



JOB SPECIFICATION

HEAD OF DIGITAL TRANSFORMATION AND INFORMATION TECHNOLOGY GRADE VIII

Job Title, Grade Grade Code	Head of Digital Transformation and Information Technology: Grade VIII 0655
Competition Reference	SJL/05-2022/4
Whole Time Equivalent	1 WTE
Closing Time and Date	Monday 6th June 2022 at 12 noon
Proposed Interview date(s)	Week commencing 20th June 2022
Taking up Appointment	A start date will be indicated at job offer stage
Duration of Post	Permanent Post
Location of Post	Information Technology Department, 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	St. John's is an acute General Public Voluntary Hospital, funded by the Health Service Executive. 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. Aims and Objectives <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 environment2. To provide healthcare based on the assessed needs and preferences of our service users which ensures mutual respect, holistic care and continuous learning, and training3. 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.

<p>Purpose of the Post</p>	<p>The post holder will be required to:</p> <p>Provide senior managerial leadership to effectively manage Information Management and Technology (IMT) functions throughout the organisation, ensuring an integrated and coordinated approach to the delivery of all such services.</p> <p>Identify the business priorities for the strategic and operational functions of the information and communication systems and services throughout the organisation and implement a plan for same, having regard to the Hospital's strategy for service provision in this area.</p> <p>Oversee the delivery of an IM&T security framework for the Hospital, underpinned by industry standards and policy to ensure a robust security position is maintained.</p> <p>Coordinate and develop the digital transformation strategy for St. John's Hospital, ensuring this is aligned to the Hospital's vision and strategy.</p> <p>Lead and advise on digital transformation programmes across the Hospital as a digital transformation subject matter expert.</p> <p>Have extensive knowledge in the application of digital solutions and digital transformation change programmes to improve the digital maturity of the Hospital, aligning deliverables to St. John's Hospital service plan to improve the delivery of patient care.</p> <p>The post holder will use his/her experience in change management and digital transformation to shape engagement and solutions for a wide range of stakeholders.</p> <p>The post holder will act as a lead for enabling transformational change in the delivery of accountability, choice, outcomes, efficiency, customer service and improvement benefits.</p> <p>The post holder will be responsible for driving the digital agenda in St. John's Hospital, developing a clear timeline and programme plan for the replacement and/or upgrade of IT solutions, ensuring successful implementation aligned to clinical and hospital priorities.</p> <p>To seek and implement continuous service improvement for the benefit of patients, staff and the Hospital.</p> <p>To lead and develop the IM&T department as a proactive service delivering business insights to practical support in technology service planning and operational management.</p>
<p>Key Responsibilities</p>	<p>Operational Management</p> <ul style="list-style-type: none"> • Be responsible for the successful management and development of standards and procedures relative to digital transformation and IM&T functions. • Manage and complete detailed project plans as required. • Liaise with other senior managers with regard to the planning and development of specific IM&T projects.

- Plan and control the IM&T department's work programme.
- Develop information and communications technology infrastructure, including data, IT network security and resilience protection.
- Justify, secure, and effectively manage IT revenue and capital budgets, ensuring value for money and realisation of benefits.
- Draw up and/or review IM&T policies, procedures and guidelines and ensure these are implemented.
- Provide specialist advice in the development and design of systems and policy.
- Provide high quality IT infrastructure to support St. John's Hospital and enable it to conduct its business with maximum efficiency and security.
- Identify and take forward technological improvements that will improve data quality and enhance service quality and productivity.
- Provide and receive highly complex, sensitive or challenging information throughout the Hospital.
- Assume responsibility for I.C.T. Project Management, engaging key stakeholders as required.
- Assume responsibility for computer security, particularly with regard to password protocols, network, e-mail, virus protection, Internet usage and data back-up etc.
- Manage and maintain exchange servers and other core computing facilities.
- Monitor the implementation of new software installations and assume responsibility for all hardware and software systems currently in place.
- Ensure that a high level of professional competence is maintained within the IM&T Department through identifying and scheduling training, education and skill transfer requirements.
- Play an active role in the Hospital's internal and external audit functions.
- Represent the Hospital locally and nationally, participating in steering committees and other user groups and committees as may be required.
- Arrange in-house user training programmes relating to cyber security and information management.
- Assess and make recommendations on the implications of providing remote access to the hospital systems.
- Coordinate routine review of activity and performance trends of the Hospital's information and technology systems to identify possible quality issues and report key issues as they arise.
- Assume responsibility for computer security, particularly with regard to password protocols, network, e-mail, virus protection, Internet usage and data back-up etc.
- Develop the infrastructure to support the joint delivery of IT systems across the Hospital and the wider UHL Hospital group.
- Provide and receive highly complex, sensitive or challenging information throughout the Hospital.

