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**Grade VII MN-CMS Business Informatics Lead**

**National Maternal & New born Clinical Management System Project**

**Job Specification, Terms and Conditions**

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| **Job Title and Grade** | **Grade VII MN-CMS Business Informatics Lead, National Maternal & New born Clinical Management System Project**  Grade Code 0582 |
| **Campaign Reference** | HBS05486 |
| **Closing Date** | **Tuesday 31st October 2017 @ 12 noon** |
| **Proposed Interview Date (s)** | November 2017 |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Organisational Area** | Acute Hospital Division |
| **Location of Post** | The National Programme Office for the MN-CMS Project is:  Mill House, Ashtown Gate, Navan Road, Dublin 15.  The MN-CMS Programme Manager is open to engagement in respect of flexibility around location subject to reaching agreement on a minimum level of availability at the National Programme Office and at project sites for relevant site based meetings.  A panel may be created for Grade VII MN-CMS Business Informatics Lead in the National Acute Hospital Division from which permanent and specified vacancies of full or part time duration may be filled. |
| **Informal Enquiries** | Caroline Cahill – MN-CMS Programme Manager. Email: [caroline.cahill@hse.ie](mailto:caroline.cahill@hse.ie) |
| **Details of Service** | The MN-CMS Programme is the design and implementation of an Electronic Health record (EHR) for all women and babies who access maternity services in Ireland. The system provides a seamless, complete and reliable source of all the information clinicians require in order to accurately make care decisions for the optimal wellbeing of mothers and infants across Ireland.  The key overall benefits of the MN-CMS system are:   1. Improved patient care as a result of better communication, supported decision making and effective planning of care. 2. More effective and efficient recording of information reflecting best standards in documentation. 3. Enhanced clinical audit and research locally as a result of better quality data. 4. Informed business intelligence that will drive local and national management decisions.   Implementation of the MN-CMS system in the Phase 1 sites is well underway. MN-CMS went live in Cork University Maternity Hospital on 03/12/16 and in University Hospital Kerry on 11/03/17. It will go live in the Rotunda Hospital in Q4 2017 and the National Maternity Hospital in Q1 2018.  Rollout to the Phase 2 sites is in the early planning stage and encompasses Coombe Women & Infants University Hospital, Dublin; Midlands Regional Hospital, Portlaoise; University Maternity Hospital, Limerick; Our Lady of Lourdes Hospital, Drogheda; Cavan General Hospital.  Subsequent phases of five hospital each will see the MN-CMS system implemented in all Maternity Hospital/Units in Ireland. |
| **Reporting Relationship** | Reports to the MN-CMS National Back Office Senior Manager |
| **Purpose of the Post** | The Business Information Workstream lead will manage the Reporting and Analytical aspects across the MN-CMS programme, ensuring the provision of comprehensive management information and data analysis to facilitate research and routine operational and strategic management. |
| **Principal Duties and Responsibilities** | ***Responsibilities will include:***   * Become the expert in the various reporting tools within the Millennium application relevant to MN-CMS * Maintain the Business Objects Reporting Universe & environment * Become an expert on MN-CMS configuration & associated workflows * Develop standards for best practices for reporting. * Present complex data in a clear, concise fashion * Pro-actively ensuring that MN-CMS reporting services are functioning at a high standard, providing benefits to the organisation * Work with Workstream Leads and Back Office staff (national & local) to define, document, develop, test & deliver reporting requirements * Ensure that all the data complies with regulatory requirements including adherence to the Data Protection Act * Work closely with the workstream leads to ensure standardised data collection methodologies using MN-CMS as a single source of truth * Identify and manage the resolution of data quality issues, such as integrity, accuracy, consistency and completeness. * Establish and implement data quality assurance principles, policies, standards and methods. * Liaise and work closely with the  National Project Team, Workstream Leads and National Back Office (NBO)  as required e.g. testing, training, data migration, interfacing, reporting, system upgrades, future site engagement and all other necessary tasks * Work closely with MN-CMS National Project team & Local back Office teams on business as usual activity associated with live site support * Liaise with Cerner AMS (Application Management Services) to support issue resolution * Contribute to national policy development, working with other National project team (NPT) Workstream leads * Attend the Change Advisory Board * To carry out any other relevant duties assigned by the NBO Senior Manager   **Standards, policies, procedures & legislation**   * Have a working knowledge of Professional Clinical Guidelines, HSE guidelines, Health Information and Quality Authority (HIQA) Standards and other standards as they apply to the role for example National Standards for Safer, Better Maternity Services, National Standards for the Prevention and Control of Healthcare Associated Infections etc and comply with associated HSE protocols for implementing and maintaining these standards * To 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 Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office** |
