



## Assistant Director of Nursing, Clinical Research Operations

### Children's Health Ireland Job Specification and Terms & Conditions

<b>Job Title &amp; Grade</b>	Assistant Director of Nursing, Clinical Research Operations
<b>Campaign Reference</b>	Nursing reference 145928
<b>Closing Date</b>	Friday, 3 <sup>rd</sup> December at 17:00hrs
<b>Duration of Post</b>	Permanent 1 WTE 39 Hours
<b>Location of Post</b>	<p>Children's Health Ireland (CHI) comprises of the three children's hospitals at <b>CHI at Crumlin</b>, Dublin 12, <b>CHI at Temple Street</b>, Dublin 1 and <b>CHI at Tallaght</b>, Dublin 24 and the Paediatric Outpatients (OPD) and Urgent Care Centre (UCC), <b>CHI at Connolly Hospital</b>, Dublin 15. The new OPD and UCC in Tallaght is due to open in 2020.</p> <p>CHI's Programme Office, <b>CHI Herberton</b> is located in Rialto, Dublin 8 adjacent to the new children's hospital which is on the campus shared with St James's Hospital.</p> <p><b>Research &amp; Innovation</b> is a cross-site function, with a core base at <b>CHI at Crumlin</b>. The successful candidate will be required to work across CHI sites as required, in combination with remote working as appropriate.</p>
<b>Context/ Background</b>	<p>Children's Health Ireland (CHI) operates as a single service across the existing Dublin children's hospitals, Crumlin, Temple Street and Tallaght. Also, the paediatric outpatients and urgent care centres, Connolly which opened in July 2019 and Tallaght which is due to open in 2021. CHI governs and operates local paediatric services for the Greater Dublin Area and all national paediatric specialist services, some of which are on an all-island basis.</p> <ul style="list-style-type: none"> <li>• 25% of our population are children under 18 years of age. The majority are healthy, however 1/4 of these are three-year olds who are obese, 16% of our children have a chronic disease, such as, diabetes, allergies and asthma. 2% are acutely ill or have complex care needs</li> <li>• CHI currently has a staff of 4150 delivering care annually to 334,500 children, young people and their families through 39 clinical specialties and 442 in-patient &amp; day care beds</li> <li>• 2019 activity: In-patients 24,500; Day cases 33,500; Outpatients 147,500; ED 129,000</li> </ul> <p>Ireland will have a world class new children's hospital that is purpose built to deliver the best care and treatments that are available for future generations to come. The new</p>

	<p>children's hospital, which will open in 2023 will bring together the three children's hospitals into a world class building on a campus shared with St James's Hospital.</p> <p>This will be a leading campus in healthcare and research in Ireland, a leading adult teaching hospital, a children's hospital and in time, a new maternity hospital, when the Coombe Women and Infants University Hospital is relocated on the campus.</p> <p>CHI is leading on the clinical and operational transformation on how children's healthcare will be delivered in the future to deliver better, safer and more sustainable healthcare in the future. The new hospital is planned as the first 'Digital Hospital' in the system with the implementation of an Electronic Healthcare Record, as well as, other evidence based standards, such as, 100% single rooms.</p> <p>Children's Hospital Programme is a major programme of work led by CHI, focused on transformative service change to enhance services for children, young people and their families, to integrate the three existing hospitals, while maintaining existing and new services, ensuring patient safety and quality until transition is complete.</p> <p><u>Research &amp; Innovation</u></p> <p>Clinical research is essential to provide an evidence base for improved medicines and treatment of sick children. It is well accepted internationally that hospitals active in research and innovation are associated with better outcomes for patients and better recruitment and retention of staff. As the leading centre in Ireland for the conduct of clinical trials and studies in children and young adults, CHI has placed excellence in research and innovation as one of its key strategic objectives.</p> <p>As part of ongoing development at CHI towards the opening of the new Children's Hospital, a rationalisation and integration of the existing clinical research infrastructure across all sites is being undertaken. Under the leadership of the Director of Research &amp; Innovation, a new Research &amp; Innovation Office (RIO) and Clinical Research Centre (CRC) are being set-up within CHI to bring all aspects of the clinical research infrastructure together under a single governance and management structure. The Clinical Research Centre is the forerunner of the new paediatric Clinical Research Facility (CRF) that will be embedded in the new Children's Hospital. The CRC is made up of a team of research staff working across CHI sites to support clinical teams in the conduct of clinical trials and studies.</p> <p>This developing research infrastructure will sit within the academic framework of the Paediatric Academic Health Science Centre (PAHSC), a new partnership bringing together CHI and its Dublin based academic partners with the triple mission of integrated paediatric clinical care, research and education throughout CHI and the universities.</p> <p><i>For further information about CHI, check out the 'About Us' section of our recruitment website <a href="https://chi.jobs/">https://chi.jobs/</a></i></p>
<p><b>Reporting Arrangements</b></p>	<p>This post will report to the Research Programme Manager, with professional accountability to the Chief Director of Nursing.</p> <p>As the Future Operating Model for Nursing evolves, the post-holder's accountability relationship will change in line with future structures.</p>

