Applications are invited for the following Senior Management position within the RCSI Hospitals Group:

**Hospital Manager – Cavan & Monaghan Hospital**

(Initial temporary post with a possible view to permanent filling)

Applications are invited from suitably qualified, highly motivated individuals to fill the above role.

**Requirements:**

Requirements for above post are as set out in the attached job specification.

**Enquiries for posts:**

Informal enquiries to Ms. Sheila Mc Guinness, Chief Operations Officer, RCSI Hospitals Group, 111 St. Stephen’s Green, Dublin, 2 by telephoning 01 4025140 or e-mail coo@rcsihospitals.ie

Applicants may be shortlisted for interview based on information supplied in their application at the closing date. Criteria for short listing are based on the requirements of the post as outlined in the job specification.

**Application Process**

If you are interested in the above post please forward curriculum vitae to: pa@rcsihospitals.ie before 430pm on 19th August 2016

Interviews are scheduled for Thursday, 25th August, 2016.
<table>
<thead>
<tr>
<th>Job Title and Grade</th>
<th>Hospital Manager – Cavan &amp; Monaghan Hospital</th>
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<tbody>
<tr>
<td>Campaign Reference</td>
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<tr>
<td>Closing Date</td>
<td>19th August 2016</td>
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<tr>
<td>Proposed Interview Date (s)</td>
<td>Week of August 22nd 2016</td>
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<tr>
<td>Taking up Appointment</td>
<td>Immediate</td>
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<tr>
<td>Organisational Area</td>
<td>RCSI Hospital Group</td>
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<tr>
<td>Location of Post</td>
<td>Cavan &amp; Monaghan Hospital, Cavan, Co. Cavan</td>
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<tr>
<td>Details of Service</td>
<td>On 15th May 2013 The Minister for Health announced a major re-organisation of Irish hospitals into six largely autonomous groups aimed at providing improved outcomes for patients. The RCSI Hospitals Group Beaumont Hospital, Connolly Hospital, Blanchardstown, Our Lady of Lourdes Hospital, Drogheda, Louth County Hospital, Dundalk, Cavan General Hospital, Monaghan General Hospital, Rotunda Hospital, Dublin. Our Academic Partner is the RCSI. Vision The formation of the hospitals groups, which will transition to independent hospital trusts, will change how hospitals relate to each other and integrate with the academic sector. Over time, the groups will deliver:</td>
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- Higher quality service
- More consistent standards of care
- More consistent access to care
- Stronger leadership
- Greater integration between the healthcare agenda and the teaching, training, research and innovation agenda

**Mission Statement**

We are committed to providing patient centred quality care, delivered with compassion and professionalism by valued and dedicated staff, whilst ensuring excellence, equity and accountability.

**Reporting Relationship**

To CEO RCSI Hospital Group

**Purpose of the Post**

The Hospital Manager shall be accountable to the CEO RCSI Hospital Group and shall perform the duties and exercise the powers which the CEO RCSI Hospital Group may time to time assign to him/her.

The Hospital Manager shall give direction towards the achievement of its functions, including the strategic and operational plans and shall implement the strategic goals and objectives of the HSE.

The Hospital Manager shall be responsible for the general control, management and performance of the hospital.

The Hospital Manager shall promote and develop the interests of the Hospital and at all times and in all respects conform to and comply with the reasonable directions and regulations of the HSE.

**Principal Duties and Responsibilities**

- Develop and maintain a close working relationship with the RCSI Hospital Group to enhance the management processes of the Hospital and enable the effective and efficient governance of the hospital.
- Be responsible for the implementation of the policies of the RCSI hospitals group and HSE
- Together with the other members of the Executive Management Team, act as an ambassador for and lead the entire staff in achieving the Hospital's Mission, Vision, Values and Strategic Goals.
- Maintain and develop the culture, ethos and excellence of the Hospital as a patient centred institution committed to the highest standards of medical and clinical practice, nursing care and staff education and training in accordance with the mission policies.
- Liaise closely with the Executive Management Team and other Stakeholders as required in the day to day management of the Hospital and in drafting and development of Hospital policies and procedures.
- Be responsible for ensuring that the Hospital achieves its performance targets and delivers the annual services plan/provider plan in accordance with current accountability legislation, in budget and within a clear financial framework.
- Be responsible for ensuring that the Hospital complies with all statutory requirements, insofar as same impinges on the activities of the Hospital.
- Foster an organisational culture which is driven by the values of the Hospital, is responsive to change and encourages continuous improvement.
- Establish effective decision making and delegation processes to ensure the efficient and effective operation of all Hospital Departments and functions.
- Oversee the development and implementation of an accountable and “fit for purpose” management structure and take the lead in the reform, development and implementation of systems and procedures to support the efficient and effective functioning of the structure.
- Communicate with hospital staff at all levels to provide an understanding of the Hospital strategy and to build a common sense of purpose.
• Establish, implement, maintain and develop clear cut, efficient, effective working relationships and communications between clinical and clinical support services.
• Promote staff education, training and developments at all hospital levels.
• Specially oversee the development of information technology systems to support all departments of the hospital.
• Responsible on a 24 hour basis regarding issue that may arise.

