



St. John's Hospital, Limerick
Patient Flow Manager - CNMII
Full Time Post

Job Specification, Terms and Conditions:

Job Title, Grade and Grade Code	Patient Flow Manager - CNMII Permanent Post Grade Code: 2119
Competition Reference	SJL/06/2022/05
Whole Time Equivalent	1 WTE
Closing Date	24th June 2022 12 noon
Proposed Interview date(s)	To be confirmed
Taking up Appointment	A start date will be indicated at job offer stage
Duration of Post	Permanent Post
Location of Post	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/
Details of Service	St John's Hospital, Limerick is a Voluntary Hospital founded in 1780. It is a Model 2S, acute general hospital and a member of the University of Limerick Hospitals Group. 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><u>Mission statement</u> 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><u>Aims and Objectives</u></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	<p>The post holder will report to the Assistant Director of Nursing and are accountable to the Director of Nursing</p> <p>The post holder will liaise closely with the Director of Operations and Patient Services manager in identifying bed resources to support elective and non-elective service planning.</p>
Role Summary	<p>The Patient Flow Manager plays a central role in the organisation, management and co-ordination of all hospital, in-patient bed resources and policies. This includes:-</p> <ul style="list-style-type: none"> • Effective management of the availability and utilisation of in-patient and resources. • Liaise with Nursing Home Support Scheme office to allow appropriate and timely transfer of patients when bed becomes available in Nursing Home. • Direct the Clerical Officer in Admissions, as to, what patients to admit, and make decisions regarding allocation of beds etc which must be invoked by the Clerical Officer. • Conduct a waiting list validation, medical patients only. • Management of agreed admission transfer and discharge policies and procedures. • Development and management of pre-admission, admission transfer and discharge protocols to maximise efficient use of bed resources. • Development and management of discharge planning and forward planning one week in advance to identify patients with long length of stays and forecasting bed availability. • Responsible for information dissemination on bed usage and availability. • Liaise with associated hospitals on bed utilisation and availability. • When the bed situation is nearing full capacity liaise with multidisciplinary team and inform Nursing Management. • Ensure adequate bed availability in contingency situations and emergencies.

	<ul style="list-style-type: none"> • Liaise with clinicians and other interested parties (G.P.'s, P.H.N.'s etc) to ensure bed availability in the context of available resources. Particular attention to be given to the availability of sufficient beds for emergency admissions at all times. • Undertake periodic reviews of bed designation in the light of current needs and best practice. • Monitor length of stay of in-patients on a regular basis in consultation with Ward Manager/Consultant. (This process should commence on the 1st day of Admission) • Ensure that Health In-Patient Regulation vis a vis Public/Private mix is implemented. • Provide training and education sessions for staff regarding the admission, discharge and transfer process. • Act up in the absence of the ADON as requested <p>Any other duties as may be assigned by the Chief Executive Officer and Director of Nursing or other designated officer from time to time.</p>
<p>Purpose of the Post</p>	<p>Patient Flow Manager will be responsible for the effective coordination of patient admissions and discharges to ensure there is consistent access to beds in St John's Hospital. He/she will provide leadership and co-ordination and will work in a collaborative manner within the multi-disciplinary team and with external partners to prevent avoidable delays in admitting and discharging patients.</p> <p>He/she will develop admission/discharge policies and procedures to assist in the transition of care to and from St John's Hospital. The Patient Flow Manager will have direct and active participation in service planning, monitoring performance through audit of areas specific to effective bed management and the development of action plans to continuously improve the service. This position will have a significant impact on patient throughput, length of stay, patient safety, prevention of readmissions and patient satisfaction.</p>
<p>Accountable for</p>	<ul style="list-style-type: none"> • Assisting in implementing pre-admission, admission and transfer protocols, guidance and policies on the management and timely placement of patients in St John's Hospital.