<p><b>Key Working Relationships</b></p>	<p>The post holder will work closely with:</p> <ul style="list-style-type: none"> <li>• The Research Programme Manager and the other members of the Research Management Team</li> <li>• The Director of Research and Innovation</li> <li>• Research teams</li> <li>• Directorate Nurse Leads across CHI</li> <li>• Assistant Director of Nursing colleagues across CHI</li> <li>• Nursing staff</li> <li>• Medical staff</li> <li>• Health &amp; Social Care Professionals</li> <li>• HR Departments</li> <li>• Higher Education Institutions</li> </ul> <p><i>Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning &amp; transitioning to steady state.</i></p>
<p><b>Purpose of the Role</b></p>	<p>Children's Health Ireland is Ireland's largest paediatric hospital and the leading centre in Ireland for the conduct of clinical trials and studies in children. Clinical research is essential to provide an evidence base for improved medicines and treatment of sick children.</p> <p>As part of the Research Management Team, the post holder will be responsible for managing the day-to-day clinical research operations and study portfolio of the Clinical Research Centre, working closely with the Research &amp; Innovation Office. As a nursing professional, they will be responsible for line management of research nurses as well as leadership, mentoring and training for the research nursing function. They will also directly or indirectly manage a team of research coordination staff. The post holder will play a key role in developing a vision and strategy for research and innovation for the nursing profession in CHI.</p> <p>This role will evolve in line with the set-up of the CHI Research &amp; Innovation Office and the development and integration of CHI clinical research infrastructure across sites and will have a key strategic leadership role in the planning, establishment and ongoing development of the Clinical Research Facility at the New Children's Hospital.</p>
<p><b>Principal Duties and Responsibilities</b></p>	<p><b>Professional Duties and Responsibilities:</b></p> <p><b>Operational Management</b></p> <ul style="list-style-type: none"> <li>• Oversee the day-to-day clinical operational activities of the Clinical Research Centre (CRC)</li> <li>• Manage and coordinate the portfolio of clinical trials and studies adopted by the CRC, working closely with Research Project Managers and the Research Programme Manager</li> <li>• Work closely with the CRC and RIO teams, Clinical Study Teams and other stakeholders to ensure the smooth conduct of clinical studies from set-up through to study closedown</li> </ul>

