering candidates for the post:</p> <ul style="list-style-type: none"> ▪ Experience of corporate governance and a knowledge of and experience in clinical governance will be a further asset ▪ Experience in strategic hospital development ▪ Proven experience in leadership and management ▪ Extensive experience of delivering demonstrably high-quality services ▪ Successful track record of planning and delivering major change programmes ▪ Experience of working within a complex organisation with multi-disciplinary staff ▪ Experience of working with multiple internal and external stakeholders ▪ Experience in data analytics/informatics ▪ Effective verbal communication skills, delivering complex information clearly, concisely, and confidently ▪ Excellent written communication skills including strong report writing and presentation skills and the ability to produce professional reports ▪ Excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders. ▪ Excellent organisational and time management skills to meet objectives within agreed timeframes and achieve quality results ▪ A proven ability to prioritise, organise and schedule a wide variety of tasks and to manage competing demands and tight deadlines while consistently 	<ul style="list-style-type: none"> ▪ Significant senior management experience operating at or close to Board level

	<p>maintaining high standards and positive working relationships</p> <ul style="list-style-type: none"> ▪ Excellent computer skills ▪ Have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office. 	
<p>Core Competencies Skills/Abilities</p>	<ul style="list-style-type: none"> ▪ Vision, commitment and motivation ▪ A Strategic focus ▪ Ability to understand business needs, evaluate business processes and systems ▪ Critical thinker and solution focused ▪ Evidence of successful track record of achieving results in a senior leadership role ▪ Leadership and team management skills including the ability to work with multi-disciplinary teams ▪ Proven ability in influencing teams and achieving results ▪ Excellent communication skills, oral and written ▪ Excellent report writing skills ▪ Excellent people management skills, with the ability to work collaboratively in consultation with key stakeholders to achieve strategic and operational change ▪ Excellent analytical skills to enable analysis, interpretation of data and data extraction from multiple data sources ▪ Able to establish and maintain relationships with key people, internally and externally ▪ Ability to evaluate complex information from a variety of sources ▪ Ability to set own priorities, meet tight deadlines, work effectively under pressure and work independently ▪ Ability to direct and manage change and organisational development including the capacity to lead, organise and motivate staff to function effectively in times of rapid change ▪ Ability to work effectively within a multi-disciplinary organisation ▪ Be capable of coping with competing demands without a diminution in performance ▪ Be fully competent to represent the hospital in all matters pertaining to the hospital ▪ Flexibility, adaptability and openness to working effectively in a changing environment 	

Knowledge & Understanding	<ul style="list-style-type: none"> ▪ Knowledge of key current issues in healthcare reform ▪ Understanding of the issues facing hospital and primary care services ▪ Excellent understanding of the environment and challenges of running a healthcare organisation in the context of current health policy ▪ Knowledge of quality and risk ▪ Knowledge of financial reporting ▪ Knowledge of relevant legislation and policies ▪ Knowledge of the National Standards for Safer Better Healthcare and Health Information and Quality Authority's (HIQAs) monitoring programmes ▪ Knowledge of other relevant standards and external inspection programmes 	
Circumstances	Flexibility to work unsocial hours for meetings outside normal working hours	



TERMS AND CONDITIONS OF EMPLOYMENT
EXECUTIVE SERVICES CO-ORDINATOR - GRADE VIII

Tenure	<p>The appointment is whole-time, permanent and pensionable.</p> <p>A panel may be created from which future vacancies in this post may be filled.</p>
Remuneration	<p>The salary scale for the post as at 01/10/2021 is: €70,373; €71,005; €73,782; €76,570; €79,337; €82,116; €84,877</p> <p>Incremental credit may be granted in respect of previous service in a similar grade in the Civil Service, Local Authority Service, Health Service and other public service bodies or agencies, in Ireland or abroad.</p>
Working Week	<p>The standard working week applying to the post is: 37 hours delivered on a Monday to Friday basis. Flexibility on hours of attendance in consideration of service needs is required.</p> <p>The successful candidate is expected to partake in the executive on-call rota for St. John's Hospital.</p> <p>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).</p>
Annual Leave	<p>The annual leave entitlement is 30 working days per annum.</p> <p>Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.</p>
Terms of Employment	<p>All persons employed will be required to sign a contract of employment, which will set out the terms and conditions of the employment.</p> <p>A job description will form part of the contract documentation.</p>
Probation	<p>Employment will be probationary for the first six months, during which time the Department Head will carry out periodic probation assessment reviews. The appointee will cease to hold office at the end of or during the probationary period unless during such period the Hospital has certified that their service is satisfactory.</p>
Proficiency in the English Language	<p>Fluency in the English language is a requirement of this role.</p> <p>Proficiency in spoken English is assessed during the interview process.</p>
Uniform	<p>The appointee will be required to comply with and actively promote the existing dress code regulations.</p> <p>The appointee will also be required to wear an identity badge in line with existing conditions.</p>
Place of residence	<p>The person appointed will be required to reside within a reasonable distance of the Hospital.</p>