Accountable for

- Review the effectiveness of all policies relating to bed management on a regular basis to ensure they are adhering to national standards
- Maintain a record of the circulation of policies/guidelines and to ensure to recall out of date policies
- Promote the awareness of bed management and discharge policies throughout the hospital, ensuring compliance from all staff.
- Develop and implement an education and training programme for all staff. Liaise with CNM and Clinical Skills facilitator to identify training needs
- Participate in the clinical induction of nursing staff and others
- Act as a role model and resource to all staff within the Multidisciplinary team
- Be responsible for his/her own continuous education through formal education opportunities, relevant literature, attending appropriate seminars, meetings to ensure continuous clinical credibility.

Bed Management/ Discharge planning

- Communicate regularly with Bed Management team in UHL regarding bed availability/pending discharges. Attend daily bed management meeting with internal and external partners
- Co-ordinates admissions both internally and externally from other services to ensure that the appropriate information is received and patient referrals meet the admission criteria for a model 2 hospital.
- Safe allocation of beds to patients in accordance with IP&C policies and procedures. Effective communication between patient flow infection control and utilisation of available electronic methods to assess patients' infectious status.
- Assist in discharge planning to ensure effective and efficient use of beds
- Encourage and monitor safe and proactive planning of discharge from day of admission
- Assist in the identification of patients expected date of discharge and monitor
- Identify definite, potential and predicted discharges daily.
- Attend regular MDT meetings and play a lead role in ensuring that all discharges are effectively communicated and planned.

	<ul style="list-style-type: none"> • Liaise with the CNM, medical teams, and other members of the Multidisciplinary team to highlight and identify delayed discharges and factors that are contributing to delays. • Attend and arrange regular delayed discharge meetings and raise any relevant issues with the multi-disciplinary team to ensure resolution. • Monitor and report delayed discharges to hospital management and provide reports as requested for the HSE verification body. • Attend weekly UHL group meeting regarding delayed discharges to assist in the management of these delays. • Develop a strong collaborative relationship with the multidisciplinary team to facilitate discharge planning. Ensure clear communication and agree responsibilities for assigned tasks • Support and coordinate the management of patients requiring home care packages (HCP), transitional funding (TF) and long-term care placement (LTC) • Develop strong relationship with the Home Care Support Service Office, HCP officers, Managers of services for older persons, Disability manager, Fair-deal Office and other agencies to identify and escalate any issues at an early stage • Continuously monitor the applications for HCP.TF,and LTC through all stages of the process • Ensure that patients, relatives and carers are provided with information about discharge planning and that the information and timescales are fully explained and the appropriate level of support is provided. • Liaise with care/nursing homes to ensure timely assessments and completion of required documentation to facilitate discharge. • Organise and meet with any outside nurse/carer who has specifically come to assess a patient's needs. • Maintain appropriate and accurate records regarding patients • Actively involved in performance management through regular auditing to ensure the service is effective, efficient and patient focused
<p>Principle Responsibilities and Duties</p>	<ul style="list-style-type: none"> • 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 Hospital, awareness of the primacy of the patient in relation to all hospital activities.
- Performance management systems are part of the role and you will be required to participate in the Hospital's performance management programme.

Clinical Focus

- To provide high quality, client focussed care recognising the valuable contribution of a well-managed and innovative service.
- Have a key role in formulating policy, improving the admission/discharge services and improving practice
- Work closely with medical consultants, allied staff external agencies to ensure patients transition care is effective and patient focused
- Ensure that all Admission/Discharge policies, guidelines and protocols are research/evidence based and that they are updated as required.
- Maintain effective communication structures and networks which ensure information is conveyed effectively.
- Promote good inter-professional teamwork
- Collaborate with other members of the health care team in the hospital and in the community to ensure that a standardised approach to managing the admission and discharge of patients

Patient / Client Advocate

- Enable patients/clients, families and communities to fully participate in decisions about their health needs.
- Articulate and represent patient/client interest in collaboration with the multidisciplinary team.
- Communicate, negotiate and represent patient/client values and decisions in collaboration with other professionals.
- Provide an efficient, effective and high-quality service, respecting the needs of each patient.
- Actively promote positive approaches enabling patients and families to participate in the safe management of their care
- Participate in team discussions regarding the effective and safe discharge of patients
- Have knowledge of existing resources/services, which help patients and their families/significant others, e.g., social services, support groups, entitlements.
- Establish maintain and improve procedures for collaboration and co-operation between acute services, community services and voluntary organisations.
- Maintain effective communication and liaison with all members of health care team.

