interRAI Care Needs Facilitator (Supplementary Panel)
Job Specification & Terms and Conditions

Job Title, Grade Code	**interRAI Care Needs Facilitator (Supplementary Panel)** **Grade Code 3104**
Remuneration	**The salary scale for the post (as of 01.06.2026)** €61,315 €62,329 €63,188 €64,591 €66,140 €67,661 €69,182 €70,895 €72,488 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	HSEMW311-26
Closing Date	Wednesday 2nd December 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 Care Needs Facilitator 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 Sarah Relihan sarah.relihan@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 Sarah Relihan Campaign Lead sarah.relihan@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

interRAI (international Resident Assessment Instrument) is a care needs assessment suite and the name of the not-for-profit consortium that devised and copyright the assessment suite. The HSE has selected interRAI as the standardised clinical care needs assessment of choice within Services for Older People and a priority action for Sláintecare, NSP 2021 and for the Department of Health. This will involve the implementation of selected interRAI comprehensive standardised clinical care needs assessments, hosted on a secure information system platform. The assessment information can be used for care planning, decision-support for the allocation of services to those most in need, and the planning of future services. interRAI assessments create person-focussed, longitudinal records that can

	be viewed, understood and used irrespective of care setting thus reducing duplication and fragmentation. The individual-level data from interRAI instruments can be aggregated to inform decision-making at population level by managers, policy makers, planners, and evaluators. Ownership and responsibility for the provision of health and social services, through the life cycle is best placed within the communities that people live. Community Healthcare Networks (CHNs), serving a community population of on average 50,000, are the fundamental unit of organisation for the delivery of services. A total of 96 CHNs have been identified to ensure total population coverage. It is intended that the nine Learning Sites, which commenced in 2019 as the first phase of implementation and the Enhanced Community Care Networks which were expedited in response to the COVID-19 pandemic, will facilitate the move to an increasingly integrated healthcare system which is responsive to people's needs at the lowest level of complexity, and will ensure a focus on the population in local areas. The implementation of the interRAI Assessment tool across the CHNs and Community Specialist Teams (CSTs) will result in a standardised assessment for Nursing, Health and Social Care Professional in assessing clients care needs. The roll out of interRAI system will assist in the deliverance of a standardised approach to care planning and supporting the objective to maintaining clients in the community.
Key working relationships	The Post holder will develop a close working relationship with the following: • Operational Lead • ICP OP MDT members • ICP OP clinical lead • Local InterRAI Educators • Head of Primary, Primary Care Team, Community Healthcare Networks and Community Specialist Teams • Community Healthcare Network Managers • Network GP Leads • Community Nursing-DPHN,PHN,RGN • Head of Older Persons Services and the Older Persons Team • Head of Disabilities and the Disability Team including the CDNM • Head of Mental Health and the Mental Health Team • Other Heads of Service & Other Therapy Manager Key Personnel in other divisions, agencies and relevant organisations • Local Age-Friendly Coordinator This list is not exhaustive and it is envisaged that post holder will forge appropriate relationships as befitting the role. In line with Sláintecare and the Enhanced Community Care Programme, it is planned that structures and reporting lines will evolve to ensure services are configured to meet our priority client/patient requirements.
Reporting Relationship	Report to the Operational Lead Older Persons for Operational Governance and to the Assistant Director of Public Health Nursing or relevant Head of Discipline for Professional/ Clinical Governance. For operational governance report to the Community Health Network Manager, as these management posts are progressed/embedded, but which may require interim reporting in some areas in the more immediate term to current Older Persons structures For Professional/ Clinical Governance report to the Assistant Director of Public Health Nursing or relevant Head of Discipline.
Purpose of the Post	The interRAI Care Needs Facilitator will act as an interRAI champion at a CHN/ICPOP team level. Their role will be multi-purpose in that they will act as the centre point for interRAI within the team and be a link to the CHO Educator. They will further undertake care needs

