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**Central Trauma Network Clinical Lead - Trauma Services**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Central Trauma Network Clinical Lead - Trauma Services**  **Consultant** |
| **Campaign Reference** | Expression of Interest. |
| **Closing Date** | 12 Noon, Friday 17th May 2024. |
| **Proposed Interview Date (s)** | Interviews are anticipated to take place soon after the closing date. |
| **Taking up Appointment** | A start date will be indicated at job offer stage.  Current terms and conditions of employment continue to be retained. A detailed secondment arrangement will be put in place following offer and acceptance of role. |
| **Organisational Area** | There is currently one half time (0.5WTE) post available for the Central Trauma Network. The current vacancy is a specified purpose contract for a 3 year period (with a potential to renew).  Appropriate backfill arrangements will be facilitated through the employing Hospital. |
| **Location of Post** | National – flexibility of location.  A panel may be created for the post Central Trauma Network Clinical Lead, Trauma Services from which specified purpose vacancies of full or part time duration may be filled |
| **Informal Enquiries** | Mr Keith Synnott, FRCSI (TR&Orth)  National Clinical Lead for Trauma Services  [Keith.synnott@hse.ie](mailto:Keith.synnott@hse.ie) 087 236 8692 |
| **Details of Service** | The Report of the Trauma Steering Group: *A Trauma System for Ireland* was published in February 2018 and sets out a vision for the future of trauma services in Ireland. The report recommends that the future Trauma System is based on the introduction of national standards for the delivery of trauma care so that each patient regardless of the severity of their injury, or their location, receives the highest possible standard of care in the most appropriate health care facility. Patients with major trauma and complex needs will be managed in an integrated, seamless way due to the co-ordination and teamwork of the individual specialties and services involved in their care.  The Trauma System will consist of two trauma networks, the Central Trauma Network and the South Trauma Network. Each trauma network will have a Major Trauma Centre and a number of Trauma Units. The Trauma Networks will operate as a “Hub and Spoke” model, providing high quality services in such areas as prevention, pre-hospital care, acute care, reconstruction and ongoing care and rehabilitation. Patient safety and quality must be at the core of the trauma system, which will continually strive to reduce variability in the provision of trauma care across the care pathway. There will be a strong focus on training, education, monitoring and evaluating the system, audit and research.  The development of an integrated and inclusive trauma system will build on the existing strengths of many individual elements of the trauma prevention and care pathway as well as address recognised shortcomings in trauma care. Hospital Groups, Community Healthcare Organisations, the National Ambulance Service and other service providers will have a role in delivering an effective inclusive Trauma System.  The Trauma System governance arrangements will ensure integration across organisational boundaries, in addition to providing distinct national leadership. Trauma system governance arrangements will be established both at national level and network level. |
| **Reporting Relationship** | Reporting to Mr Keith Synnott, FRCSI (TR&Orth), National Clinical Lead for Trauma Services.  Reporting relationship may be subject to change in accordance with new organisational structures.  **Key Working Relationships:**   * National Clinical Lead for Trauma Services * National Trauma System Implementation Steering Group * The National Office for Trauma Services * The Central Trauma Network Implementation Group * Other Central Trauma Network Clinical Lead * Major Trauma Centre Clinical Leads * Hospital Group CEOs and Clinical Directors * Hospital General Managers and Clinical Leadership * The National Ambulance Service   The role will also have key working relationships with colleagues across the Acute & Community Operational Services, Acute and Community Strategy & Planning, Strategic Planning and Transformation, Office of the Chief Information Officer, Quality & Patient Safety Lead.  The Office of the Nursing and Midwifery Services Director and the Irish Institute of Trauma and Orthopaedic Surgery (IITOS), the Royal College of Surgeons in Ireland (RCSI), the National Office of Clinical Audit(NOCA), universities, professional bodies, the Health Information and Quality Authority(HIQA) and service user representatives.  The HSE Clinical Strategy and Programmes, including the Clinical Programmes for:   * Emergency Medicine * Trauma and Orthopaedics * Surgery * Older Persons * Rehabilitation Medicine * Anaesthesia * Critical Care * National Transport Medicine   The proper execution of duties will involve the development of appropriate communication plans with a range of senior and other key stakeholders both internal and external, including with the Department of Health. |
| **Purpose of the Post** | The post holder will facilitate the establishment of the Central Trauma Network, providing leadership and guidance to relevant network-level projects and sub-projects to ensure they are delivered to quality, time and cost requirements in line with the strategy, planning and the operational objectives of the National Trauma System Implementation Programme.  The post holder will provide expert clinical advice, perspective and practical support to the National Clinical Lead for Trauma Services, relevant Trauma Network Implementation Group and Project Sponsors to confirm accountabilities, resources and target benefits.  This post holder will provide regular update reports to the National Clinical Lead and Network Implementaltion Group on the progress and status of relevant projects and sub-projects relating to the Trauma Network, escalating risks and issues, when required.  The post holder will work with colleagues including the National Clinical Lead for Trauma Services, other Trauma Network Clinical Leads, Major Trauma Centre Clinical Leads, and with colleagues across the Hospital and Community services, whether at the prevention stage, pre-hospital, individual hospital, or CHO level, to actively support the development of all components of the Trauma Network in a coherent, coordinated and inclusive manner.  Each Network Clinical Lead will liaise with colleagues across the Trauma System and Trauma Network to ensure that dependencies and interdependencies are effectively managed. |
