

Clinical Nurse Manager 1 Patient Flow

Permanent Contract

Job Specification & Terms and Conditions

Job Title, Grade	Clinical Nurse Manager 1 (CNM1) Patient Flow Grade Code: 2127
Competition Reference	SJL10/2026/04
Whole Time Equivalent	1 WTE (37.5) Hours
Closing Date	12 noon, on Friday 6 th November 2026
Proposed Interview date(s)	Interviews will be held soon after the competition has closed
Taking up Appointment	A start date will be indicated at job offer stage.
Duration of Post	Permanent, Wholetime post
Location of Post/ Organisational Area	St. John's Hospital, St. John's Square, Limerick V94H272. Mid-West Region
Informal Enquiries	Assistant Director of Nursing ADON, St. John's Hospital, Limerick Email: adon@stjohnshospital.ie
Post Specific Information	Details on this campaign can be found at https://www.stjohnshospital.ie/jobs/
Official Languages (Amendment) Act 2021	Section 18C. (3)(b) of the Official Languages (Amendment) Act 2021, provides that the National Plan for Irish Language Public Services shall include the objective: "that, by 31 December 2030, at least 20 per cent of persons recruited to public bodies shall be competent in the Irish language." Staff may be requested to undertake Irish language training, as required, to support the provision of patient-centred services and compliance with the organisation's Irish language commitments.
Details of Service	Overview of St John's Hospital, Limerick St John's Hospital Limerick is a voluntary acute general hospital founded in 1780 by the Little Company of Mary Sisters. It operates as a Model 2S hospital, funded by the Health Service Executive (HSE), and is a key member of the University of Limerick Hospitals Group. The hospital has a long-established reputation as a teaching institution and serves as an academic partner of the University of Limerick, supporting the education and development of medical, nursing, and allied health professionals.

	Clinical Services and Patient Care St John's Hospital provides a comprehensive range of inpatient and outpatient services, including: - General Medicine - General Surgery - Urology - Gynaecology - Endoscopy A key feature of the hospital is its Urgent Care Centre, which incorporates both an Injuries Unit and a Medical Assessment Unit. The hospital is committed to: - Delivering high-quality, safe, and patient-centred care - Ensuring timely and equitable access to services - Promoting patient participation and engagement in care - Supporting patients and their families through a compassionate care model Innovation and Strategic Development St John's Hospital is a national leader in innovation and service development. It is: - An official Irish reference centre for the CMR Versius Surgical Robot - The first Model 2 hospital in Ireland to introduce a robotic surgical programme Its 2022–2027 Strategy includes a major capital development: a proposed new inpatient bed block to expand capacity, in partnership with the HSE. Multidisciplinary and Support Services The hospital delivers holistic care through a wide range of specialist and support services, including: - Diagnostic radiology and laboratory services - Day theatre - Consultant outpatient clinics - Clinical Nurse Specialists and Advanced Nurse Practitioners - Dietetics, Occupational Therapy, Speech and Language Therapy - Medical Social Work - Physiotherapy - Chaplaincy services Research, Education, and Continuous Improvement The hospital fosters a strong culture of innovation and continuous improvement through its Audit, Research and Innovation Committee. It has direct access to the Rapid Innovation Unit within UL Hospitals Group, a Science Foundation-supported initiative that: - Utilises 3D printing and engineering solutions - Develops patient-centred innovations - Enhances bedside care and patient experience St John's Hospital is deeply committed to creating a supportive learning environment, promoting staff development through education, motivation, and continuous professional growth. Capacity and Infrastructure The hospital currently operates: 99 beds in total 89 inpatient beds 10-day care beds Inpatient services focus on General Medicine, General Surgery, and Gynaecology.
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Service mission, vision and values	<u>Our Purpose</u> Together we work to enhance the health and wellbeing of all those in our care and inspire those who deliver it every day. <u>Our Vision</u> To be a leading provider of healthcare services where innovation and excellence are at the heart of the patient experience. <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. <u>Our Values</u> To listen to each other and seek opportunities to help and support one another. To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment. 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. To deliver excellence in care through monitoring, evaluating and continually improving our services.
Reporting Arrangements	The post holder will report directly to the Assistant Director of Nursing/Clinical Nurse Manager 3 Patient Flow and is professionally accountable to the Director of Nursing/ Assistant Director of Nursing St John's Hospital.
Purpose of the post	A CNM1 (Clinical Nurse Manager 1) – Patient Flow role focuses on ensuring patients move safely and efficiently through a healthcare facility, minimizing delays and optimizing care delivery. <u>Patient Flow Coordination</u> • Oversee the movement of patients from admission to discharge. • Monitor bed availability and ensure timely allocation. • Prioritize patient placement based on clinical need. <u>Bed Management</u> • Maintain real-time awareness of bed status across the hospital. • Coordinate admissions, transfers, and discharges. • Escalate issues when capacity is limited. • Work closely with bed management/flow teams to maximize occupancy safely. <u>Communication & Collaboration</u> • Act as a central point of contact between departments (wards, MAU/OPD/UHL). • Participate in multidisciplinary team meetings. • Communicate patient flow status to senior management. • Support coordination with community services for discharge planning. <u>Leadership & Supervision</u> • Provide leadership to nursing and support staff involved in patient flow. • Support junior staff in decision-making related to patient placement. • Ensure adherence to hospital policies and standards.