- Work closely with the Research Programme Manager in the ongoing development of the hospital clinical research infrastructure and act as their deputy when required
- Manage and mentor Research Nursing and Study Coordination staff, encouraging and fostering an environment of team work and continuous development
- Secure appropriate resources to act as study back-up where required
- Coordinate team meetings and ensure good communication within the team
- Provide support with the set-up and coordination of other meetings as required
- Oversee administrative activities relating to clinical operations
- Resource planning and allocation of staff across research studies and ongoing monitoring of workload across groups to ensure best use of resources and to identify capacity limitations
- Participate in the recruitment and selection process of new clinical research operations staff
- Liaise with hospital nursing management and nursing staff as required to support research nurse development and research activities
- Develop and maintain positive working relationships with hospital departments involved in provision of services to support clinical research activity
- Support external vendor selection and management as appropriate
- Provide support and guidance with the completion of ethics applications and data protection impact assessments
- Provide support and guidance to PIs and the research team with patient screening and recruitment
- Oversee the operational aspects of patient visit scheduling and management
- Oversee research sample management processes, linking closely with hospital and research lab personnel with respect to lab access, maintenance, training and study specific logistics
- Maintain controls on external research monitor site access
- Coordinate archiving of site files according to GCP and regulatory guidelines and maintenance of the central tracking system
- Ensure that study activity is reported by clinical research operations on the Clinical Trial Management System (currently CRF Manager™), supporting staff as required
- Support the RIO with research project activity tracking and metric generation
- Assist with and input into the development of progress reports for the Clinical Research Oversight Committee and other stakeholders as required
- Support the Research Programme Manager with financial management of study activities as required; in conjunction with Research Project Managers, ensure that study invoicing and patient reimbursement is carried out
- Coordinate the signoff of research agreements
- Contribute to the planning towards the New Children's Hospital and the integration of clinical research activities across sites in the interim period

- Perform other duties as required to ensure the delivery of clinical research services

**Quality & Assurance**

- Support the ongoing development and maintenance of the research Quality Management System as it is transitioned to a cross-site CHI system
- Coordinate the development and continued review of Standard Operating Procedures for clinical and operational tasks
- Support compliance with nursing guidelines and standards
- Maintain systems to ensure that studies are conducted in accordance with GCP guidelines and all relevant legislation and quality standards
- Identify, manage and escalate risks associated with clinical research operations to safeguard the rights, safety and well-being of study participants
- Support the Quality & Regulatory Affairs Manager in the implementation of corrective and preventative action plans
- Coordinate research protocol deviation management across CHI-sites; perform risk assessment, deviation trending and ensure all necessary follow-up actions are implemented

**Study Feasibility and Set-up**

- Support the coordination of external study feasibility requests as required
- Coordinate and support Investigators and research staff to complete and return feasibility questionnaires to study sponsors as required
- Ensure that the study feasibility tracker is maintained
- Carry out capacity and capability checks for internal feasibility assessment to feed into resource planning, budget development and applications for CRC support
- Input to study costing and budget development for funding applications as required
- Provide guidance and support with review and coordination of research contract signoff as required
- Assist the Research Programme Manager in coordinating applications for support for review by the Clinical Research Adoptions Group
- Support study set-up to the point where a Study Coordinator is assigned
- Attend pre-study visits and site initiation visits as required

**Education, Training & Development**

- Support and mentor Research Nurses, Clinical Research Coordinators and Research Assistants as required to carry out their assigned roles from study set-up through conduct and study closedown
- Deliver induction to new research staff
- Engage in Personal and Professional Development Planning with Research Nurses and Clinical Research Coordinators;

- Develop staff training plans, including mandatory and statutory training and continuing professional development underpinned by the IRNN competency framework, liaising with the research team, CCNE and HR as required
- Ensure staff are aware of any clinical guidelines and hospital SOPs relevant to their assigned duties
- Organise or provide training to staff as required
- Assist with the development of training material where necessary
- Promote sharing of knowledge and experience across the team and facilitate ongoing personal development
- Liaise with Nursing colleagues and other stakeholders to develop the Research Nurse role
- Support the delivery of research education to the wider nursing community across CHI
- Complete all assigned training and facilitate ongoing personal development and learning

**Communication**

- Represent CHI research at events, meetings and networking opportunities
- Participate in external working groups as required
- Contribute to Public & Patient Involvement initiatives
- Assist in the preparation of materials for external communications
- As a member of the CHI Senior Nursing Management Team, to participate in Nursing Executive meetings
- Provide regular updates to the CDON on progress and positive outcomes, and to also escalate risks and concerns as required

**Strategic Leadership**

- Provide strategic leadership for the future development of the role and scope of research nurses
- Develop the research nursing resource to meet the demand which will rise as clinical research capacity increases across CHI
- Play a key leadership role in the transition of research services to the new hospital.

