



**interRAI Educator/Clinical Lead
Job Specification & Terms and Conditions**

Job Title, Grade Code	interRAI Educator/Clinical Lead (Grade Code: 281X)
Remuneration	The salary scale for the post (as of 01.06.2026) €72,151 €76,116 €77,744 €79,246 €80,762 €82,836 New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.
Campaign Reference	HSEMW225-26
Closing Date	Thursday 30 th July 2026 at 5pm
Proposed Interview Date (s)	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	HSE Mid West The current vacancy available is specified purpose (12 months) and whole-time in HSE Mid West. A panel may be formed as a result of this campaign for interRAI Educator/Clinical Lead from which current and future, permanent and specified purpose vacancies may be filled.
Informal Enquiries	We welcome enquiries about the role. Please contact Patricia O’Gorman patricia.ogorman@hse.ie for further information on the role. Please contact Sophie McCann Sophie.mccann@hse.ie for queries on the recruitment process.
Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email Sophie McCann Campaign Lead sophie.mccann@hse.ie
Details of Service	Six Health Regions have been established within the HSE, on the basis of the geographical boundaries agreed by the Government in July 2019 and they will be fully operational from 2024. Each Health Region will be tasked with population specific planning resourcing and delivery of health and social care services for the needs of its unique population. This will result in improved accountability and governance in terms of finance and performance, while also bringing decision-making closer to the frontline. Health Regions will enable and empower staff to provide services that are: • Integrated, locally planned and delivered

	• Easier to access and navigate • Available closer to home Health Regions are geographically-based units with clearly defined populations. They align community and hospital services within specific areas. The HSE will retain a strong but leaner central organisation, with more service provision developed at a local level. HSE Mid-West Health Region The newly established HSE Mid-West Health Region will manage and deliver all public health and social care services for Limerick, Clare and North Tipperary serving a population of over 413,059 people. The redesign of services will allow new pathways to be developed between acute hospitals, community services, primary care, health & wellbeing and voluntary sectors to develop more integrated, patient-centred care. HSE Mid-West includes all hospital, community healthcare and public health services in the region. This includes: • Acute Hospitals Midwest, consisting of • University Hospital Limerick • University Maternity Hospital Limerick • Ennis Hospital • Nenagh Hospital • Croom Hospital • St John's Hospital (voluntary) • Mid-West Community Healthcare • Deliver a broad range of community services, provided within and outside of the acute hospital system, and includes Primary Care, Older Persons, Disabilities, Mental Health, and Health & Wellbeing. Community services are delivered through a range of direct and indirect services delivered directly or through partnerships with HSE teams, Section 38/39 agencies, and private providers under SLA agreements. • Public Health Mid-West • The Public Health team works to protect, support, enable, and advise on the health and wellbeing of the population. They deliver services across four public health domains: ▪ Health Protection ▪ Health Improvement ▪ Health Service Improvement ▪ Health Intelligence
Training for interRAI Educator/Clinical Lead	Note: No more than 6-8 weeks training is required for CHO interRAI Educator/Clinical Lead to achieve competency. This involves: • Facilitation/ Coaching Skills • Person-centred Interviewing Skills • Tablet/Software training • interRAI Assessment Standards & Applications • Complete interRAI Training assessments (5 min with pass/fail rate) • interRAI eLearning Programme (10 Modules) • electronic Mandatory Competency Evaluations (eMCE) for interRAI HC & interRAI HC for AC

	• Super user training • Audit skills • Education Analytics Skills Ongoing support and coaching for CHO interRAI Educators/Clinical Leads will be provided by the interRAI National Clinical Education Lead.
Reporting Relationship	The post holder will report to the General Manager for Older Person or their nominated Service Leads.
Purpose of the Post	The interRAI Educator/Clinical Lead will provide an interRAI 'Super User' resource/service to multi-disciplinary clinicians and their managers within the CHO Community and Acute Services and assist in the effective implementation of CHO interRAI Implementation project plans. The interRAI Educator/Clinical Lead will also support CHO Older Persons Social Care Service providers to incorporate interRAI into their service development and models of care according to agreed plans including clinical systems support to provide an interface between clinical service delivery and software delivery and to drive the clinical integrity of the system, including data integrity. The interRAI Educator/Clinical Lead is responsible for ensuring a quality service is provided in their area of expertise and are involved in quality activities to identify opportunities for improvement.
Principle Duties and Responsibilities	<u>Education</u> <i>The interRAI Educator/Clinical Lead will:</i> • Facilitate the roll-out of the national interRAI Ireland Education Programmes for all healthcare staff. • Co-ordinate the roll-out of training programmes in the CHO area. • Provide education, training and support for clinicians in order for them to achieve competency in the interRAI system of assessment. • Provide ongoing education, support for all end users. • Undertake quality reviews of assessment data to ensure high standards are maintained as per national standards. • Act as a point of contact for clinicians and end users, providing ongoing support e.g. telephone help-line for clinical coding queries, education updates, and 'one to one' support as needed. • Provide interRAI education/development updates for interRAI users, multidisciplinary team members and managers. • Use education analytics and reports to inform in-service education. • Provide subject matter expertise - interRAI 'Super-User' resource/service for clinicians (interRAI Users) and the wider healthcare team (multi-disciplinary members, managers, etc.). • Prepare and collate reports on interRAI Education programmes delivered. <u>Support Development and Quality Management</u> <i>The interRAI Educator/Clinical Lead will:</i> • Assist in the provision of quality assurance mechanisms for interRAI data accuracy & interRAI training i.e. audit, surveys and assist in plans to address learning opportunities, where identified.