- Implement changes in healthcare service in response to patient/client need and service demand.
- Maintain a safe environment for patients, relatives and staff according to the Health Safety & Welfare at Work legislation.

Education and Training

- Assist with the establishment, delivery and evaluation of structured patient education programmes.
- Provide mentorship, preceptorship, teaching, facilitation and professional supervisory skills for nurses, and other healthcare workers.
- Educate patient, clients, families, and communities in relation to their healthcare needs.
- Function as a role model through the provision of professional leadership and demonstration of best practice.
- Participate in education programmes for all healthcare staff in both formal and informal settings.
- Evaluate and audit all education programmes.
- Facilitate structured and impromptu educational opportunities to facilitate staff development and patient education.
- Demonstrate vision, innovation and flexibility in promoting research/evidence-based practice and in developing awareness/education programmes for staff.
- Participate in relevant in-service education and study days for all healthcare staff.
- Provide reports as requested for the HSE performance verification body and other requirements as required.
- Identify own continuing professional development needs and engage accordingly.
- Be responsible for his/her continuing education through formal and informal educational opportunities, thus ensuring continued credibility amongst nursing, medical and paramedical colleagues

Audit and Research

- The post holder will audit clinical practice on an ongoing basis.
- Initiate, participate in and evaluate audit.
- Use the outcomes of audit to improve service provision.
- Provide feedback through verbal and written reporting.

- Participate in the implementation and evaluation of interdisciplinary audit systems in relation to Diabetic services.
- Identify, critically analyse, disseminate and integrate research evidence into practice.
- Promote and disseminate research findings.
- Advise in the implementation of appropriate research findings.
- Ensure that all Admission/ Discharge policies, guidelines and protocols are research/evidence based.
- Be a change agent in implementing research findings so as to enhance bed management and ensure safe patient care.
- Continually monitor the ADT(Admission, Discharge and Transfer) service to ensure that it reflects current needs.
- Develop cohesive links with bed management in UHL, community other support agencies and Nursing Homes to ensure that all ADT policies procedures and practice are standardised throughout the region.
- Develop and implement the ADT strategy and annual plan in consultation with a multi/inter disciplinary team.
- Demonstrate a commitment to identify and develop tools to audit current practice in relation to ADT
- Participate in quality improvement initiative for the enhancement of patient care.

Consultative Role:

- Provide professional leadership in clinical practice and act as a resource and role model
- Generate and contribute to the development of clinical standards of practice and guidelines.
- Consult closely with clinicians, allied staff and external agencies
- Take a lead as a member of local, regional and national committees and provide advice on Diabetes, nursing and related topics.
- To provide high quality patient focused care recognising the valuable contribution of a well-managed and innovative service.
- Has a key role in formulating policy, implementing infection prevention & control programmes and improving practice?
- To monitor and critically evaluate the practices and resources used through audit and risk management.
- Be responsible for updating of policies and guidelines on an ongoing basis.
- Maintain a record of the circulation of policies/guidelines and to ensure the recall of all out-of-date documents.
- Ensure that learning objectives set for Student Nurses, by the Nursing and Midwifery Board of Ireland (NMBI) in relation to Diabetes are adhered to and achieved. Liaise with Clinical Placement Co-ordinator regarding learning objectives and establish criteria for their achievement.
- Foster good working relationships between colleagues and other staff by maintaining high professional standards.

- Be responsible for maintaining own professional development and to attend study days and relevant staff and committee meetings which are considered appropriate by the ADON/ Director of Nursing.

