

HR STAFF NEWS LETTER

December 2016

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Health Voices Choir

The Health Voices Choir has recorded two songs for Christmas, "Carol of the Bells" and "He Ain't Heavy, He's My Brother". The Choir comprises some 200 of our most musically gifted staff from across the health services.

The Staff Choir Project was launched by the HR Division in May, with the support of the Irish Nurses and Midwives Organisation and Beaumont Hospital. The project got underway with a request to members of staff choirs in the health service to get involved in recording a Christmas 2016 song to raise funds for charity. The vastly experienced and talented Musical Director from the Royal Irish Academy of Music Charole, Blanaid Murphy agreed to direct the choir, and we are grateful for her enthusiasm and leadership.

The recordings are available on iTunes. The cost is 99cent per song. All proceeds from sales of the songs will go to Pieta House, the organisation which provides a free, therapeutic approach to people who are in suicidal distress and those who engage in self-harm.

Rosarii Mannion, HSE National Director of HR, said: "To support staff engagement and promote implementation of the Health Service People Strategy it was decided to invite all the health service choirs to make a charity record for Christmas 2016. We have a very good

"We would love this recording to be Number 1 for Christmas. Please encourage all your family and friends to download the songs from iTunes so that we can help Pieta House."

song to sing in the Health Service and an enormous amount of talent. Our aim was to involve as many health service employee choirs as possible and make a hit record for charity.

The first choir practice took place on Saturday, 1st October 2016 in Blanchardstown. Two more practices were held on Saturday, 15th October in Tallaght and on Sunday, 23rd October in Blanchardstown. The two songs were recorded on Sunday, 6th November in Tallaght Hospital.

Monies from the sale of the record will go towards Pieta House."

Rosarii added: 'We hope this initiative will have a positive impact on staff engagement and on the workplace whilst raising money for Pieta House.'

Click here to download from iTunes

The Health Services People Strategy 2015-2018, the Work Plans and the Presentation are available to download here



The Minister for Health, Simon Harris lends his support to the Health Voices Choir

National HR Wins Prestigious Coaching Award

National HR Division has been awarded the prestigious Presidents Award of the International Coaching Federation Ireland (ICF). The ICF is the leading global organisation dedicated to advancing the coaching profession by setting high standards, providing independent certification, and building a worldwide network of credentialed coaches.

Accepting the award, **Rosarii Mannion, National HR Director HSE** said she is 'thrilled to accept the ICF Irish Chapter Presidents Award. The use of coaching is a key enabler and support to the implementation of the Health Service People Strategy - Leaders in People Services. The HR Division has designed and implemented a Coaching Support Programme across the organisation and is actively promoting and communicating the benefits of coaching, helping front line workers to have quality conversations in very difficult circumstances to enhance the connection to patient care. Coaching is used to help develop a more engaged workplace and will assist greatly with the roll out of Performance Achievement process'.

comprises a series of phone, face-to-face or MS Lync/Skype sessions with your coach. You as a staff member will set the agenda for any coaching session. It has been defined by the ICF as 'partnering with clients in a thought-provoking and creative process that inspires them to maximise their personal and professional potential, which is particularly important in today's uncertain and complex environment'. Coaching is future orientated and aims to help people when they feel stuck and want to bring about personal changes in their lives and work, to shift perspective, reflect on their choices and realise their individual potential.

Benefits of Coaching

Professional coaching brings many benefits including fresh perspectives on personal challenges, enhanced decision-making skills, greater interpersonal effectiveness and increased confidence. It helps build the self-confidence of staff to face challenges and meet organisational demands. HSE


staff members who have availed of coaching found it hugely beneficial and helped them to recognise the skills and abilities within themselves and to adopt a positive approach to the many challenges they face in work.


Coaching is a protected confidential space of support for staff where they can work with a professional coach to discuss issues and leave a session with a clear plan on what they are going to do about a particular piece of work.

What is coaching?

Coaching is a protected confidential space of support for staff where they can work with a professional coach to discuss issues and leave a session with a clear plan on what they are going to do about a particular piece of work. Coaching

Who can avail of coaching?

Coaching is available to all employees in the HSE, with Coaching Network Leads assigned to work with each CHO Area and Hospital Group, as well as those working in Corporate Services. [Click here](#)  to see how you can access a Coach in your area.