- Undertake quality reviews of live assessments and provide support/feedback to clinicians as appropriate.
- Proactively seek feedback from learners and recognise the importance of valuing their experience in continuous quality improvements.
- Listen and proactively seek to understand the learning expectations and needs of end users/stakeholders.
- Participate in continual professional development and the interRAI education moderation process.
- Be proactive in the monitoring and reporting of key performance indicators/quality indicators in improving service quality.
- Participate in the development and continuing improvement of interRAI National Education and Development Programmes for End Users and provide positive contribution to the functioning of your team and the wider organisation.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
- As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA & to assist TUSLA, if requested, in assessing a concern which has been the subject of a mandated report.

Clinical System Support

The interRAI Educator/Clinical Lead will:

- Act as a clinical advisor/expert practitioner on interRAI system use.
- Champion interRAI - understands the full capacity of the interRAI instruments and promotes and facilitates the quality use of interRAI methodology in the CHO area.
- Triage support calls (interRAI methodology/Software/Connectivity).
- Contribute to audits of software use.
- Work closely with ICT leads, national interRAI Support Manager in identifying and resolving any issues pertaining to ICT components of the project implementation e.g. networks, tablets, etc.
- Ensure clinical implementation plans are co-ordinated and managed effectively.

Aggregated Data Use

The interRAI Educator/Clinical Lead will:

- Facilitate an understanding in the CHO area of local and national interRAI data such as interRAI Quality Indicators, interRAI Status and Outcome measurements.
- Demonstrate the value of aggregated data for supporting quality improvements initiatives.
- Educate stakeholders, service/facility managers on the use of aggregated data/reports.
- Contribute to the development and provision of aggregated data/report software analytics module for CHO stakeholders/service managers.

Team Work and Communications

The interRAI Educator/Clinical Lead will:

- Act as a key liaison with stakeholders e.g. Service Providers, Heads of Services, Home Care Managers, LPF members, IT Departments.
- Seek advice from the interRAI National Clinical Education Lead if unsure of any interRAI methodology work practice.
- Contribute to service development and strategy and planning initiatives related to interRAI within CHO area.
- Work with, support, advise and help build up the knowledge and expertise of the other healthcare professionals involved in providing care for older people on the interRAI system, through formal and informal education.
- Work as part of a team and liaise closely with the national lead for clinical education and development and other CHO interRAI Educators/Clinical leads.
- Provide communication on interRAI implementation/clinical outputs to the service areas and multi-disciplinary teams.

General

The interRAI Educator/Clinical Lead will:

- Maintain a training database of assigned user accounts and security access with accurate records of training, attendees and competencies achieved.
- Maintain a data base of eLearning - user accounts with accurate records of training, attendees and competent assessors.
- Compile reports for the CHO interRAI Team or the interRAI National Team as requested such as CHO interRAI educational/training plans and progress; Clinical Audits.
- Undertake other reasonable duties as required relating to the functions and responsibilities of the CHO interRAI team.

Continuous Personal Development

The interRAI Educator/Clinical Lead will:

- Set and meet challenging goals, creating own measures and consistently seek ways of improving performance.
- Be aware of own shortcomings and opportunities for improvement and takes charge of personal development.
- Make suggestions for improvements to current ways of working. Show a willingness to learn.
- Look to improve efficiency and quality of service of own role/area.
- Keep own skills up-to-date and develop a depth/breath of knowledge in a particular area through learning.
- Perform work with energy and drive; values planning, but is able to take quick, decisive action when an opportunity presents.
- Establish standards and responsibilities, supports a results-orientated environment, and follows through on actions.