Leadership and Staff Management

- Prepare an integrated digital and IM&T strategy and business plan for the hospital.
- Build and manage key stakeholder relationships internally and externally, reporting to the Chief Executive on engagement and adoption progress.

- Actively promote the effective use of information and information systems within the Hospital by a variety of means including workshops, presentations, training sessions and providing individual advice.
- Be responsible for all aspects of line management within the department, including recruitment, induction, workload planning and prioritisation, monitoring performance, carrying out appraisals, facilitating staff personal development, maintaining professional standards and management of any sickness, disciplinary or grievance issues.
- Ensure comprehensive arrangements are in place to provide data quality assurance for all external and internal reporting.
- Take lead responsibility for monitoring performance and collating evidence in relation to agreed national standards pertaining to cybersecurity and IM&T functions, reporting progress and/or any issues to the Chief Executive/Deputy Chief Executive and the Hospital's Audit Committee as required.
- Ensure there is the capacity and capability in the IM&T department for staff to undertake change management programmes using lean programme management methodologies.

Working with Others

- Work closely with other executives and teams to support delivery of the clinical service strategies ensuring services are designed with streamlined pathways improving efficiency and patient experience.
- Participate in Executive, Service Heads and other key meetings in line with the Hospital's integrated executive management structure, providing written reports as required.
- Participate in the Executive on call rota.
- Communicate with staff of all grades as well as with external agencies and other hospitals.
- Maintain a strong working relationship with the Health Service Executive and other key stakeholders, exploring options for joint service developments with relevant partners where appropriate.
- Develop the infrastructure to support the joint delivery of IT systems across the Hospital and the wider UHL Hospital Group.
- Work with other executives and teams to ensure staff are equipped with the appropriate digital and IT skills to transform services.

Professional Development

- Provide specialist technical advice where required on performance management, analysis and data quality issues, and contribute to the development of related Hospital policies and strategy.
- Maintain up-to-date knowledge of developments in digital transformation, IT, information analysis, performance reporting, and data quality strategies, and an overview of the range of commercially available business intelligence development, analysis and reporting software tools.
- Develop and maintain an understanding of national HSE and other relevant performance targets, data definitions and standards, and external monitoring requirements.
- Develop and maintain a good overview of national and local policies, issues and developments and their impact on Hospital services

	<p>Digital Transformation</p> <ul style="list-style-type: none"> • Develop the Hospital’s capacity to make effective use of data and analysis to support strategic change and the planning, development and delivery of services, carrying out complex and specialist analysis projects as required. • Develop a digital delivery plan aligned to St. John’s Hospital service plan to advance the digital maturity of the Hospital through service transformation, information technology system deployment and the hospital’s digital transformation development. • Engage with the Hospital’s executives and other key stakeholders to enable a route map for service change in order to deliver the overall digital strategic objectives • Drive the digitisation of integrated care systems throughout the Hospital through the provision of guidance, standards, support and investment in new technologies (subject to funding) in the core digital capabilities to transform care. • Understand the innovation landscape and lead the agenda for digitalising healthcare that will greatly transform services for patients and staff. <p>Other</p> <ul style="list-style-type: none"> • Perform such other duties, appropriate to the post, as may be assigned 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 Head of Digital Transformation and Information Technology will be required to maintain, enhance and develop their professional knowledge, skills and aptitudes necessary to respond to a changing climate.</p>
<p>Eligibility Criteria/ Qualifications and/or experience</p>	<p>Professional Qualifications & Experience</p> <p><u>Qualifications:</u></p> <p>Candidates must, on or before 6th June 2022, have the qualification as stipulated below:</p> <ul style="list-style-type: none"> • A qualification at Level 8 on the National Framework of Qualification (NFQ) major award (i.e. honours degree) in a relevant computing or computational discipline and at least 3 years directly relevant, hands-on ICT/ Digital experience from your employment to date <p style="text-align: center;">or</p> <p><u>Essential Experience:</u></p> <ul style="list-style-type: none"> • A minimum of 3 years direct supervisory management experience • Excellent communication, team leadership and team management skills • Systems analysis and project management experience • LAN Management experience