Sick Leave	There is a discretionary sick pay scheme, details of which are available from the Human Resources Department. Sick pay is contingent on full cooperation and compliance with the Hospital's absence management procedures.
Superannuation Contributions	<p>New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012.</p> <p>All other appointees will be required to register with the Voluntary Hospitals Superannuation Scheme and will pay superannuation contributions as follows:</p> <p>(a) Persons who become pensionable officers of the Hospital, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Hospital at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children)</p> <p>(b) Persons who become pensionable officers of the Hospital who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation, to contribute to the Hospital at the rate of 5% of their pensionable remuneration in accordance with the terms of the Scheme.</p> <p>(c) All persons who become pensionable officers of the Hospital, are required, in respect of the VHSS (Spouses and Children's Contributory Pension) Scheme, 1986, to contribute to the Hospital at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.</p>
P.R.S.I.	<p>An officer's date of employment will be the determining factor in deciding which PRSI Class is applicable:-</p> <p>(a) officers appointed on or after 6th April, 1995 from competitions advertised and run before that date will be covered by Class A insurance.</p> <p>(b) Officers appointed before 6th April, 1995 who resign from the health service prior to or after that date and who are subsequently re-appointed or re-admitted to pensionable posts on or after 6th April, 1995 will be covered by Class A insurance.</p> <p>(c) The Class A rate of PRSI contribution will apply to persons appointed to pensionable health service officer posts on or after 6th April, 1995 unless:</p> <p>(i) any person who is, immediately prior to employment, serving elsewhere in the public sector and paying the Class B, C or D rate of PRSI contribution.</p> <p style="text-align: center;">Or</p> <p>(ii) any person who is serving with an agency to which the Local Government Superannuation Code or the Voluntary Hospitals Superannuation Scheme or, in the case of Medical Officer posts, the Nominated Health Agencies Superannuation Scheme applies on 5th April 1995 and is paying full PRSI (Class A) on that date and, without a break in employment, is subsequently appointed to a pensionable health service officer post will pay Class D PRSI.</p>

Confidentiality	<p>In the course of employment, the person appointed may have access to, or hear information concerning the medical or personal affairs of patients and/or staff, or other health service business.</p> <p>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 ever be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.</p>
General Data Protection Regulation (GDPR)	<p>The post holder is obliged to adhere to General Data Protection Regulations 2018. All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Hospital's Confidentiality Policy. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with FOI and GDPR 2018. Hospital policies and procedures at all times. Details of the Hospital's policies are available on the intranet.</p>
Hospital Policies and Procedures	<p>All Hospital policies and procedures form an integral part of 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 and the Hospital's ethical codes of practice.</p> <p>Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.</p>
Infection Prevention and Control	<p>During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St John's Hospital's quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection.</p>
Mandatory Training and Health and Safety at Work Act	<p>The post holder is obliged to fulfil mandatory training requirements in line with this post.</p> <p>All staff must comply with all Hospital Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (2005), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.</p>
Children First Act	<p>You are required to comply with the Children First Act 2015. It is a requirement of this post that you complete the HSE Land training in relation to Children First and any other training the Hospital deems appropriate in this regard.</p>
Open Disclosure	<p>You are required to comply with the requirements of the National Policy on Open Disclosure and take part in reviews and investigations when required.</p>
Adult and Child Safeguarding	<p>The post holder must comply with all relevant statutory safeguarding requirements and undertake training as necessary</p>
Covid -19	<p>The post holder must comply with government and local policy guidelines pertaining to management of Covid-19 in the workplace.</p>

Ethics in Public Office 1995 and 2001	Positions remunerated at or above the minimum point of the Grade VIII salary scale (€68,310 as at 01.01.2020) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001.
Professional Registration	<p>If you are employed in an area of work which requires membership of a professional body in order to practise, it is a condition precedent of your employment to maintain membership of such professional body. It is also your responsibility to comply with the relevant body's code of practice.</p> <p>You are required to advise the Hospital if your professional body in any way limits or changes the terms of your registration. Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.</p>
Termination of Employment	<p>Two months' notice in writing, on either side, except in circumstances where the Hospital authority is of the opinion that the holder of the office has failed to perform satisfactorily the duties of his/her office or has misconducted himself/herself in relation to such office or is otherwise unfit to hold office.</p> <p>The mandatory retirement age for new entrant staff in employment in the public service after 1st January 2013 is 70 years.</p> <p>All other appointees in accordance with HR Circular 029/2018 who have not already reached their retirement age before 26th December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose.</p>