All duties will be carried out in accordance with GCP guidelines, all relevant research and hospital policies and all applicable laws and regulations for the conduct of clinical research.

The above 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.

<p><b>Eligibility criteria, qualifications and experience</b></p>	<p>Candidates must, on the latest date of receiving completed application forms for the office:</p> <p><b><u>Essential Criteria:</u></b></p> <ul style="list-style-type: none"> <li>• Be registered in the division(s) of Children’s or General Nursing of the Nursing and Midwifery Board of Ireland.</li> <li>• At least 7 years post registration experience</li> <li>• At least 5 years of relevant experience in clinical trials in the biomedical or pharmaceutical industry or a related healthcare environment</li> <li>• Experience of leading and managing a team.</li> <li>• Postgraduate qualification of not less than Level 8 (NFQ) in a research, health management or related area</li> <li>• Understanding of current Irish medical, academic and health services research environment and knowledge of the regulatory and legislative requirements relating to the conduct of clinical research</li> <li>• Demonstrate continuous professional development and demonstrate significant and relevant senior nursing management experience</li> <li>• Candidates must possess the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office.</li> </ul> <p><b><u>Skills &amp; Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Previous experience working in a Clinical Research Facility/Centre (or equivalent)</li> <li>• Prior experience of study costing and budget development as well as review of clinical trial and other research agreements</li> <li>• An individual with initiative and good judgement, capable of problem solving and working independently</li> <li>• Strong leadership and interpersonal skills with the ability to motivate people and promote a positive team environment</li> <li>• Ability to lead and communicate effectively and in a professional manner</li> <li>• Versatility and capable of coping with ambiguity and change; can maintain high level of professionalism when working under pressure</li> <li>• Ability to manage competing priorities</li> <li>• Possess the highest degree of integrity and confidentiality at all times</li> <li>• Attention to detail</li> <li>• Strong planning and organising abilities</li> <li>• Readiness to work to deadlines and flexibility with regard to working hours</li> <li>• Good IT skills</li> <li>• Demonstrated ability to build close working relationships with internal and external stakeholders and influence decision making</li> <li>• Demonstrated leadership ability, proactive development, motivation and engagement skills</li> </ul>
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	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience of early phase trials</li> <li>• Significant relevant experience in paediatric research</li> <li>• Previous relevant experience working in the pharmaceutical industry</li> </ul>
<p><b>Internal Applications</b></p>	<p>Children's Health Ireland employees, who hold a permanent contract, are eligible to apply for fixed term and specified purpose competitions across the five Children's Health Ireland sites. Employees who take up specified purpose or fixed term posts will retain their permanent substantive grade.</p>
<p><b>Knowledge, Skills &amp; Competencies</b></p>	<p><b>Specialist Knowledge, Expertise, Personal Commitment and Motivation</b></p> <ul style="list-style-type: none"> <li>• Is personally committed and motivated for this complex role.</li> <li>• Be an outstanding communicator. An individual who possesses excellent written/oral communications skills, as well as the ability to present his/her views in a clear and compelling manner.</li> <li>• Demonstrates the required knowledge for the specialist role applied for.</li> <li>• Demonstrates strong experience in their specialist area; specifically highlighting their experience relevant to the role applied for.</li> <li>• Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role.</li> <li>• Demonstrates a commitment to further education in health services management.</li> </ul> <p><b>Leadership &amp; Direction</b></p> <ul style="list-style-type: none"> <li>• Develops networks and communications systems to ensure that they are fully informed in a dynamic and challenging environment.</li> <li>• Is an effective leader and a positive driver for change; transforms the vision into a framework and structures for moving forward.</li> <li>• Understands the challenges of leading complex systems change.</li> <li>• Balances change with continuity – continually strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence even under increasingly complex and demanding conditions.</li> </ul> <p><b>Working With &amp; Through Others - Influencing to Achieve</b></p> <ul style="list-style-type: none"> <li>• Has significant experience in engaging with healthcare organisations.</li> <li>• Demonstrates the ability to work independently as well as work with a wider multidisciplinary / multi-agency team in a complex and changing environment.</li> </ul>



- Is persuasive and effectively sells the vision; commands attention and inspires confidence.
- Sets high standards for the team and puts their work and the work of the organisation into meaningful context.
- Has excellent influencing and negotiation skills.