	The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.
Eligibility Criteria Qualifications and/ or experience	Candidates must have at the latest date of application: 1. <u>Professional Qualifications, Experience, etc.</u> a) i) Be a registered or be entitled to be so registered on an appropriate statutory register, in one of the following professions: • Occupational Therapist • Speech and Language Therapist • Registered Nurse • Public Health Nurse • Dietician • Physiotherapist • Social Worker And ii) Have a minimum of 5 years post qualification clinical experience. And iii) Demonstrated experience of providing training to adult learners such as clinical training, group facilitation or coaching. And iv) Have attained relevant statutory registration prior to contract issue stage. And b) Possess the requisite knowledge and ability (including a high standard of suitability, professional leadership and management ability) for the proper discharge and duties of the post. 2. <u>Annual Registration</u> i) Practitioners must maintain live annual registration in the relevant register maintained by the statutory regulator governing their profession. And ii) Confirm annual registration with relevant statutory regulator to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). Or iii) In relation to statutory registration, Physiotherapists must comply with the requirements declared by the HSE for appointment and continuing as a Physiotherapist. See: https://www.hse.ie/eng/staff/jobs/eligibility-criteria/physiotherapist-march-2018.pdf Any Health Professional, who is required to be registered with their professional body, must have and retain their registration. 2. <u>Health</u> 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. 3. <u>Character</u>

	Candidates for and any person holding the office must be of good character.
Post Specific Requirements	Demonstrate depth and breadth of experience as relevant to the role.
Other requirements specific to the post	Have access to appropriate transport to fulfil the requirements of the role.
Skills, competencies and/or knowledge	<i>Candidates must:</i> <u>Professional Knowledge</u> • Demonstrate experience of providing training to adult learners. • Demonstrate group facilitation skills. • Demonstrate relevant experience relating to Older Persons Services and or the Discharge Planning Function or other care areas relevant to the role. • Demonstrate significant operational experience in assessing and managing complex cases. • Demonstrate experience of delivering change in a complex environment, as relevant to this role. • Demonstrate experience of working collaboratively cross functionally with multiple internal and external stakeholders, as relevant to this role. • Demonstrate the requisite knowledge and ability for the proper discharge of the duties of the office. • Demonstrate the ability to function effectively in the role as detailed in the job specification. • Demonstrate excellent clinical knowledge and evidence based practice. • Demonstrate knowledge of legislative requirements relating to the healthcare services and the workplace. • Commitment to continuous professional development and knowledge sharing. • Demonstrate knowledge of clinical risk management. • Demonstrate knowledge of the service and organisation including the strategic vision and policy framework of Health Service Executive. <u>Planning and Organising Resources</u> • Organises own time effectively, creates own work plan/s and timelines. • Prioritises and prepares in advance to ensure realistic timeframes. • Visualises the sequence of actions needed to achieve a specific goal; knows how to estimate the resources required and identify potential risks. • Demonstrate a willingness to develop or evidence of computer skills including use of Microsoft word, excel, intranet, and email. • Is reliable and flexible in response to work priorities, issues and pressures. • Receptive and contributes to new ideas and approaches and adapts accordingly. • Handles conflicting priorities and deals with the unexpected. • Demonstrate ability to plan, organise and deliver services in an efficient, effective and resourceful manner, within a model of patient centred care and value for money. • Demonstrate ability to manage deadlines and effectively handle multiple tasks.

Building and Maintaining Relationships including Leadership, Managing People and Team Skills

- Demonstrate a willingness and ability to work in a cooperative and helpful manner with others as opposed to independently.
- Focuses on team goals as well as your own and actively assists team members to achieve common goals.
- Supports others in the team and has consideration for their needs and skills.
- Shares collective responsibility for all aspects of the team's objectives.
- Works effectively as part of a diverse team.
- Identifies and promotes opportunities for collaboration and works with others regardless of functional boundaries.
- Demonstrate leadership and motivational skills.
- Demonstrate leadership skills and ability to influence others.
- Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment.
- Demonstrate ability to manage, motivate and develop staff to maximize performance at work.
- Demonstrate the ability to foster a learning culture amongst staff and colleagues to drive continuous improvement in services to patients.
- Demonstrate ability to work effectively with multi-disciplinary teams.

