HSEMW312-26 Grade VI HIPE Supervisor
HSE Mid West Health Region
Job Specification & Terms and Conditions

Job title, grade code	Grade VI HSE Mid West HIPE Supervisor (Grade Code: 0574)
Remuneration	The salary scale for the post is: €58,477, €59,871, €61,573, €64,767, €66,677, **€69,056, €71,411 LSIs** 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	HSEMW312-26
Closing date	3rd 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 HIPE Department, Houston Hall, Raheen Business Park, Limerick There is currently 1 permanent whole-time vacancy available, A panel may be formed as a result of this campaign for Grade VI HIPE Supervisor from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
Informal enquiries	Ms Trina Dooley Email: **trina.dooley@hse.ie** Mobile 087-9425347
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	**Hospital In-Patient Enquiry (HIPE)** The Hospital In-Patient Enquiry (HIPE) system is the principal source of national information on inpatient and day-case activity in acute public hospitals. It provides standardised demographic, administrative and clinical data to support service planning, performance monitoring, research and health policy. HIPE data is central to Activity-Based Funding (ABF), which links hospital funding to the volume and complexity of care delivered. Accurate, complete and timely HIPE data is essential to the fair measurement and funding of acute hospital activity and supports the implementation of a transparent and sustainable funding model. HIPE also supports Sláintecare by providing the evidence required to understand patient need, service demand, hospital activity and resource

	use. This informs the planning of integrated services and supports the delivery of the right care, in the right place, at the right time. **Health Regions Implementation** The establishment of six Health Regions is a key element of Sláintecare, supporting greater integration between hospital and community services. Regional HIPE arrangements will support workforce planning, coding performance, data quality and compliance with national standards, while hospitals retain responsibility and accountability for the accurate and timely completion of their HIPE data. HIPE data will support population-based planning, regional performance management, Activity-Based Funding and resource allocation. **National HIPE Function** The national HIPE function is delivered through the Healthcare Pricing Office (HPO), which provides national leadership for HIPE and ABF. It is responsible for national coding standards, coder education, data quality, audit, classifications, technical systems and guidance. The HPO works with Health Regions and hospital HIPE departments to promote consistency in clinical coding and supports ABF through activity analysis, Diagnosis Related Group classification and price setting. **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 Mid West, 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
Reporting relationship	The HSE Mid West HIPE Supervisor will report to the HSE Mid West HIPE Manager
Key working relationships	The post holder will work, engage and collaborate with: - HIPE Manager - General Manager eHealth - Digital Data and Applications Services Manager - Senior Management - Internal and external stakeholders - Regional Clinical Coding teams The post holder may be required to work, engage and collaborate with other stakeholders as appropriate.
Purpose of the post	The HSE Mid West HIPE Supervisor will manage and coordinate the HIPE function across 5 sites: University Hospital Limerick, University Maternity Hospital Limerick, Croom Hospital, Ennis Hospital and Nenagh Hospital. The post holder will: • Manage and coordinate the 5 HIPE departments in line with Activity-Based Funding requirements, in conjunction with the Grade VII HSE Mid West HIPE Manager and the Digital Data and Applications Services Manager. • Manage and support HIPE staff across the 5 sites. • Implement national and regional initiatives to enhance the clinical coding function and ensure the accuracy and completeness of coded data.
Principal duties and responsibilities	**STAFF MANAGEMENT** • Manage the HIPE team across the 5 sites, including Clinical Coders, Coding Trainer/Auditors and Chart Administration staff with varying levels of qualification and experience, and address issues as they arise, applying relevant HSE HR policies and procedures consistently and appropriately. • Manage attendance across the 5 sites, in accordance with relevant HSE HR policies and procedures, ensuring sufficient cover for planned and unplanned absences. • Manage the day-to-day requirements of the teams and offices, including equipment, software and office supplies, to ensure the effective operation of the department. • Set and monitor coding targets and manage staff performance to ensure consistency and the achievement of internal and external targets and deadlines. • Conduct regular Performance Review meetings with all team members. • Complete the annual Performance Achievement process for all staff in accordance with national HR requirements. • Complete weekly/monthly time returns in line with national payroll requirements and validate time worked against agreed HIPE working hours. • Chair regular team meetings to ensure that team objectives are achieved in a timely manner.