	assessments and care planning as required to both faciliate staff release for training and meet demand for assessments. They will be the initial point of contact for the team for interRAI related queries and will assist CHO Educators to progress logistical and implementation queries required for the Educator to fully train the Network/ICPOP team They will collaborate with the wider multidisciplinary team in the development and implementation of care plans across the care continuum in conjunction with the client and their family. The post holder will play a pivotal role in maintaining clients in the community as per the ICPOP and ECC programmes. 1. Facilitate the introduction of InterRAI o Promote the use of interRAI by all team members o Familiarise/support Team members with InterRAI 2. Incrementally integrate the use of InterRAI into care process and pathways o Identity appropriate patient facing touch points where interRAI will be used o Promote use of appropriate InterRAI tool at patient touch points 3. Act as a key resource to the team (CHN/ICPOP) to enable and facilitate interRAI training for all team members. This will include both interRAI software/hardware support and potential back filling for team members to participate in training as required. 4. The CNF will contribute to team working arrangements as envisioned by both ICPOP and ECC models. The interRAI will be integrated for ALL team members – for team members undertaking assessments and team members using interRAI key outputs as part of their role.
Principle Duties and Responsibilities	**The interRAI Facilitator will:** • Work as part of a multidisciplinary team CHNs/ICPOP) in the implementation of the interRAI Ireland system of assessment, for ALL team members. • Demonstrate an in-depth understanding of and communicate clearly the outputs of interRAI assessments to the wider CHN multidisciplinary team. • Act as a key lead and champion for interRAI for the team and faciliate tem wide training and implementation of interRAI • Establish and communicate a CHN wide shared vision and purpose for the implementation of the interRAI Ireland system. • Lead and co-ordinate communication processes required for successful interRAI implementation for the team • Promote and participate in the implementation of the change process • Co-ordinate and trouble-shoot interRAI queries from the team refer and/or refer queries to CHO Educator • Provide software/hardware support for team members to facilitate training. • Provide cover for team members undertaking interRAI training by undertaking interRAI assessments with clients as required by the team (CHN/ICPOP) • Be responsible for the organising and conducting interRAI assessments with clients in accordance with the training and guidelines provided ensuring that assessments are completed in a timely and appropriate manner and that information recorded is an accurate reflection of the clients/patient care needs. • Promote good interpersonal relationships with clients/patients, their family, members of the multidisciplinary team, social and community network supports in the promotion of person-centred care and in optimising care outcomes. • Assist in the planning, coordination, monitoring and evaluation of care plans with team members as required to ensure that interventions are in line with client care needs. • Facilitate the seamless transition of relevant information across the multidisciplinary team. • Liaise and develop a supportive relationship with Service Users and their families. • Set goals in conjunction with client family and multidisciplinary team.

	• Maintain an accurate record system of all client data. • Engage in and promote excellent interpersonal relationships with clients and their families. • Work collaboratively in the relevant care setting with other team members both nationally and locally. • Develop and maintain positive relationships with interRAI educators. • Support the development of new models of working as envisionaged by ECC and ICPOP models of care. • Any other duties and responsibilities appropriate to the post, which may be requested by the Service Manager to ensure a high standard of care and practice for clients • Work effectively with other team members both in the community services and hospitals as required and to liaise collaboratively on discharge planning as required • Participate in regular performance / clinical reviews, identifying key performance objectives to achieve areas for improvement and appropriate plans / measures to achieve them in a supportive environment. • Have a knowledge of the management of Risk and be 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. • Have a knowledge of Infection Prevention and Control, Hygiene Services and Health & Safety. • Be familiar with the necessary education, training and support to enable them to meet their responsibilities and have a knowledge of relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas: o Continuous Quality Improvement Initiatives o Document Control Information Management Systems o Risk Management Strategy and Policies o Hygiene Related Policies, Procedures and Standards o Decontamination Code of Practice o Infection Prevention and Control Policies o Safety Statement, Health & Safety Policies and Fire Procedure o Data Protection and GDPR legislation o Consent policy o Assisted Decision Mak o ing (Capacity) Act 2015. • Be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice. ***The above Job Description 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**	**1. <u>Professional Qualifications, Experience, etc.</u>** **Candidates must on the closing date:** i) Have a relevant professional qualification in Nursing or a Health and Social Care profession and where appropriate, have statutory registration/ accreditation. **And** ii) Have a minimum of 3 years post qualification clinical experience. **And** iii) Demonstrate experience in undertaking health and social care needs assessments for Adult clients / patients. **And** iv) Have attained relevant statutory registration prior to contract issue stage.

