



Senior Medical Social Worker - Assisted Decision Making
Ireland East Hospital Group
Job Specification & Terms and Conditions

Job Title and Grade	Senior Medical Social Worker - Assisted Decision Making (Grade Code: 3019) <i>An external campaign has been approved.</i>
Campaign Reference	SLKSMSW 2024
Remuneration HSE Terms and Conditions	The Salary scale for the post as at 01/10/2023 is: €66,055, €67,938, €69,824, €71,707, €73,591, €75,473, €76,194
Application Process	Submission of your application form via Rezoomo. CV's will not be accepted. https://www.rezoomo.com/job/62804
Closing Date	Wednesday 03rd April 2024 @ 5pm.
Proposed Interview Date (s)	Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice.
Duration of the post	A panel will be created from this campaign from which future permanent and specified purpose vacancies of full or part time duration may be filled.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	<i>St. Luke's General Hospital, Freshford Road, Kilkenny.</i>
Informal Enquiries	Amanda Casey, Principal Social Worker Adult Safeguarding /Assisted Decision Making (ADM), IEHG. Email: acasey@iehg.ie Ph.087 3478774
HR Point of Contact	Zara Hurley – HR St. Luke's General Hospital, Kilkenny. Email: zara.hurley@hse.ie
Details of Service	St. Luke's General Hospital, Kilkenny is the Acute General Hospital that services the counties of Carlow and Kilkenny providing health care for approximately 165,612 (2022 Census). Due to its location in the heart of the South East, St. Luke's also provides services to its bordering counties of Tipperary, Waterford Wexford and Laois. St. Luke's General Hospital is part of the Ireland East Hospital Group. St. Luke's General Hospital has a bed capacity 344 beds, and provides General Medical, Surgical, Obstetrics, Gynaecology, Paediatric, Psychiatry, Cardiology, Endocrinology, Hepatology, Gastroenterology, Oncology, Palliative Care and Anaesthetic Services to Carlow/Kilkenny. The following diagnostic services are also provided Radiology including 64 slice CT scanning, Ultrasound, DXA scanning, Pathology, Cardiac Diagnostic and Endoscopy, MRI, Neurology, Respiratory & older persons. The therapy services provided include Physiotherapy, Speech and Language, Dietetic, Occupational Therapy, Diagnostics including respiratory and cardiology and Social Work. The hospital also facilitates regional onsite services including Dermatology, Rheumatology, Haematology, Microbiology, Neurology, Oncology, Radiotherapy, Palliative care satellite unit and regional services in Liver Diseases. ERCP and Endobiliary Endoscopy. Ireland East Hospital Group (IEHG), with its Academic Partner University College Dublin (UCD), is the largest and most diverse hospital group in terms of populations, budget, staffing, and number of hospitals, geographical spread and number of Community Healthcare Organisations. IEHG aims to deliver consistently high-quality safe care, while transforming and integrating clinical services across the 12 hospitals in the Group to meet the needs of the people we serve. University College Dublin is the Academic Partner for the Group.
Reporting Relationship	The post holder will report to the hospital specific governance structures and will have a key working relationship with Adult Safeguarding/ADM Lead in IEHG

Purpose of the Post	• The Post holder will support and advise the Hospital on the implementation of the Assisted Decision-Making (Capacity) Act 2015 (ADMCA) and the HSE National Consent Policy. • The Post holder will support the Hospital to promote a strong ADMCA working culture and work closely with the HSE National Office for Human Rights and Equality Policy in the roll out of the new legislation and the development of guidance and promotion of ADMCA in a wider context • The Post holder will take a lead on education and training developments in the area of ADMCA and the HSE National Consent Policy in the Hospital and the context of the implementation of an education programme for the existing ADMCA and structures. • The Post holder will work with the hospital QPS lead on quality matters and other related service developments/initiatives in the area of ADMCA and the HSE National Consent Policy
Principal Duties and Responsibilities	<i>The Senior Medical Social Worker will:</i> <u>Professional / Clinical</u> • Manage a clinical caseload relating to complex ADM issues and coordinate Consent and Capacity Applications for Decision Making Representative to the Circuit Court. • Provide expertise in promoting assisted decision making with a focus on shared learning & preventing harm in line with best practice and guidelines. • Develop key relationships with the Decision Support Service and Patient Advocacy Groups. • Provide education and training to staff with specific support to Prescribed Professionals, line managers, Site Nursing Managers, Consultants, NCHD's, Corporate on call team in responding to both urgent and routine issues relating to assisted decision making and capacity concerns. • The post-holder will also contribute to membership of the Hospital's Assisted Decision Making Implementation group processes and governance. • Monitor and report on compliance with organisational responsibilities under the Assisted Decision Making Act. • Provide clinical and professional leadership within the Hospital to support local implementation of the provisions of ADMCA. • Contribute to local hospital policy and practice developments for ADMCA and the National Consent Policy in the hospital. • Work closely with Hospital multidisciplinary Teams and Community Teams in complex case management relating to ADM. • Develop strong collaborative relationships with relevant Community Health Services. • Develop strong working relationships and collaboration links across the Hospital with relevant professionals, Heads of Services, Clinical Teams and managers, to support effective ADMCA practices. • Participate in ADM-related working and reference groups locally.