	• Contribute to staff training and development. <u>Discharge Planning</u> • Promote early and safe discharge planning. • Identify delays in discharge (e.g., awaiting tests, social care). • Work with social workers and community services to prevent delayed discharges. • Facilitate family meetings to discuss transition of care. • Facilitate patient transitions to appropriate care settings. <u>Patient Safety & Quality of Care</u> • Ensure safe patient placement according to acuity, specialty needs and IP&C requirements. • Monitor risks related to cancellations or delayed care. • Implement escalation protocols during high demand. • Support infection prevention and control in patient movement. <u>Data Monitoring & Reporting</u> • Track key performance indicators (KPIs) such as: ○ Length of stay ○ Bed occupancy rates ○ Delayed transition of care ○ Barriers to patient discharge ○ Nursing compliance/documentation in relation to discharge planning ○ Incidents in relation to transition of care • Prepare reports for management. • Use data to identify trends and improve patient flow processes. <u>Problem Solving & Escalation</u> • Identify blockages in patient flow and take corrective action. • Escalate capacity issues to senior management when necessary. • Develop contingency plans during peak demand (e.g., winter pressures outbreaks). <u>Policy Implementation & Improvement</u> • Ensure compliance with national and hospital patient flow policies. • Participate in audits and quality improvement initiatives. • Contribute to service redesign to improve efficiency. The challenges inherent in this role are: • To make a proactive contribution to development of new services and new service delivery models. • To link best practice into service delivery. • To assist in protocol development for quality assurance and performance development. • To facilitate a positive experience, incorporating the principles of high quality, safe and effective care as outlined in HIQA's guide to the National Standards for Safer Better Healthcare (2012)
Key Responsibilities	The key qualities and behaviours required for effective performance in this role include core-competency domains that are critical to effective management. These are: Planning and organising of activities and resources: Plan and organise resources effectively and efficiently within a specified time frame. Co-ordinate and schedule patient transfers in and out of the hospital according to the hospital Model 2s criteria. Collaborate with the ward CNM's and nurses on the scheduling of admissions and discharges daily. Collaborate with the ADON during shift for escalations and at the end of shift with a patient flow handover.