#### **Managing & Delivering Results**

- Places strong emphasis on achieving high standards of excellence.
- Commits a high degree of energy to well directed activities and looks for and seizes opportunities that is beneficial to achieving organisation goals.
- Perseveres and sees tasks through.
- Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion.

#### **Critical Analysis & Decision Making**

- Has the ability to rapidly assimilate and analyse complex information; considers the impact of decisions before taking action; anticipates problems.
- Recognises when to involve other parties at the appropriate time and level.
- Is willing to take calculated risks in the interests of furthering the reform agenda.
- Makes timely decisions and stands by those decisions as required.

#### **Building Relationships / Communication**

- Possesses the ability to explain, advocate and express facts and ideas in a convincing manner, and actively liaise with individuals and groups internally and externally.
- Is committed to building a professional network to remain up-to-date with and influence internal and external politics.
- Is committed to working co-operatively with and influencing senior management colleagues to drive forward the reform agenda.
- Has strong results focus and ability to achieve results through collaborative working.

#### **Personal Commitment and Motivation**

- Is personally committed and motivated for this complex role.
- Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role.
- Demonstrates a commitment to further education in health services management.

<p><b>Quality, Risk &amp; Safety Responsibilities</b></p>	<p><i>It is the responsibility of all staff to:</i></p> <ul style="list-style-type: none"> <li>• Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety.</li> <li>• Participate and cooperate with Children's Health Ireland Quality and Risk and Safety initiatives as required.</li> <li>• Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to: <ul style="list-style-type: none"> <li>➤ National Standards for Safer Better Healthcare</li> <li>➤ National Standards for the Prevention and Control of Healthcare Associated Infections</li> <li>➤ HSE Standards and Recommended Practices for Healthcare Records Management</li> <li>➤ HSE Standards and Recommended practices for Decontamination of Reusable Invasive Medical Devices (RIMD)</li> <li>➤ Safety audits and other audits specified by the HSE or other regulatory authorities.</li> </ul> </li> <li>• To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospitals continuous quality improvement programme.</li> </ul> <p><i>It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department</i></p>
<p><b>Health &amp; Safety</b></p>	<p>These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department's safety statement, which must be read and understood.</p>
<p><b>Specific Responsibility for Best Practice in Hygiene</b></p>	<p>Hygiene in healthcare is defined as <i>“the practice that serves to keep people and the environment clean and prevent infection. It involves preserving one's health, preventing the spread of disease and recognizing, evaluating and controlling health hazards.”</i></p> <ul style="list-style-type: none"> <li>• It is the responsibility of all staff to ensure compliance with hospital hygiene standards, guidelines and practices.</li> <li>• Department heads/ managers have overall responsibility for best practice in hygiene in their area.</li> <li>• It is mandatory to attend hand hygiene and sharps awareness workshops yearly.</li> </ul>