Management:

- Provide an efficient, effective and high-quality service, respecting the needs of each patient/client.
- Effectively manage time and caseload in order to meet the needs of a changing and developing service.
- Continually monitor the service to ensure it reflects current needs.
- Implement and manage identified changes.
- Ensure confidentiality in relation to patient/client records is maintained.
- Maintain accurate and up to date statistics of the service provided, including audit of patient/client contacts.
- Represent the service at local, national and international meetings as required.
- Maintain accurate and contemporaneous records/ data on all matters pertaining to the planning, management, delivery and evaluation of this service in line with HSE requirements.
- Collect statistical information and data to help develop and improve the service
- Produce regular reports on progress in service development

KPI's

- The identification & development of Key Performance Indicators (KPIs) which are congruent with the Hospital's service plan targets.
- The development of Action Plans to address KPI targets.
- Driving and promoting a Performance Management culture.
- In conjunction with line manager assist in the development of a Performance Management system for your profession.
- The management and delivery of KPIs as a routine and core business objective.

Health & Safety

- Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff.
- 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 must foster and support a quality improvement culture
- Be aware of and familiar with Health & Safety regulations.
- Ensure mandatory training is up to date.

	<ul style="list-style-type: none"> • 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. <p>Hospital Uniform: Ensure you comply with hospital policy.</p> <p>Personal Development: Keep up to date with nursing literature, recent nursing research findings and new developments in nursing management, education and practice and advise staff on necessary changes. It is the responsibility of each professional to update his/her own human development. Attend staff meetings/study-days/seminars as considered appropriate and feedback appropriate information.</p> <p>Confidentiality In the course of your employment, you may have access to, or hear information concerning, the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.</p> <p>It would be expected in the normal course of events at Hospital level that the role will evolve as professional, and service demands change. Management structures, budgetary processes and training/education initiatives are the subject of on-going development to facilitate the exercise of the devolved functions set out above.</p> <p>This job description indicates the main responsibilities and duties of the post and is subject to review and amendment to reflect the changing needs of the hospital service. The extent and speed of change in the delivery of health care is such that adaptability is essential. The incumbent will be required to establish, maintain, enhance and develop their professional knowledge, skills and aptitudes in order to respond to a developing service situation.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>1. Professional Qualifications & Experience</p> <p>Each candidate must, at the latest date for receipt of completed applications for the post:</p> <p>Be registered or be eligible to be registered in the General Division of the Register of Nurses & Midwives maintained by the Nursing and</p>

	<p>Midwifery Board of Ireland (NMBI)/ An Bord Altran is agus Cnáimhseachais na hÉireann.</p> <p style="text-align: center;">And</p> <p>Have a minimum of five years post registration experience in an acute hospital environment.</p> <p style="text-align: center;">And</p> <p>Have the clinical, managerial and administrative capacity to properly discharge the functions of the role</p> <p style="text-align: center;">And</p> <p>Demonstrate evidence of continuing professional development at the appropriate level.</p> <p>Proof of current registration will be required before assignment is confirmed</p> <p>2. Annual registration</p> <p>(i) Practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann).</p> <p style="text-align: center;">And</p> <p>(ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p>3. Age</p> <p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. In accordance with HR Circular 029/2018 all other appointees' 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> <p>* <u>Public Servants not affected by this legislation:</u></p> <p>Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p> <p>4. Health</p> <p>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>5. Character</p> <p>Candidates for and any person holding the office must be of good character.</p>
<p>Post Specific Requirements/Desirable</p>	<ul style="list-style-type: none"> • Demonstrate evidence of expertise and knowledge in safe practice in providing nursing care relevant to the area of admission, discharge or transfer to include experience of working autonomously in a hospital setting.