Employees in the West and Dublin North-East areas can access coaching services by using the Connect Coaching Website [here](#),  and follow the instructions.



Towards Successful Consultant Recruitment, Appointment and Retention Issues

Priority 4 of our People Strategy focuses on Workforce Planning and the desired outcome of having a comprehensive workforce plan in place based on current and predicted service needs, evidence informed clinical care pathways and staff deployment.

As part of this Priority, the Director General and the National Director of HR requested Professor Frank Keane, National Clinical Lead in Surgery to chair a workgroup to examine the specific workforce planning issues pertaining to our Consultant workforce, with a view to addressing a range of issues associated with the creation and approval of Consultant posts and the successful recruitment of these posts. It is recognised that successful Consultant recruitment and retention is key to the delivery and development of services and reduction of agency costs.

Professor Keane's Report 'Towards Successful Consultant Recruitment, Appointment and Retention' issued in mid-November. The report analyses the current operational and administrative barriers to the efficient creation, approval of and recruitment to Consultant posts. It examines the factors influencing applications for such posts and related workforce and service planning, delays in the application and approval process, the implementation of the Health Service Executive's regulatory functions, the interaction between the range of agencies involved in Consultant recruitment

and how successful candidates are supported in the early stages of appointment. The report proposes actions to address each of these issues.

The Report also refers to research by the RCSI Doctor Migration Project who as part of its work has researched the outward migration or emigration of doctors from the Irish health system. Although Ireland now trains sufficient doctors to meet the needs of the Irish health system, increasing numbers are emigrating. High levels of doctor migration (inward and outward) distort the composition and skills mix of the health workforce and undermines attempts to match supply to need. These research findings are being used to support the work of HSE HR, NDTP and the Medical Council in developing feasible strategies to retain and attract back doctors.

The Report is supported by a Guidance document which outlines advice and standards relating to the creation and approval of Consultant posts by the HSE and recruitment to such posts.

Some of the Report's Recommendations in relation to the recruitment process have already been implemented, and have led to the following improved outcomes:

Application, Approval and Recruitment process before implementation

Disconnect between posts approved and training programmes, limited engagement with trainees / potential candidates on opportunities

Hospitals / agencies submit applications to CAAC, once application approved, HSE hospitals / agencies submit further documentation to NRS

CAAC and NRS documentation is lengthy, complex and not available to candidates

Documentation often omitted strategic plan, job description or resources necessary to perform duties of post

No set timescale for advertising posts

PAS may wait weeks before receiving details of Interview Boards

Inconsistent or absent induction, probation, appraisal processes

Limited, out of date guidance on process for approval of and recruitment to Consultant post

Application, Approval and Recruitment process after implementation

Greater links between posts approved, workforce planning and training programmes, engagement with candidates and use of proleptic appointments

All documentation is now part of a single pack, submitted at the start of the process - reducing timescale

Documentation has been significantly revised, shortened and the Letter of Approval and Approved Consultant Appointment document are made available to candidates

Documentation includes strategic plan for service, job description and work practice plan and identifies resources needed to perform duties

PAS / HSE-funded hospitals and agencies should advertise within 2 weeks of approval

Interview Board nominees required before advertisement

Standardised and formal induction, probation, appraisal processes in place

Comprehensive guidance on each aspect of the process available to employers, applicants and appointees

The full report as well as a guidance document to the report is available by emailing nationalhr@hse.ie



Diversity Equality and Inclusion Statement of HSE



Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation.

The HSE is committed to creating a positive working environment whereby all employees inclusive of race, religion, ethnicity, gender, sexual orientation, responsibilities for dependents, age, physical or mental disability, civil status, membership of the Traveller community, and geographic location are respected, valued and can reach

their full potential. We aim to develop the workforce of the HSE which reflects the diversity of HSE service users, and which is strengthened through accommodating and valuing different perspectives, ultimately resulting in improved service –user experience. National HR has outlined its strategic objectives for DEI as follows:

Diversity, Equality and Inclusion (DEI) HSE Strategy 2015-2018: Goals

| PRIORITY | GOAL |
|---|---|
| 1. Strategic Positioning | Planned, systematic approach to the mainstreaming of DEI in employment in the HSE. That everything we do as an organisation is DEI proofed and the HSE works towards becoming a world class employer. |
| 2. Data Analytics and Informatics | Gather, collate, interpret, research and analyse data with a view to inform best practice in DEI in employment through the DEI Strategic Plan. |
| 3. Recruitment and Selection | Using system information to assess recruitment and selection practices regarding DEI proofing. Identify and remove barriers and move towards best practice at all stages of employment cycle. |
| 4. Women in Leadership | Using system information and research from international best practice to identify pay and pension gaps in the HSE and create supports/remove barriers to progression in a collaborative way. |
| 5. Disability Action Plan | Improving the recruitment, support and retention of people with disabilities in the organisation through awareness-raising. Achieve NDA goal of 3% |
| 6. Culturally Diverse Teams | Recognising the positive aspects of culturally diverse teams and promoting the effective working of teams. |
| 7. Review of Leadership Education and Development training to incorporate DEI messages | To embed a consistent set of DEI messages into all training provision. |
| 8. Corporate Social Responsibility | To develop the HSE brand as Employer of choice for diverse groups by creating pathways to employment. Having a visible and felt presence and supporting the principles of equality. |
| 9. LGBT Champions | Increase staff awareness and inclusivity measures for LGBT employees. |
| 10. Traveller Inclusion | Engage with Traveller representative organisations to establish pathways to employment in HSE and to support existing employees. |

Profile of Kevin Stanley, HSE Graduate Intern

My name is Kevin Stanley. I am deaf and a Graduate Intern with HSE, since October. I am part of the HR Diversity, Equality and Inclusion national team. I am based in Adelaide Road, which is a great place to work with welcoming colleagues, particularly my mentor. I worked in another public service employment for over 13 years, followed by the NGO sector for the next 13 years and then joined HSE this year.

At the previous public service employment, I did not have much say in its strategies due to lack of engagement between the management, HR and

the rest of staff and meagre equality standards. At times, I felt under-employed there with little opportunity to contribute. I had to battle my way upward with hard-fought promotions, overcoming barriers. Despite promotion, I still felt undervalued with little opportunity to use my ability in the workplace. Because of that experience, I was apprehensive about commencing with the HSE.

Before I joined the HSE, I visited www.hse.ie and learned about the People Strategy and Diversity Equality and Inclusion in the HSE and I was invited to attend a National DEI Strategic Group Meeting. I am now


getting the opportunity to support the forward-thinking HSE to become the leading organisation to provide equality, inclusion and diversity for all people in the workplace. This has motivated me immensely and has made me feel valued, based on my ability. This has been helped with further diverse supports to enable my participation through Irish Sign Language interpretation and Realtime Captioning and video conferencing communication. I would like to thank all the members of the Diversity Equality and Inclusion team, and also my mentor, for this opportunity and for welcoming me into the HSE.

Update from Workplace Health and Wellbeing Unit

Employee Assistance Programme

Although Christmas is meant to be a happy and joyful time, this isn't how everyone feels at this time of the year. Christmas can be a stressful and depressing time for many people. The Employee Assistance Programme (EAP) is a national initiative that offers confidential counselling and referral services to hospital staff experiencing psychological stress. The EAP gives you access to trained, experienced counsellors who will help you to develop coping strategies in a non-judgemental confidential environment.

You can contact your local Employee Assistance Programme directly - self-referrals are accepted. Some Employee Assistance Programmes offer a 24-hour helpline, depending on the hospital group.

Details of EAP service nationwide are available here  or you can contact your local HR Department for information.

Step Challenge

We would like to acknowledge the winners and the organisers of the Step Challenge in Connolly Hospital, Blanchardstown. Emma Scannell organised the whole thing and it grew legs, with over 30 people taking part. Congratulations to the worthy winners who between them walked over 1000 km last month!!

The winners were:

1. Lisa Donlon with 462,561 steps in four weeks.
2. Patricia Daly With 316,000 steps in four weeks.
3. Clare Dooley With 294,224 steps in four weeks.
4. Michael Keany With 282,022 steps in four weeks.

Great work guys, keep it up!!

Staff Wellbeing Day, Clonmel and Carlow



Derval Howley and her team, based in Kilkenny hosted a Staff wellbeing day which included accapella singing and fun drums for staff in Clonmel and Carlow last month. The day was a terrific success and has given Derval some important feedback on how to improve staff health and wellbeing as well as staff engagement in these areas, which will inform future projects..