<p><b>Competition Specific Selection Process</b></p> <p><b>How to Apply &amp; Informal Enquiries</b></p>	<p>Applicants will be shortlisted based on information supplied in the CV and covering letter submitted. Applications for this post must be accompanied by a covering letter, setting out relevant experience that illustrates how the essential criteria listed above is met. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and/or the knowledge, skills and competencies section of this job specification.</p> <p><b>* Please note that you must submit a cover letter with your CV, this forms part of your application and CV's will not be accepted without a detailed cover letter.</b></p> <p>The closing date for submissions of CV's and letter of application is Friday, 3<sup>rd</sup> December 2021 by 5pm. Applications must be completed through the advertised post on <b>CHI.jobs</b> by clicking 'Apply for Job'.</p> <p><b>Applications must be made online through <a href="https://chi.jobs/">https://chi.jobs/</a> and will not be accepted through direct email or any other method</b></p> <p>For informal enquiries, please contact</p> <p>Mary Costello, Research Programme Manager, Research &amp; Innovation, Children's Health Ireland at Crumlin, Email: <a href="mailto:mary.costello@ncrc.ie">mary.costello@ncrc.ie</a></p> <p>For recruitment enquiries, please contact <a href="mailto:human.resources@olchc.ie">human.resources@olchc.ie</a></p>
<p><b>Panel/s</b></p>	<p>A panel may be created from which permanent, fixed term and specified purpose vacancies of a full or part time duration may be filled across the five Children's Health Ireland locations. The tenure of these panels will be indicated at offer stage.</p>
<p>Information on "Non-European Economic Area Applicants" is available from <a href="https://dbe.gov.ie/en/">https://dbe.gov.ie/en/</a></p>	
<p>The programme outlined for Children's Health Ireland may impact on this role and as structures change the job description may be reviewed.</p> <p>Children's Health Ireland is an equal opportunities employer.</p>	

<b>Terms and Conditions of Employment</b> Clinical Research Operations Manager - Assistant Director of Nursing	
<b>Duration of post</b>	This is a permanent role.
<b>Remuneration</b>	Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1 <sup>st</sup> October 2021: [Grade, Code 2910]. Rising in increments annually from point 1: €59,742 to €73,725 inc. LSIs.
<b>Annual Leave</b>	Annual Leave entitlement is: 5-10 years: 26 days 10 years+: 28 days
<b>Working Week</b>	<p>The hours allocated to this post are 39 hours per week. The allocation of these hours will be at the discretion of the Department Head and in accordance with the needs of the service.</p> <p>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).</p>
<b>Probation</b>	<p>All employees will be subject to a probationary period as per the probation policy. This policy applies to all employees irrespective of the type of contract under which they have been employed. A period of 6 months’ probation will be served:</p> <ul style="list-style-type: none"> <li>• On commencement of employment</li> <li>• Fixed term to permanent contract</li> <li>• Permanent employees commencing in promotional posts will also undertake a probationary period relating to their new post.</li> </ul>

<b>Pension</b>	<p>Employees of Children's Health Ireland are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment.</p> <p>If you are being rehired after drawing down a public service pension your attention is drawn to Section 52 of the Public Services Pension (Single and Other Provisions) Act 2012. The 2012 Act extends the principle of abatement to retired public servants in receipt of a public service pension who secure another public service appointment in any public service body.</p>
<b>Place of work/location</b>	CHI at Crumlin, with a cross-site remit
<b>Age</b>	<p>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.</p>
<b>Maternity Leave</b>	<p>Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.</p>
<b>Payment of sick leave</b>	<p>Children's Health Ireland operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31<sup>st</sup> March 2014.</p>
<b>Pre-Employment Health Assessment</b>	<p>Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital's Occupational Health Service and if required undergo a medical assessment with this department. Any person employed by Children's Health Ireland 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.</p>
<b>Validation of Qualifications &amp; Experience</b>	<p>Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.</p>
<b>References</b>	<p>Children's Health Ireland will seek up to three written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.</p>
<b>Garda Vetting</b>	<p>Children's Health Ireland will carry out Garda vetting on all new employees. An employee will not take up employment with the hospital until the Garda</p>

	<p>Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees.</p>
<p><b>Ethics in Public Office 1995 and 2001</b></p> <p><b>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€68,310 as of 01.09.2019)</b></p>	<p>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€68,310 as at 01.09.2019) 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;</p> <p>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 31<sup>st</sup> January in the following year.</p> <p>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.</p> <p>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 <a href="http://www.sipo.gov.ie/">http://www.sipo.gov.ie/</a></p>