KPI’s
• **Strategic Leadership**
  - Common understanding of the vision and strategic aims of the Hospital.
  - Develop business plans which reflect and contribute to meeting targets.
  - Extent to which Corporate Plans and Objectives are achieved.
  - Quality of Service Delivery/Patient Experience/User Satisfaction.
  - Establishment and maintenance of prudent risk management strategies.
  - Hospital’s operations are consistent with relevant policies and procedures.

• **Corporate Management**
  - Appropriately delegate to Senior Management Team.
  - Foster a holistic approach to Patient Centred Care.
  - Ensure HSE policy is reflected in Hospital operations
  - Create synergies across Directorates and Departments.
  - Cost effective performance and management of the Hospital
  - Robust financial systems and controls are in place
  - Management Information is developed through the Executive Team.
  - People management practices support continuous improvement.
  - Monitor the outcomes of the Hospital’s performance and Service Plan.

• **Governance**
  - Preparation and submission of any reports which may be required, to the HSE and other statutory authorities.
  - All contracts and agreements entered into by the Hospital are ethical, lawful and comply with HSE policy, relevant legislation and Ministerial directives.

• **Organisation Policies and Statutory Compliance**
  - Policies and Procedures are in place to meet organisational requirements for quality and risk management standards, health and safety compliance, legal stipulations, environmental policies and general duty of care.

**GENERAL RESPONSIBILITIES AND ACCOUNTABILITIES**

Take all necessary steps to establish and maintain a high level of co-operation, participating and close working relationships in the interest of the Hospital with the Department of Health and Children, the Health Service Executive and other health service agencies or providers, other Hospitals, community groups and national or regional associations with whom the Hospital is connected.

Establish strong links with RCSI, Dublin in order to ensure the continuance of Cavan & Monaghan Hospital as a significant teaching Hospital in Ireland.

Attend meetings for or on behalf of Cavan & Monaghan Hospital as requested from time to time.

Carry out such other functions as may be reasonably required from time to time.

**INDIVIDUAL RESPONSIBILITIES AND ACCOUNTABILITIES**

The post holder will be aware of the confidential nature of Hospital work and in particular, the right to patients confidentiality.
The post holder will be required to familiarise themselves with and adhere to all policy and procedural documents relevant to your position.

The highest standard of hygiene must be maintained in the Hospital at all times and all staff members are responsible for ensuring compliance with the Hospital’s requirements and standards with regard to hygiene. It is the responsibility of all staff to have a fundamental understanding of their individual responsibility in maintaining departmental and site hygiene standards.

Employees must attend fire lectures periodically and must observe fire orders.

In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits.

In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted.

Hospital uniform code must be adhered to.

**Risk Management, Infection Control, Hygiene Services and Health & Safety**

The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.

The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate.

The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Hospital’s Risk Management Incident/Near miss reporting Policies and Procedures.

The post holder is responsible for ensuring that they comply with hygiene services requirements in their area of responsibility.

The post holder must foster and support a quality improvement culture throughout your area of responsibility in relation to hygiene services.

The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.

The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.

The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.

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.

<table>
<thead>
<tr>
<th>Eligibility Criteria</th>
<th>Qualifications and/or</th>
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<td>Candidates must on the closing date:</td>
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**Experience**

Be employed at Senior Management level within the management /admin staff category of the HSE or applicable HSE funded agencies.

Or

Be employed at Senior Clinical Manager level within the HSE or HSE funded agency and

Significant Leadership and Strategic Management Experience

A Third Level Management Qualification (desirable)

**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.

**Age**

Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.

**Other requirements specific to the post**

Flexibility, unsocial hours may apply.

**Skills, competencies and/or knowledge**

- Extensive knowledge of Acute Health care Sector including recent developments
- Principles of Change/Transformational Management
- Extensive knowledge of financial, workforce and information resource management
- Ability to lead the change management agenda
- Strategic and operational leadership
- Good communication & interpersonal skills
- Ability to manage within approved budgetary and employment resources
- Ability to promote a culture that encourages creativity, innovation and personal development
- Quality focus and standards
- Ability to work in partnership
- Excellent writing, computer and language skills
- Excellent presentation skills

**Campaign Specific Selection Process**

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.

**Code of Practice**

The Public Appointments Service 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 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 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.
### Tenure
The post is pensionable. A panel will be created from which permanent and specified purpose vacancies of full or part time duration will be filled. The tenure of this post will be indicated at “expression of interest” stage.
Secondment arrangements may be facilitated if required.
Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.

### Remuneration
The Salary scale for the post: Hospital Manager Grade

<table>
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<tr>
<th>Working Week</th>
<th>37 Hours</th>
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<tr>
<th>Annual Leave</th>
<th>The annual leave associated with the post will be agreed at job offer stage.</th>
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### 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 01\textsuperscript{st} 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 31\textsuperscript{st} December 2004.

### Probation
1. 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 Persons Reporting Child Abuse Act 1998
As this post is one of those designated under the Protection of 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.