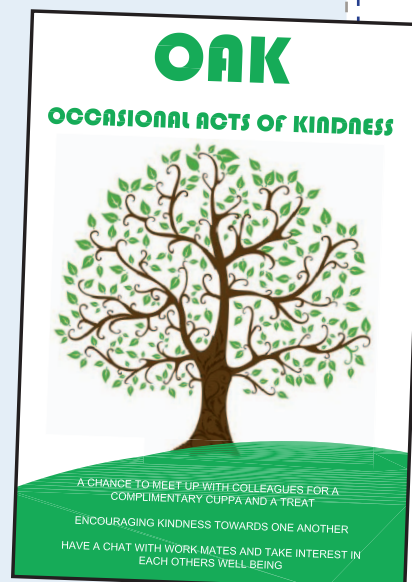
Occasional Act of Kindness

Dr Anna McHugh is leading out on a terrific new initiative called an Occasional Act of Kindness symbolised by an OAK tree. This is a low key intervention along the lines of #hellomynameis to remind staff to be kind to not only patients but also to each other.

It is a reminder that we are working in an area where an act of kindness can have a very important ripple effect across an environment and can make a huge difference to the people we care for and for each other.

Anna and her team are holding a coffee and mince pies morning in the canteen in Letterkenny Hospital this month and promise to tweet pictures of all the Christmas jumpers...donations and proceed to the SVP.

If there are any other worksites that would like to hold OAK days in local canteen let us know and we can arrange for banners and posters.



National Director of HR, Rosarii Mannion speaks about her exciting plans for the Health Services Leadership Academy:

"I am thrilled that the design of the Leadership Academy is beginning to take shape and build momentum. The Leadership Academy is a huge part of the successful delivery of our People Strategy and is the Number 1 Organisational Development goal for 2017 for the HSE.

We have been engaging with senior leaders across the HSE over the past month regarding what they would like leadership to look like in the future and this engagement will continue right through up to the Academy launch late next year. It's fantastic for us that we have Tony O'Brien leading our Steering Group and with the Senior Leadership team endorsement, I'm certain the Leadership Academy will be a success.

A number of our colleagues have already provided valuable contributions into the early design and future operations of the Academy through the Delivery Design and Content Review Groups and I would envisage there will be plenty of further opportunities across 2017 for staff to play their part in both the design and execution of this exciting initiative.

Your support and engagement will be invaluable in ensuring the success of the Leadership Academy and we will be sure to keep you updated at every turn with Academy developments over the next few months.

I am delighted to be a part of the Leadership Academy which will be responsible for developing the future leaders of the Irish health service and would encourage you all to try and get involved with the Academy over the coming months, as and when required."

HSCP Research Conference

The 4th Health & Social Care Professions (HSCPs) Research Conference took place in the Conference Centre Dublin Castle on Wednesday 16th Nov. Over 180 delegates from the HSCPs attended what was a truly successful and enjoyable event.



20 HSCPs were selected from the abstracts received to make oral presentations and a further 87 presented posters.

Dr. Áine Carroll, National Director for Clinical Strategy

& Programmes Division opened the conference with a presentation on 'National Clinical & Integrated care Programmes: The Importance of Health and Social Care Profession Contribution'.



This was followed by a keynote address from Professor Anthony O'Regan, Consultant Physician/Chief Academic Officer Galway University Hospitals, on 'Promoting Academic & Research Capacity of HSCPs'



There were 6 practice based workshops which delegates attended in the afternoon

– these workshops are delivered by people with experience in research and are designed to support HSCPs in undertaking their own research.



National Doctors Training Planning (NDTP) Success at Irish Healthcare Awards 2016 National Employment Record (NER)

At the recent 2016 Irish Healthcare Awards held on 10th November 2016 NDTP came first in the 'Best use of IT' category. NDTP won for their National Employment Record (NER) Portal and NER Module which went live in May 2015.

Non Consultant Hospital Doctors (NCHDs) rotate employers every 6 or 12 months and often more frequently. As part of this rotation, NCHDs are required to complete large amounts of pre-employment paperwork and health screening. NER is a national electronic solution to ensure a seamless transition for NCHDs when rotating between employers, negating the requirement to repeatedly complete pre-employment paperwork and reducing the administrative burden on employers. NER specifically addresses one of the recommendations of the Strategic Review of Medical Training and Career Structure (MacCraith) Report:

"With regard to the paperwork burden associated with various rotations, the Working Group recommends that the HSE and employers should jointly explore how processes

can be streamlined. Addressing the issue would improve the quality of the employment experience for trainees, as rotations tend to be 6-monthly or annual."