Commitment to Providing a Quality Service

- Recognises the importance of valuing clients/customers and provides excellent service to meet internal and external customer/stakeholder needs.
- Listens and proactively seeks to understand the expectations and needs of customers/clients and stakeholders.
- Make suggestions for improvements to current ways of working. Show a willingness to learn.
- Looks to improve efficiency and quality of service of own role/area.
- Keeps own skills up-to-date and develops a depth/breadth of knowledge in a particular area through learning.
- Proactively seeks customer/client feedback.
- Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality patient centred care.
- Demonstrate an ability to monitor and evaluate service performance and levels of care.
- Demonstrate the ability to implement change in order to improve service delivery.
- Performs work with energy and drive; values planning, but is able to take quick, decisive action when an opportunity presents.
- Establishes standards and responsibilities, supports a results-orientated environment, and follows through on actions.
- Sets and meets challenging goals, creating own measures and consistently seeks ways of improving performance.

Evaluating Information and Judging Situations (Problem Solving and Decision Making Skills)

- Identifies novel approaches for completing work more effectively or efficiently, and works within the “established” system to push for a “smarter, better way”.
- Works to develop new approaches when problem-solving; seeks ideas or suggestions from others as appropriate.
- Suggests new ways to improve the quality of service/educational programmes.
- Identifies new ideas, solutions, or directions in dealing with daily situations.
- Demonstrate the ability to evaluate information.
- Demonstrate effective problem solving and decision making skills.
- Adapts and works effectively in different situations and is able to carry out a range of tasks, remaining calm and level headed under pressure.
- Remains positive and puts challenges in perspective.
- Is reliable and flexible in response to work priorities, issues and pressures.
- Receptive and contributes to new ideas and approaches and adapts accordingly.
- Handles conflicting priorities and deals with the unexpected.

Communication and Interpersonal Skills

- Demonstrate effective communication skills including good written and verbal communication skills - the ability to present information in a clear and concise manner; ability to undertake audits/quality reviews and to provide written reports, and other reports as required to a professional standard.
- Ability to give verbal and written feedback to clinicians/their managers regarding compliance/non-compliance with best practice in interRAI data capture and on CHO interRAI Implementation progress; ability to communicate formally and informally on the interRAI implementation CHO plan and in information updates on interRAI methodology to the CHO multi-disciplinary health care team in community and acute settings.
- Actively listens to views and concerns of others.
- Demonstrate an understanding of the views of others and communicates in a genuine and practical manner using appropriate language.
- Adapts communication approach to fit the situation, actively listens and observes non-verbal cues to inform communication approach.
- Conveys and receives information effectively to build positive working relationships.
- Demonstrate self-awareness and approachability.
- Demonstrate confidence in dealing with conflict regarding deviations from best clinical practice (where identified) through quality reviews and monitoring, ability to make (unpopular) decisions and resolve identified problem at point of contact or to cascade information back to respective service managers for appropriate management, based on the evidence available and with reference to best practice.
- Demonstrate awareness and appreciation of clinicians’ perspective and to empathise with and treat colleagues with dignity and respect.
- Demonstrate the ability to work with multi-disciplinary team members in community and acute services.
- Demonstrate the ability to interact effectively with clients/patients/residents and their families, health professionals and community agencies.

	• Demonstrate leadership and motivational skills.
Campaign Specific Selection Process Ranking/Shortlisting / Interview	A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. <u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u> Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.
Code of Practice	The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, Information for Candidates". Codes of practice are published by the CPSA and are available on https://www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on https://www.cpsa.ie/.
The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed. This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.	



**interRAI Educator/Clinical Lead
Terms and Conditions of Employment**

Tenure	The current vacancy available is temporary and whole time. The post is pensionable. A panel may be formed as a result of this campaign for from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Working Week	The standard weekly working hours of attendance for your grade are 37.5 hours per week. Your normal weekly working hours are 37.5 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.
Annual Leave	The annual leave associated with the post will be confirmed at Contracting stage.
Superannuation	This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. <u>* Public Servants not affected by this legislation:</u> Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
Protection of Children Guidance and Legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.

	All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998. Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities. You should check if you are a Mandated Person and be familiar with the related roles and legal responsibilities. Visit HSE Children First for further information, guidance and resources.
Infection Control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
Health & Safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include: • Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.
Working Week	The standard weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are 35 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.

¹A template SSSS and guidelines are available on [writing your site or service safety statement](#).

² Structures and processes for effective [incident management](#) and review of incidents.

	You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.
Ethics in Public Office 1995 and 2001	Positions remunerated at or above the minimum point of the Grade VIII salary scale 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 as outlined below: A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year. B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer. C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website.