| **Eligibility Criteria**  **Qualifications and/ or Experience** | ***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. Eligible applicants will be those who on the closing date for the competition:  |  |  | | --- | --- | |  | Have satisfactory experience in an office under 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 at a level not lower than that of Grade IV (or equivalent).  and  have not less than two years satisfactory experience either in that officer or in an office at a level not lower than that of 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 |   and   * 1. 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.  **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. |
| **Post Specific Requirements** | 1. A track record in providing reporting solutions using Business Objects 2. Experience in working with a Business Objects universe 3. Experience of managing and working collaboratively with multiple stakeholders as relevant to the role. |
| **Other Requirements Specific to the Post** | * Access to appropriate transport to fulfil the requirements of the role as this post will involve travel * Flexibility, as some out of hours working may be required |
| **Skills, Competencies and/or Knowledge** | **Professional Knowledge & Experience**  ***Demonstrate***   * A basic understanding of Cerner Millennium functionality * Excellent knowledge of medical concepts and terminology, in particular Obstetric, Neonatal and Gynaecology * A good knowledge of National ICT systems and systems integrating with MN-CMS e.g. PAS, HIPE, Lab * An understanding of the National Maternity Health Service * An awareness of the primacy of the patient in relation to the MN-CMS project and all hospital activity and the importance of MN-CMS providing a high quality, person-centred service. * A basic understanding of SQL * An understanding of relational database storage technology * Excellent MS Office skills to include, Word, Excel and PowerPoint * Knowledge and experience of using an email system effectively e.g. Outlook, Lotus Notes   **Communications & Interpersonal Skills**  ***Demonstrate:***   * Effective verbal communication skills, delivering complex information clearly, concisely and confidently * Excellent written communication skills including strong report writing and presentation skills * Excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders. * Strong presentation skills   **Planning & Organising and Delivery of Results**  ***Demonstrate:***   * The ability to successfully manage a range of different projects and work activities concurrently, utilising computer technology effectively and assigning work to others as appropriate to meet strict deadlines * The ability to proactively identify areas for improvement and to develop practical solutions for their implementation * The ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes * The ability to use resources effectively, challenging processes to improve efficiencies where appropriate   **Evaluating Information, Problem Solving & Decision Making**  ***Demonstrate:***   * Excellent analytical, problem solving and decision making skills * The ability to quickly grasp and understand complex issues and the impact on service delivery * The ability to confidently explain the rationale behind decision when faced with opposition * Ability to make sound decisions with a well-reasoned rationale and to stand by these * Initiative in the resolution of complex issues   **Building and Maintaining Relationships including Teamwork & Leadership Skills**  ***Demonstrate:***   * The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working * The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment * The ability to lead the team by example, coaching and supporting individuals as required. * Flexibility, adaptability and openness to working effectively in a changing environment   **Commitment to a Quality Service**  ***Demonstrate:***   * Evidence of incorporating the needs of the service user into service delivery * Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers * Commitment to developing own knowledge and expertise * Evidence of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility  |  | | --- | |  | |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, information for candidates”.  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://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](http://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. | |

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**MN-CMS Business Informatics Lead – Grade VII**

**Terms and Conditions of Employment**

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| **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 and the Public Service Management (Recruitment and Appointment) Act 2004. |
| **Remuneration** | The Salary scale for the post is: €48,015 €49,186 €50,558 €51,933 €53,314 €54,545 €55,801 €57,022 €58,234 €60,322 €62,417 LSIs (01/04/2017 LRA) |
| **Working Week** | The standard working week applying to the post is 37 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 job offer 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 |
| **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. |
| **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]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-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 the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)