<p>Other Eligibility Criteria.</p>	<ul style="list-style-type: none"> • Experience of managing service improvement programmes of work including cyber security, risk management and service management • A high level of interpersonal and effective verbal communication skills, delivering complex information clearly, concisely, and confidently. <p><u>Desirable Experience:</u></p> <ul style="list-style-type: none"> • Knowledge of project management principles • Knowledge of current and future trends in I.C.T. • Knowledge of legal and regulatory requirements pertaining to Hospitals and Healthcare • 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 • 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>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>
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- 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

Commitment to a Quality Service

- 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
- 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

Operational Excellence – Managing and Delivering Results

- 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

Working with and through others - Influencing to achieve

- 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

Critical Analysis and Decision Making

- 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

Building & Maintaining Relationships/Communications Skills

	<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. <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/forums including the Executive Management Team meetings ▪ 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><u>Closing Date: 6th June 2022 – 12 noon</u></p> <p>Ranking/Shortlisting/Interview</p> <p>A ranking and or shortlisting exercise will 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>

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	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	<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> <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.</p>	



PERSON SPECIFICATION

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CRITERIA	ESSENTIAL	DESIRABLE
Qualification	<p>Candidates must, on or before 6th June 2022, have the qualifications as stipulated below:</p> <ul style="list-style-type: none"> A qualification at Level 8 on the National Framework of Qualification (NFQ) major award (i.e. ordinary degree) in a relevant computing or computational discipline and at least 3 years directly relevant, hands-on ICT/ Digital experience from your employment to date 	A relevant primary degree is desirable.
Essential Experience	<ul style="list-style-type: none"> 3 years direct supervisory management. Systems analysis and project management. LAN management. Management of budgets and resources. <p>Candidates must possess sufficient administrative capacity and senior management experience to discharge the functions of the role.</p>	<p>Experience in a Hospital environment.</p> <p>Experience of strategic service development and delivery.</p>

<p>Professional Knowledge</p>	<ul style="list-style-type: none"> • Knowledge of the application of digital solutions and digital transformation change programmes • Knowledge of project management principles. • Knowledge of current and future trends in I.C.T. • Experience of managing Service Improvement programmes of work including cyber security, risk management and service management. Ideally having experience of a cybersecurity framework to implement such service improvement 	<p>Knowledge of ICT systems detailed in job description. Knowledge of the Health / Hospital Services</p>
<p>Highly desirable Experience (duration and type)</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"> ▪ Proven team management & leadership skills ▪ Proven managerial experience in providing systems and fully functioning timely reporting supports for all relevant departments ▪ Extensive experience of delivering demonstrably high-quality services ▪ Experience in strategic hospital development ▪ 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 maintaining high standards and positive working relationships ▪ 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 	
<p>Knowledge & Understanding</p>	<ul style="list-style-type: none"> ▪ Extensive knowledge in the application of digital solutions and digital transformation change programmes ▪ Knowledge of project management principles ▪ Knowledge of current and future trends in I.C.T. ▪ 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 	

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	<ul style="list-style-type: none"> ▪ 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

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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	<p>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.</p>
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> <ul style="list-style-type: none"> (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) (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. (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.R.S.I.	<p>An officer's date of employment will be the determining factor in deciding which PRSI Class is applicable:-</p> <ul style="list-style-type: none"> (a) officers appointed on or after 6th April, 1995 from competitions advertised and run before that date will be covered by Class A insurance. (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. (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: <ul style="list-style-type: none"> (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>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</p>

	Children First and any other training the Hospital deems appropriate in this regard.
Open Disclosure	You are required to comply with the requirements of the National Policy on Open Disclosure and take part in reviews and investigations when required.
Adult and Child Safeguarding	The post holder must comply with all relevant statutory safeguarding requirements and undertake training as necessary
Covid -19	The post holder must comply with government and local policy guidelines pertaining to management of Covid-19 in the workplace.
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>