	• Lead and support the team through changes and developments in work practices. • Promote open communication and positive working relationships to support staff engagement and the retention of skilled staff. • Identify and escalate risks to the delivery of a regular and reliable service, including staff turnover, extended absences, high levels of sick leave, chart unavailability. • Deputise for the Group HIPE Manager when required. **SYSTEM SUPPORT** • Manage the day-to-day operation of the HIPE Portal and investigate and resolve system, data, download and IT issues in conjunction with the HPO, iPMS and Digital Data Services, as appropriate. • Support Clinical Coders in resolving HIPE Portal and operational issues. • Create monthly HIPE exports for all 5 sites within HPO deadlines, as required. • Configure new consultants on the HIPE Portal in accordance with HPO and local HR guidelines and communicate the relevant information to IT, iPMS and other appropriate parties. • Validate consultant configurations on the HIPE Portal. • Configure new HIPE Portal users and disable accounts for users who are no longer working within the 5 sites. • Investigate and resolve issues relating to the interface between the HIPE Portal and iPMS. • Investigate and resolve chart-flow system issues. • Identify opportunities to improve chart flow and HIPE system processes and take appropriate action to implement improvements. • Ensure that the confidentiality and security of patient data are maintained at all times. **TRAINING AND STAFF DEVELOPMENT** • In conjunction with the HPO, Group HIPE Manager and Coding Trainer/Auditors, ensure the ongoing training and development of Clinical Coders to maintain a consistently high standard of coding. • Coordinate regional education and training sessions with the HPO. • Identify staff training requirements and take appropriate action to address them. • Provide coding-query support to all HSE Mid West Clinical Coders. • Ensure that all HIPE staff complete relevant mandatory hospital training, including fire safety and manual handling, and maintain appropriate training records. • Oversee the HIPE induction programme for NCHDs, interns, specialty teams and other relevant staff. • Provide training to medical staff on the completion of discharge summaries and the documentation requirements supporting accurate HIPE coding. • Undertake clinical coding as required to maintain current coding knowledge and skills. • Attend relevant training courses and pursue continuing professional development to maintain and enhance management, coding and professional expertise.

	DATA QUALITY AND CLINICAL CODING • Ensure the quality of HIPE and Healthcare Record data through the accurate and complete capture of demographic, administrative and clinical information. • Assess the quality of the clinical coding process using the current ICD-10-AM classification and associated procedure classifications and coding standards. • Evaluate the completeness, accuracy and reliability of coded data. • Ensure that PICQ/HIPE Checker checks or other self-audit tools are completed across the team and kept up to date. • Conduct ongoing audits of HIPE coding to ensure compliance with national coding requirements, the Irish Coding Standards and the Australian Coding Standards, using HCAT. • Undertake data validation as required by the HPO, iPMS or Digital Data Services. • Ensure that all coding queries issued to the 5 hospitals by the HPO are corrected or that an adequate response is provided within the required timeframe. • Liaise with clinical staff and senior consultants regarding coding queries, data-quality issues and clinical documentation. • Identify invalid hospital activity and ensure that activity is captured correctly and in accordance with HPO requirements and relevant national programmes. • Ensure that changes to data-capture methods and work practices are implemented as required to support accurate and efficient data collection. • Identify opportunities to improve clinical documentation quality and data-capture practices and take appropriate action to implement improvements. **REPORTING, HIPE AND ABF DEVELOPMENT** • Generate weekly, monthly and other periodic HIPE reports, including planned and ad hoc reports requested by the Group HIPE Manager, management teams, clinicians and the HPO. • Ensure that reports are accurate, complete and provided within the required timeframes. • Promote awareness and understanding of the importance of HIPE and Activity-Based Funding across the 5 hospitals. • Contribute to planning and service developments aimed at ensuring that hospital activity is accurately captured and appropriately reflected under Activity-Based Funding. • Engage with hospital management, Finance, Digital Data Services, Healthcare Records, clinical services and other relevant departments regarding HIPE activity, reporting and data requirements. • Attend meetings as required by the HPO, Group HIPE Manager or hospital management. • Escalate significant operational, coding, data-quality or reporting issues to the Group HIPE Manager. **STANDARDS, POLICIES, PROCEDURES AND LEGISLATION** • Maintain up-to-date knowledge of relevant HSE policies, procedures, guidelines and practices to perform the role effectively and ensure that required standards are maintained by the team. • Maintain up-to-date knowledge of relevant regulations and legislation, including Financial Regulations, health and safety

	legislation, employment legislation, data-protection requirements and the Freedom of Information Acts. • Maintain a working knowledge of relevant Health Information and Quality Authority standards and other standards applicable to the role. • Ensure compliance with the National Standards for Safer Better Healthcare, standards for the prevention and control of healthcare-associated infections, hygiene standards and other relevant national requirements. • Maintain the principles of equity, accountability, confidentiality and quality in all departmental activities. • Support, promote and actively participate in sustainable energy, water and waste initiatives to contribute to a more sustainable, low-carbon and efficient health service. **The above Job Description is not intended to provide a comprehensive list of all duties associated with the post. The post holder may be required to perform other duties appropriate to the post, as assigned from time to time, and to contribute to the continued development of the role while in office.**
Eligibility criteria **Qualifications and/ or experience**	**This campaign is confined to staff who are currently employed by the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 as per Workplace Relations Commission agreement -161867"** **1. <u>Professional Qualifications, Experience, etc</u>** (a) Eligible applicants will be those who on the closing date for the competition: (i) Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 **Or** (ii) Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish (See Note1). Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination **Or** (iii) Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction **Or** (iv) Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).