| **Principal Duties and Responsibilities** | **Clinical Expertise and Leadership**   * To participate as a key member of the Trauma System Implementation Steering Group in the collective decisions and actions necessary to set strategic priorities for the establishment of a Trauma System for Ireland, including implementing the recommendations of the Report of the Trauma Steering Group: *A Trauma System for Ireland* * To chair and participate as a key member of the Central Trauma Network Implementation Group in the collective decisions and actions necessary to establish, develop and deliver the Central Trauma Network projects and sub-projects * To work with and support the National Clinical Lead in relation to detailed multiannual implementation planning for the development of the National Trauma System and Trauma Networks * To provide clinical advice and leadership to the relevant Trauma Network Implementation Group and Project Sponsors on the development and management of the consolidated Network programme plan, based on inputs from relevant contributing projects and sub-projects * To provide clinical leadership and guidence to the assigned Network Project Sponsors to agree their specific project’s priorities and programmes of work * To ensure that the patient voice is at the centre of trauma services in the Central Trauma Network * To work closely with the National Clinical Lead, Network Implementation Groups, Hospital Groups, CHOs, pre-hospital care providers and training, accreditation and professional bodies on the implementation of the Trauma Report’s recommendations * Drive necessary changes / improvement in relation to clinical governance and leadership in the Central Trauma Network.   **Quality & Safety**   * Provide clinical guidance in relation to quality and risk issues as they pertain to the Central Trauma Network. * Adhere to the Trauma System Quality Assurance framework, inclusive of clinical audit and performance measurement at network and local levels in line with the Trauma Network’s governance framework. * Establish and maintain a Central Trauma Network Risk Register, escalating risks and issues to the National Clinical Lead for Trauma Services \ Trauma System Implementation Steering Group as required. * Collaborate and work with the National Clinical Lead for Trauma Services and the National Clinical Lead for the MTA to further develop the trauma audit methodology to capture medium and long term patient outcomes. * Provide input on behalf of the Trauma Network to the development of Key Performance Indicators (KPIs) in order to benchmark hospitals and the overall health systems performance in trauma care against national and international norms. * Provide input on behalf of the Trauma Network to the publication of quarterly and annual performance reports on the trauma system. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role, e.g. National Standards for Safer Better Healthcare, National Standards for the prevention and control of healthcare-associated infections in acute healthcare settings, Medication Safety Monitoring Programme, Hygiene Standards and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.   **Change Management and Service Improvement**   * Participate in the collective decisions and actions necessary to deliver, develop and streamline trauma services provided in the Central Trauma Network * Oversee the establishment of the Central Trauma Network with robust governance arrangements, clear roles and responsibilities and a strong clinical governance and quality assurance framework * Support and facilitate significant clinical service reform in relation to trauma services. * Input to a workforce plan to build capacity to deliver the new model of trauma service * Develop and facilitate implementation of Network wide trauma care pathways. * Promote and enable multidisciplinary team working in trauma services. * Work in partnership stakeholders in the design and provision of rehabilitation services for the Central Trauma Network * Work directly and in partnership with others, and as part of cross directorate teams to deliver successful outcomes   **Communications**   * Work collaboratively; facilitating interaction across and between other relevant National Clinical Leads and Network Clinical Leads to ensure there is coherent guidance across trauma service areas and National Clinical Programmes Pathways. * Engage with Department of Health and other relevant government agencies * Act as a spokesperson, as required, for the HSE(e.g. with the media, professional groups and other relevant organisations) as appropriate and in line with the organisation’s Communication Plan * Engage with and involve patient representative groups to ensure dissemination of information on the CentralTrauma Network * Demonstrate pro-active commitment in all communications with internal and external stakeholders * Support and advise the rauma network implementation group and project sponsors across and through the Hospital Groups   **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.** **Professional Qualifications**   * Be a registered Medical Practitioner with a minimum of 10 years post medical qualification experience * Be registered as a specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland in one of the relevant trauma pathway specialties (Emergency Medicine, Trauma and Orthopaedic Surgery, Anaesthesiology, Critical Care Medicine, Surgery) * Have a minimum of 5 years’ experience as a consultant in one of the relevant trauma pathway specialities * Have experience in a substantive leadership role in one of the relevant trauma pathway specialities, providing significant senior clinical input into planning and operational decision making and in change management within a public health service sector * Be an employee of the HSE, or other statutory health agencies and bodies which provide services on behalf of the HSE under Section 38 of the Health Act 2004 are eligible to apply   Candidates should demonstrate an understanding of Project Management technologies, Health Informatics and standard setting.  **2. Health**  A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **3. Character**  A candidate for and any person holding the post must be of good character.  **4. Entry to competition and subsequent appointment**  For the purposes of eligibility for entry to any competition or recruitment process associated with this post, a candidate must be an employee of the HSE, or other statutory health agencies and bodies which provide services on behalf of the HSE under Section 38 of the Health Act 2004 are eligible to apply.  The successful interviewee must be registered as a specialist in a relevant specialty on the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland before taking up appointment. The candidate will be allowed a max of 180 calendar days from date of interview to secure this registration and produce evidence of special interest training where relevant.  Should the successful candidate not be registered as a Specialist, the post may be offered to the next suitable candidate.  Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by The Medical Council of Ireland. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements as the post will involve travel in the course of duty. |