Essential Skills, competencies and/or knowledge	<ul style="list-style-type: none"> • Demonstrates a high level of clinical knowledge to effectively carry out the duties and responsibilities of the role • A vision for integrated care crossing in primary and secondary boundaries such as the preparation for Sláintecare • Demonstrate the ability to lead on clinical practice and service quality • Demonstrate an in-depth knowledge in patient flow, general and nursing practice, risk management and clinical audit as well as educational research and management skills and must have the potential to plan and co-ordinate a programme of infection prevention and control and staff education on matters relating to infection prevention and control. • Demonstrate evidence of further education / appropriate expertise in the speciality and demonstration of excellent clinical practice. • Demonstrate promotion of evidence-based decision making/ evidence based clinical knowledge in making decisions regarding patient/client care. • Demonstrate the ability to relate nursing research to nursing practice • Demonstrate knowledge of quality assurance practices and their application to nursing procedures • Demonstrate an awareness of relevant legislation and policy e.g. legislation relevant to the service area, health and safety, infection control etc • Demonstrate an awareness of current and emerging nursing strategies and policies in relation to the clinical /designated area • Demonstrate a willingness to develop IT skills relevant to the role • Demonstrate the ability to plan and manage resources effectively • Demonstrate the ability to build and maintain relationships including the ability to work effectively as part of a multi-disciplinary team • Demonstrate the ability to build, lead and manage a team • Demonstrate a commitment to providing a quality service • Demonstrate initiative and innovation in the delivery of service and an openness to change • Demonstrate effective analytical, problem solving and decision-making skills • Demonstrate strong communication and influencing skills • Demonstrate integrity and ethical stance • Demonstrate resilience and composure • Demonstrate a commitment to continuing professional development.
Other Requirements for the role	<p>The successful applicant will be required to work flexibly in response to changing local/organisational/network requirements.</p>
Competition Specific Selection Process Short listing / Interview	<p>Applications should be submitted by completing the hospital's standard 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</p>

	<p>http://www.stjohnshospital.ie/management-and-administration/recruitment/ or contact the HR department St. John's Hospital.</p> <p>Applications to Human Resources Department, St. John's Hospital. recruitment@stjohnshospital.ie</p> <p>Closing date for applications 24/06/2022 12 noon</p> <p>Ranking/Shortlisting/Interview A ranking and or shortlisting exercise may be carried out based on 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 principle 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>



**Terms and Conditions of Employment
Patient Flow Manager – CNMII**

<p>Tenure</p>	<p>The appointment is whole-time, Permanent and pensionable.</p> <p>A panel may be created from which Permanent vacancies of whole-time duration may be filled during the life of the panel.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.</p>
<p>Remuneration</p>	<p>The salary scale for this post is in accordance with HSE approved salary scales.</p> <p>01/10/2021 PSPP: €51,422; €52,273; €52,993; €54,170; €55,469; €56,745; €58,021; €59,457; €60,792</p>
<p>Working Week</p>	<p>The standard working week applying to the post is: 39 hours delivered on a Monday to Friday basis. The nature of the post may involve/require attendance at the Hospital outside of scheduled hours.</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>
<p>Annual Leave</p>	<p>The annual leave entitlement is in accordance with St. John’s Hospital/HSE approved leave entitlements.</p>
<p>Superannuation</p>	<p>All pensionable staff become members of the pension scheme.</p>
<p>Probation</p>	<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>
<p>Mandatory Training and Health and Safety at Work Act</p>	<p>The post holder is obliged to fulfil mandatory training requirements in line with this post. All staff must comply with all Hospital Health & Safety Policies and Procedures. Staff must be aware of the</p>

	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.
Children First Act	Schedule 2 of the Children First Act 2015 specifies that this post falls under the classes of persons as “Mandated Persons” for the purpose of the Act. As a mandated person, under the legislation you are required to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed. 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
GDPR	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.
Infection Prevention and Control	The post holder is obliged to adhere to Hospital policies and procedures relating to Hand Hygiene and Infection Prevention and Control and to assist in undertaking hand hygiene audits as required.
Professional Registration	If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Board of Ireland), 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. 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.
Termination of Employment	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. The mandatory retirement age for new entrant staff in employment in the public service after 1 st January 2013 is 70 years. All other appointees in accordance with HR Circular 029/2018 who have not already reached their retirement age before 26 th December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose

Protection of Persons Reporting Child Abuse Act 1998	This post is one of those designated in accordance with Section 2 of the Protection of Persons Reporting Child Abuse Act, 1998. You will remain a designated officer for the duration of your appointment in this post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. Such officers will, on receiving a report of child abuse, formally notify the Senior Social Worker in the community care area in which the child is living.
---	--