	Leading on Clinical Practice and Service Quality: Set and monitor standards and quality of service, and lead on pro-active service improvement, focusing on patient safety, patient experience and clinical effectiveness. Participate in the audit cycle and quality improvement planning. Ensure that all clinical incidents which occur are reported in accordance with hospital standards and that actions are put in place to address same. Promotion of Evidence-based Decision making: Make decisions in a well-judged and timely manner, bringing all relevant information to bear, when addressing problems or issues. Use logical analysis to break complex problems into their component parts. Apply research findings to improve nursing practices and processes under the support of the ADON/ CNM3 Patient Flow Co-ordinator. Service Initiative and Innovation: Drive to achieve positive results at all levels of the service. Take initiatives to move the service forward and show a willingness to try out new ideas. Undertake practice related projects as instructed by the ADON/ CNM3 Patient Flow Co-ordinator, which may include the management of other operational areas, as required. Practitioner competence and professional credibility: Have the functional and technical knowledge and skills to make a credible contribution to nursing decision-making in-patient care. Proactively escalate assisted decision-making capacity queries to the relevant multi-disciplinary teams. Leading and building the Team: Act as a role model, in terms of capability and professionalism. Lead a team confidently, motivating, empowering and communicating with staff, to promote provision of a quality service. Blend diverse styles into a cohesive unit, coach and encourage performance improvement. Building and maintaining working relationships: Form strong positive working relationships across all areas of the service, build on a common understanding. Demonstrate a supportive and reciprocating work style including strong empathy with service users. Negotiation, Communication and Influencing Skills: Get a message across fluently and persuasively in a variety of different media (oral, written and electronic). Make a compelling case to positively influence the thinking of others considering best interest decision making and assisted decision-making capacity pathways. Be strategic in how to go about influencing others – show strong listening and sensing skills. Encourage a solution-focused approach when addressing problems/issues. Resilience and Composure: Maintain a disciplined and professional level of performance under sustained or situational pressure. Be able to bounce back from adversity or setbacks. Show persistence and flexibility in achieving goals. Integrity and Ethical Stance: Hold an appropriate and effective set of professional and managerial values and beliefs and behave in line with these. Promote and consistently support ethical and value – based staff practices.
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	Sustained Personal Commitment: Be personally committed to achieving end goals and the continuous improvement of the service. Show enthusiasm and a high level of motivation in leading and completing projects. Be highly committed to the nursing profession and keep abreast of current issues. Patient Care: Manage patient care, to ensure the highest professional standards using evidence – based care planning approach, with particular emphasis on patient flow referral Pathways. Report and advise supervisors of trends, problems etc., in relation to the management of admissions, transfers and discharges in your designated area. Develop to your full potential, by appropriately taking on task with the support of the ADON/CNM3 patient flow co-ordinator to become competent in relevant skills and demonstrate clinical expertise, thereby enhancing patient care, and bearing the Scope of Practice in mind. Ensure that patients, their relatives and members of the public who visit the hospital are always treated with kindness and courtesy and that a user-friendly atmosphere is evident to all disciplines and visitors. Perform other duties appropriate to the post, as may be assigned by the ADON/ CNM3 patient flow co-ordinator, the Director of Nursing, or another authorised officer as the Chief Executive may designate. Health & Safety: Ensure that any risks to the smooth running of patient flow are escalated to the ADON/CNM3 Patient flow and senior management team as soon as possible. Be aware of, and familiar with Health & Safety regulations. Ensure mandatory training is up to date. Be personally committed to the maintenance of a high standard of Hospital hygiene and constantly monitor practices Be pro-active in Infection Prevention and Control, and ensure all staff comply with best practice Actively participate in fire drill as required and observe fire instructions within the Hospital. Be knowledgeable regarding the Major Accident Policy and actively participate as required. Be abreast of patient flow pathways for in internal major accident Maintain a safe environment for patients, staff and members of the public in consultation with appropriate personnel and to direct staff on procedures to be followed in emergency situations. Investigate relevant incidents/accidents, mishaps, and complaints, and report in line with Hospital policy. Ensure that Hospital premises and property is rendered safe. Report any hazards which may give rise to accidents. Hospital Uniform: Ensure compliance with hospital policy. 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 development. Attend staff meetings/study-days/seminars as considered appropriate and feedback appropriate information. Special attention should be given to control of infection.
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Budget Management:

Formulate, implement and evaluate budgets and service plans for the clinical area in co-operation with multi-disciplinary team.

Manage all resources efficiently and effectively within agreed budget. Work within the Hospital policy for acute hospital services and within allocated pay and non-pay resources, through rigorous planning, monitoring and evaluation of all available resources.

Co-operate in managing all resources – including nursing and non-nursing staff within an agreed budget. In consultation with the CNM3 Patient Flow Co-ordinator, ADON and Director of Nursing and other disciplines, implement and assess quality management programmes.

Policies and Procedures:

Comply with and adhere to all Hospital policies and procedures and ensure all nursing staff and health care assistants do likewise. Be actively involved in the development of relevant policies, procedures, protocols and guidelines and for reviewing and updating same in a timely manner, ensuring consultation with all relevant stakeholders.

To implement national policies/procedures/protocols/guidelines as directed by the Director of Nursing or Hospital Management as may be required.

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. You are required to comply with the legislation in respect of the General Data Protection Regulation (GDPR).

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 them from time to time and to contribute to the development of the post while in office.

Flexibility is required when dealing with new/emerging situations and emergencies.

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.

I confirm that I have received a copy of and have read the above job description.