| **Skills, competencies and/or knowledge** | **Candidates must demonstrate the following:**  **Professional Knowledge and Experience**   * A comprehensive knowledge of the current Irish health care system * A track record as an effective leader who has developed effective teams and driven and delivered sustainable change programmes to transform clinical services * A commitment to and focus on quality, promotes high standards to improve patient outcomes, by consistently putting clinicians at the heart of decision making and involving patients and the public in their work * Excellent interpersonal and communications skills * Knowledge of best practice in relation to project management * Excellent analytical and report writing skills and be able to demonstrate the ability to produce reports to publication standard * An understanding of:   + Data Analytics   + Standard Setting   + Risk Management   + Quality and Performance Measurement systems   **Operational Excellence – Managing and Delivering Results**   * Experience of providing significant senior clinician input to operational decision making * A proven ability to prioritise, organise and schedule a wide variety of tasks and to manage competing demands in a challenging environment * Evidence of effective planning and organising skills including awareness of resource management and importance of value for money   **Critical Analysis and Decision Making**   * Ability to rapidly assimilate and analyse complex information, make timely decisions and take ownership of those decisions and their implications * Capacity to anticipate problems and to recognise when to involve other parties at the appropriate time and level * Uses evidence to make improvements and seeks out innovations   **Leadership and Direction**   * Strong personal emphasis on achieving high standards of excellence and willingness to take personal responsibility to initiate activities and drive objectives through to a conclusion * Have demonstrated effective leadership in a challenging environment including a track record of service innovation/ improvements * Have the capacity to lead, organise and motivate staff to achieve the confident delivery of excellent services * Be flexible, team oriented and a relationship builder and have a significant track record of achievement in the area * Demonstrate team building and management skills including the ability to work collaboratively with multi-disciplinary/ multi-sectoral team members   **Building and Maintaining Relationships – Communication**   * An ability to influence and negotiate effectively in furthering the objectives of the role * An ability to build excellent collaborative networks and a track record of building and maintaining key internal and external relationships * Highly developed communication skills which include an ability to convey clinical priorities and complex messages to colleagues, various stakeholders, media and interest groups * Possess the interpersonal skills to facilitate working effectively in teams, while having the ability to give constructive feedback to encourage learning   **Personal Commitment and Motivation**   * Is driven by a value system compatible with the aims and ethos of the HSE * A strong commitment to providing a quality service * Demonstrate patient/service user centred approach to provision of health and personal social services * Be capable of coping with competing demands without a diminution in performance. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | Application should be made by CV, together with a brief statement clearly indicating your relevant experience by email to [trauma.office@hse.ie](mailto:trauma.office@hse.ie) stating **“Central Trauma Network Clinical Lead**” in the subject matter, to be received not later than **12 noon, Friday 17th May 2024.**  Short listing may be carried out on the basis of information supplied in your application. The criteria for short listing 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 shortlisting stage of this process (where applied) will be called forward to a skills match meeting with the selection panel. |
| **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 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. | |



**Network Clinical Lead – Trauma Services**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy is a specified purpose contract for a 3 year period (with a potential to renew). The post is a half-time (0.5WTE) subject to the signing of a secondment agreement. |
| **Terms and Conditions** | Current terms and conditions of HSE (or Section 38 agencies) employment will be retained. |
| **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. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation:   * To report child protection concerns at or above a defined threshold to TUSLA. * To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.   You will remain a mandated person 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/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. |
| **Ethics in Public Office 1995 and 2001**  **Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 67,135 as at 01.10.2018)**  **Positions remunerated at or above *€162,867 at 01.10.18.*** | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€67,135 as at 01.10.2018) 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;  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 31st January in the following year.  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.  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 <http://www.sipo.gov.ie/>  Positions remunerated at or above €62,867 as at 1st October 2018 are designated positions under the Ethics in Public Office Acts 1995 and 2001.  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 31st January in the following year.  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.  Under the Standards in Public Office Act 2001, the post holder must within nine months of the date of appointment provide the following documents to the Standards in Public Office Commission at 18 Lower Lesson Street, Dublin 2:   1. A Statutory Declaration, which has been made by the post holder not more than one month before or after the date of the appointment, attesting to compliance with the tax obligations set out in section 25(1) of the Standards in Public Office Act and declaring that nothing in section 25(2) prevents the issue to the post holder of a tax clearance certificate 2. and either 3. a Tax Clearance Certificate issued by the Collector-General not more than 9 months before or after the date of the appointment or 4. an Application Statement issued by the Collector-General not more than 9 months before or after the date of the appointment.   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 http://www.sipo.gov.ie/ |

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)