	OR In the case of a section 91 of the HSCP Act provide proof of application for registrations and ongoing processing of the application by the relevant registration board at CORU. **And** v) Demonstrate evidence of continuing professional development at the appropriate level. **And** vi) Demonstrate the ability, competence and professionalism in order to carry out the duties and responsibilities of the role **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). **Health** A candidate 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** Each candidate 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	**<u>Professional Knowledge and Experience</u>** **Candidates will:** • Demonstrate knowledge of the interRAI system and an understanding of the full capacity of the interRAI instruments. • Demonstrate an awareness and appreciation of the service user and a commitment to providing a quality service. • Have the ability to understand the effective use of data and display evidence-based clinical knowledge in making decisions on service needs and in formulating care plans. • Demonstrate the ability to effectively plan and manage time effectively including; the ability to manage deadlines and effectively handle multiple tasks; the ability to act appropriately to address urgent matters. • Demonstrate the ability to ensure high professional standards in service delivery and practice in accordance with legislation. • Demonstrate the ability to build and maintain relationships including the ability to work effectively as part of a multi-disciplinary team • Agree and establish as appropriate clear referral pathways in collaboration with the multidisciplinary team. • Demonstrate evidence of computer skills including use of Microsoft Word, Excel and Outlook

	• Demonstrate knowledge of the Nursing Home Support Scheme and Home Support Services. **<u>Education, Training & Development</u>** **Candidates will:** • Demonstrate a willingness to take responsibility for own competency and learning and development needs and actively contribute to the learning and development of the multidisciplinary team. • Demonstrate a willingness to participate in mandatory training, continual professional development and interRAI education. • Maintain professional knowledge on relevant scientific research and practice development. • Participate in performance evaluation / review with their line manager, identifying areas for improvement and appropriate plans / measures to achieve them • Demonstrate a knowledge of HSE Data Protection standards and HSE IT Security Policies **<u>Team Work and Communications</u>** **Candidates will:** • Demonstrate excellent interpersonal and communication skills including an ability to communicate in a manner suited to target groups including service users as well as health professionals. • Demonstrate excellent facilitation skills including the ability to present information in a clear and concise manner. • Demonstrate a willingness to support, advise and help build up the knowledge and expertise of the other healthcare professionals in the use of the interRAI system. • Demonstrate effective communication skills including the: o ability to present information in a clear and concise manner; o ability to give verbal and written feedback to clinicians and their managers; o ability for report writing and accurate record keeping. • Demonstrate flexibility and adaptability in dealing with multidisciplinary team. • Engage in timely information sharing with the wider multidisciplinary team and clients on the assessment, care plan and updates to avoid duplication and to ensure that knowledge is not owned by a single individual. • Demonstrate an ability to work closely with colleagues across services in order to provide a seamless service delivery to the clients and their families. • Manage and promote liaisons with internal /external bodies as appropriate e.g. intra-hospital service, community voluntary organisations and private organisations. **<u>Health and Safety</u>** **Candidates will:** • 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.

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. 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	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 Care Needs Facilitator (Supplementary Panel)
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 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. ***Public Servants not affected by this legislation:*** 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/service[1], 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[2]. • 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.

[1] A 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.