	Note1: Candidates must achieve a pass in Ordinary or Higher level papers. A pass in a foundation level paper is not acceptable. Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme. The Leaving Certification Applied Programme does not fulfil the eligibility criteria. **And** (b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office. **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	• Significant experience of clinical coding in an acute hospital setting, including the extraction of relevant information from healthcare records and the application of ICD-10-AM/ACHI/ACS. • Knowledge and experience of the HIPE Portal and its functions, including the Reporter, HIPE Checker©, HCAT, HIPE Reporter, PICQ etc. • Evidence of ongoing clinical coding education and training up to specialist level including TU Dublin Certificate in Clinical Coding.
Other requirements specific to the post	Have access to appropriate transport to fulfil the requirements of the role.
Additional eligibility requirements:	**Citizenship requirements** Eligible candidates must be: (i) EEA, Swiss, or British citizens **OR** (ii) Non-European Economic Area citizens with permission to reside and work in the State Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status. To qualify candidates must be eligible by the closing date of the campaign. Read more about Department of Enterprise, Trade & Employment Work Permits.

Skills, competencies and/or knowledge	**Professional Knowledge and Experience** • Knowledge and experience of clinical coding, including ICD-10-AM/ACHI/ACS classifications and Australian Refined Diagnosis Related Groups (AR-DRGs). • Experience in extracting and coding HIPE data in accordance with national coding guidelines. • Comprehensive knowledge of the HIPE Portal and associated audit tools. • Knowledge of the Irish Coding Standards and Australian Coding Standards, including how updates are implemented in practice. • Knowledge and experience of the HIPE management function or a similar specialist healthcare environment. • The ability to analyse and interpret statistical and performance data. • A working knowledge of relevant IT systems and electronic systems used in clinical coding. • Knowledge of Healthcare Pricing Office requirements, guidance and submission deadlines. • Experience in staff management, including attendance management, performance management, workload allocation and the management of change. **Communication and Interpersonal Skills** • Excellent communication and interpersonal skills, with the ability to engage effectively with a wide range of stakeholders. • The ability to present complex information clearly, concisely and confidently, both verbally and in writing. • The ability to build and maintain positive working relationships with colleagues and internal and external stakeholders. • The ability to maintain confidentiality and exercise appropriate discretion. • The ability to provide constructive feedback and communicate information clearly and sensitively. **Planning and Managing Resources** • Strong planning and organisational skills, including the ability to structure and manage personal workloads and those of others effectively. • The ability to manage staff and resources across multiple hospital sites. • The ability to use information technology effectively to support service management and the delivery of results. • The ability to take responsibility and be accountable for the delivery of agreed objectives, targets and deadlines. • A logical and pragmatic approach to workload management, achieving the best possible results from the resources available. • The ability to manage competing priorities and respond effectively to planned and unplanned service demands. **Evaluating Information, Problem-Solving and Decision-Making** • Excellent analytical, numerical, problem-solving and decision-making skills. • The ability to gather and analyse information from relevant sources, consider critical factors and develop appropriate solutions. • The ability to make sound, timely decisions supported by clear and well-reasoned rationale. • Initiative in identifying and resolving complex operational, coding, data-quality and system issues. • The ability to develop proposals and implement practical solutions to address identified problems. • The ability to recognise and escalate significant risks

	appropriately. **<u>Teamwork and Leadership Skills</u>** • The ability to lead by example and coach, mentor and support team members as required. • The ability to manage staff performance and address performance issues appropriately and in a timely manner. • The ability to persuade, motivate and positively influence others. • The ability to promote high performance by establishing clear, realistic objectives and monitoring their achievement. • The ability to build an effective team and promote positive working relationships across multiple sites. • Flexibility and a willingness to adapt and contribute positively to the implementation of change. **<u>Commitment to a Quality Service</u>** • A strong commitment to the sustainable delivery of high-quality, service-user-focused services. • An understanding of the importance of accurate, complete and timely HIPE data in supporting hospital activity reporting, service planning and Activity-Based Funding. • Evidence of considering the needs of service users when planning and delivering services. • Evidence of proactively identifying opportunities for improvement and developing practical solutions. • A strong focus on delivering a high-quality service to internal and external stakeholders. • A commitment to maintaining and developing professional knowledge and expertise. • A commitment to ensuring compliance with national coding standards, data-quality requirements and submission deadlines.
Campaign specific selection process **Ranking/shortlisting / interview**	A ranking and or shortlisting exercise may be carried out based on information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not progressing 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.
Diversity, equality and inclusion	The HSE is an equal opportunities employer. Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their

	full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE's commitment to Diversity, Equality and Inclusion
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 CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to 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. Read the CPSA Code of Practice.
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.	

Grade VI Section Officer HSE Mid West Health Region

Terms and conditions of employment

Tenure	The current vacancy available is permanent and whole time. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at "expression of interest" stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004, 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 **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. 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.

	Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. In the HSE, all Mandated Persons under the Children First Act 2015 are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act 1998. You should check Schedule 2 of the Children First Act 2015 to see if you are a Mandated Person, and therefore a HSE Designated Officer, 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 need 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 managed appropriately 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.

[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.