- Champion quality initiatives and service improvement programmes in the area of ADMCA.
- Support the implementation of current and proposed legislation, policies and procedures, guidelines and protocols along with relevant hospital managers.
- Promote anti-discriminatory practice and cultural competence, at individual and service levels.
- Facilitate clear channels of communication to hospital management structures in relation to ADMCA and allied issues.
- Provide professional leadership at meetings, committees and/or other fora as required.
- Avail of appropriate supervision to ensure own ongoing competency to supervise other staff (as required) as well as advancing own professional development.
- Contribute to national and local ADMCA awareness raising programs.
- Contribute as a team member to a range of activities undertaken by the Hospital.
- Ensure compliance with a high standard of documentation and file management in accordance with local guidelines and relevant legislation (i.e., FOI, Data Protection, Parliamentary data/reports).
- Contribute to the development and review of strategic and operational plans within the Hospital.
- Provide data / reports on ADMCA for the Principal Social Worker for ADM/Adult Safeguarding in the Hospital Group in a consistent and high-quality format.

Education & Training

- Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate.
- Act as a resource by participating in the education and training of colleagues and other health professionals as required.
- Build and communicate an understanding of the role of ADMCA within the Hospital.

Health & Safety

- Contribute to the development of policies, procedures, guidelines and safe professional practice ,and adhere to relevant legislation, regulations and standards and ensure that staff 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.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Eligibility Criteria Qualifications and/ or experience	Candidates must have at the latest date of application: - 1. <u>Professional Qualifications, Experience, etc.</u> i) Be registered, or be eligible for registration, on the Social Workers Register maintained by the Social Workers Registration Board at CORU. And ii) Have 3 years full time (or an aggregate of 3 years full time) relevant post-qualification experience. And iii) Have the requisite knowledge and ability (including a high standard of suitability, professional and managerial ability) for the proper discharge of the duties of the office. iv) Provide proof of Statutory Registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU <u>before a contract of employment can be issued.</u> 2. <u>Annual Registration</u> i) On appointment practitioners must maintain annual registration on the Social Workers Register maintained by the Social Workers Registration Board at CORU. And ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). 3. 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. 4. Character Candidates for and any person holding the office must be of good character.
Other requirements specific to the post	Access to appropriate transport to fulfil the requirements of the role as post will involve travel
Skills, competencies and/or knowledge	Candidates must display the following competencies: Planning and Organizing: • Demonstrate an understanding of organizational issues within the HSE and Health Services, including knowledge of regulatory compliance. • Demonstrate the ability to evaluate information, make effective decisions and solve problems especially regarding service delivery. Build and Maintain Relationships: • Demonstrate the ability to manage and develop self in a busy working environment. • Demonstrate effective supervision skills. • Demonstrate strong leadership and team skills.

Professional and Clinical Knowledge:

- Advanced clinical assessment and analysis skills
- Advanced advocacy skills
- Socio-Legal expertise
- Ability to mobilise resources and support systems
- Chair Meetings involving health and social care professionals, service users and family members/decision supporters
- Analyse, plan interventions and case manage complex care plans
- Escalate significant concerns and risks when required via agreed reporting structures
- Teaching, mentoring and supporting staff to practice using the guiding principles of the Act
- Quality Improvement and leadership skills to develop programmes to meet organisational priorities
- Project Management skills to support implementation of the Act in conjunction with the local hospital Implementation Committee
- Demonstrate the requisite professional knowledge and skill in social work and Assisted Decision-Making legislation
- Demonstrate an ability to apply knowledge to best practice.
- Demonstrate a capacity to assess and manage risk arising with / from ADM decisions
- Demonstrate a strong understanding of relevant Health Service developments and Slainte Care reforms

Commitment to Providing a Quality Service:

- Demonstrate ability to facilitate change and improve service delivery.
- Demonstrate initiative and innovation in identifying areas for service improvement.
- Demonstrate a commitment to delivering a quality person-centred service.
- Display awareness and appreciation of the person who uses services as expert through experience including promoting the role of service user in care planning and decision-making and service development.
- Demonstrate commitment to continuing professional development
- Demonstrate the ability to understand human rights and to empathise with and treat others with dignity and respect.

Communication and Interpersonal Skills :

- Display effective interpersonal and communication (verbal and written) skills including skills in multi-disciplinary working and the ability to collaborate with colleagues, families, etc.

	• Demonstrate a willingness to develop IT skills relevant to the role. Leadership, Direction and Team working Skills • The capacity for management responsibility and demonstration of initiative. • Team work skills including the ability to work as part of a multidisciplinary team environment. • Motivation and an innovative approach to the job within a changing working environment. • Flexibility and adaptability. • Leadership skills and the capacity to inspire teams to the confident delivery of excellent services. • The ability to support, supervise, develop and empower staff in changing work practices in a challenging environment within existing resources.
Campaign Specific Selection Process Ranking/Shortlisting / Interview	A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. <u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u> Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.
Code of Practice	The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, Information for Candidates". Information in relation to the appeals process is available in the document "Additional Campaign Information" posted with each vacancy under Section 7. Codes of practice are published by the CPSA and are available on www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on 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.	

Social Worker, Senior Medical Terms and Conditions of Employment

Tenure	The post is pensionable. A panel will 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 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Remuneration	The Salary scale for the post as at 01/10/2023 is: €66,055, €67,938, €69,824, €71,707, €73,591, €75,473, €76,194 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 35 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.
Superannuation	This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. <u>* Public Servants not affected by this legislation:</u> Public servants 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.
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 for Persons Reporting Child Abuse Act 1998	As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.
Infection Control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
Health & Safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include: • Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.

¹ A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages

² See link on health and safety web-pages to latest Incident Management Policy