	SIGNED: _____ Employee DATE: ____ / ____ / ____ PRINT NAME: _____
Eligibility Criteria Qualifications and/or experience	Eligibility Criteria Qualifications and/or experience Candidates must have at the latest date of application: 1. Professional Qualifications, Experience, etc Be a registered nurse on the active Register of Nurses and Midwives held by An Bord Altranais and Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) or be eligible to be so registered. And Have a minimum of 3 years post registration nursing experience in an acute hospital environment And Have the requisite knowledge and ability including clinical, managerial and administrative capacity to properly discharge the function of the role And Demonstrate that they have continuing professional development (CPD) at the appropriate level. Proof of current registration will be required before employment is confirmed. 2. Annual registration (i) Practitioners must maintain live annual registration on the appropriate/relevant Division of the register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann) for the role. And (ii) Confirm annual registration with NMBI to the HSE by way of the annual Service user Safety Assurance Certificate (PSAC). 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 recruited between 1 April 2004, and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. 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. Character Candidates for and any person holding the office must be of good character. Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing & Midwifery Board of Ireland) by way of the Service user Safety Assurance Certificate (PSAC)
Required competencies, skills and/or knowledge	Professional Knowledge & Experience • Demonstrate practitioner competence and professionalism. • Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the clinical / designated area. • Demonstrate the ability to relate nursing research to nursing practice. • Demonstrate an awareness of HR policies and procedures including disciplinary procedures. • Demonstrate an awareness of relevant legislation and policy e.g., health and safety, infection control, etc. • Demonstrate a commitment to continuing professional development. • Demonstrate a willingness to develop IT skills relevant to the role. • Knowledge of Research based practice and its application to own area of work including current HSE policies, National Clinical Frameworks and the National Service Improvement agenda. • Demonstrate continuing professional development Organisation & Management Skills • Demonstrate the ability to plan and organise effectively. • Demonstrate the ability to manage deadlines and effectively handle multiple tasks. • Demonstrate an awareness of resource management and the importance of value for money. • Demonstrates flexibility and adaptability in their approach to work. Building and Maintaining relationships (including Team Skills & Leadership Potential) • Demonstrate the ability to work on own initiative as well as part of a team • Adopts a collaborative approach to patient care by co-ordination of care / interventions and interdisciplinary team working.

	• Demonstrate strong interpersonal skills including the ability to build and maintain relationships. Fosters good professional work relationships between colleagues. • Demonstrates the ability to lead on clinical practice. Commitment to Providing a quality service • Demonstrates a strong commitment to the delivery of quality service. • Display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect. • Demonstrates integrity and ethical stance. • Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change. Analysis, Problem Solving and Decision- Making Skills • Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability. • Shows sound professional judgement in decision making. • Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions. • Uses a range of information sources and knows how to access relevant information to address issues. • Demonstrate resilience and composure in dealing with situations. Communication Skills • Demonstrate strong communication skills – presents written information in a concise, accurate and structured manner. • Demonstrates the ability to influence others effectively. • Anticipates and recognises the emotional reactions of others when delivering sensitive messages. <u>Desirable</u> Experience in a bed management role Experience in a discharge planning role Management course Evidence of service innovations at Department level
Other requirements specific to the post	The candidate will: be required to work flexibly in response to changing local/organisational/network requirements
Competition Specific Selection Process Short listing / Interview	Applications should be submitted by completing the St. John's Hospital's online digital application form. Online 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 https://www.stjohnshospital.ie/jobs/ Application Process Applications must be completed on-line please use the following link https://www.stjohnshospital.ie/jobs/ and apply via the <u>Apply Now</u> tab

	Completed applications must be completed online no later than 12 noon Friday 6th November 2026 An official application form must be completed in full by the closing date for the competition. 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. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. 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	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 CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process. The CPSA Code of Practice can be accessed via https://www.cpsa.ie/.
The reform programme outlined for the health services may impact on this role and as structures change the job description may be reviewed. This job description 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. It is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.	

Clinical Nurse Manager 1 Patient Flow

Terms and Conditions of Employment

Tenure	The appointment is whole-time, permanent and pensionable. Wholetime is 37.5 hours per week A panel may be created from which permanent and or/temporary vacancies of whole-time duration may be filled during the life of the panel. 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.
Remuneration	The salary scale for the post (as at 01/02/2026) Grade Code (2127) is: €57,208, €58,246, €59,709, €61,198, €62,678, €64,167, €65,826, €67,372 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
Working Week	The standard working week applying to the post is: 37.5 hours delivered on a 7-day roster including weekends. The Nature of the post may involve/require attendance at the hospital outside of scheduled hours. 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).
Annual Leave	The annual leave associated with the post will be confirmed at contracting stage in line with HSE policy
Terms of Employment	All persons employed will be required to sign a contract of employment, which will set out the terms and conditions of the employment. A job description will form part of the contract documentation.

Superannuation	All pensionable staff become members of the pension scheme
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. <i>* Public Servants not affected by this legislation:</i> 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	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.
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 1st January 2013 is 70 years of age. All other appointees in accordance with the 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.
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. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities. For further information, guidance and resources please visit: HSE Children First webpage.
Infection Control	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.
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/service, 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 procedures. 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.
Mandatory Training and Health and Safety at Work Act	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 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.
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.
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 is being harmed, is being harmed, or is at risk of being harmed. It is a requirement of this post that you complete the HSELand training in relation to Children First and any other training the Hospital deems appropriate in this regard.