The integrated Portal has been well received by NCHDs and employers. To date, almost 6,000 NCHDs have created on-line NER portal accounts, reducing the workload for Medical Workforce Departments and Occupational Health Departments. These accounts also ensure that, inter alia, employers can access a record of all posts held by individual NCHDs as well as monitoring the compliance with the mandatory training requirements for NCHDs.



Lead NCHD Initiative

The Lead NCHD Initiative was nominated for the Best Hospital project and was commended in a category which saw Our Lady's Hospital for Children, Crumlin win. The Initiative now has 45 Lead NCHDs appointed across 31 acute hospital sites with expansion to Mental Health in 2017. It has previously been recognised by both the MacCraith Review and the Irish Medical Council. The Lead NCHD initiative has had a significant impact providing a valuable learning experience for individual NCHDs, as well as opening up a

communications pathway for all NCHDs and hospital management. The health service benefits now and into the future in terms of frontline leadership, quality improvement and medical engagement.

Please contact catherine.diskin@hse.ie for more information. #NCHDleaders

Transition Year Programme



National HR, along with our colleagues in the Quality Improvement Division recently held a 2-day Transition Year programme with students from local schools in Dublin. We had a great day on day-1 where information and advice was given to the students in relation to CV preparation and interview skills, coaching, health & wellbeing and stress management.

On day-2 the students learned more about the HSE and its facilities, including an overview of the DG's office, some of Communications campaigns and information on our library services. Thanks to our colleagues in the Department of Health, the students were also included in a preparations session for the Department's Patient Safety Conference which was held on the 7th and 8th December.

It was a rewarding experience both for the students and for the organisation and we look forward to organising similar events in the future.

NDTP Strategic Plan 2016 – 2020 Launched

The National Doctors Training & Planning Strategic Plan 2016 – 2020 was launched on the 10th September 2016 by Minister for Health, Mr. Simon Harris TD.

This is the first strategic plan for the department since the three functions of medical education and training, medical workforce planning and the consultant post approval process were centralised in National Doctors Training & Planning (NDTP) in November 2014. It has a statutory remit that is outlined in the Health Act 2004 and the Medical Practitioners Act 2007. The NDTP Strategic Plan contains six strategic objectives which, when delivered over the lifetime of the strategy, will result in a series of outcomes that will benefit patients. The six strategic objectives are as follows:

1. Develop a shared vision amongst all stakeholders of the future of doctor training and consultant post requirements in Ireland
2. The role, responsibilities and added value of NDTP is understood by all key stakeholders
3. Trainee and specialist/consultant numbers, specialty and skill-set are aligned with current and future service requirements

Professor Eilís McGovern with Minister for Health, Simon Harris, TD at the launch of the NDTP Strategic Plan



4. NDTP objectives and operations are supported by, and aligned with, key HSE divisions
5. Productive engagement mechanisms and relationships exist with stakeholders
6. NDTP is fit for purpose and capable of delivering on its objectives

It is anticipated that there will be many positive outcomes as the strategic objectives are delivered, including Ireland's medical workforce being increasingly aligned with the needs of the Irish health system, improving morale for all doctors, resulting in better outcomes for patients, and doctors trained in Ireland willing to remain and work in Ireland in the long-term.

The NDTP Strategic Plan 2016 – 2020 is available **HERE**



Mental Health Nurse Manager's National Conference

At the recent *Mental Health Nurse Manager's National Conference* held on November 10th in Co. Cavan, Mairead McGahon (NMPD Ardee) presented the benefits of peer group clinical supervision and its relevance to the Health Services People strategy. Mairead outlined the pilot on peer group clinical supervision which is currently taking place within the North East.

All Nurses and Midwives attending peer group clinical supervision actively participate in reflecting on clinical practice, with the intention of self evaluating their delivery of care and receiving feedback

from colleagues. This forum enhances learning opportunities with a focus on reviewing and discussing challenging workplace experiences. It is an innovative approach in sharing good practice and learning from colleagues. It also provides time for staff to reflect and appraise on the emotional aspects of caring, giving time for nurses and midwives to reconnect with themselves and consider the value of their work. This enhances compassionate care and promotes positive working environments.





Health and Safety in the WORKPLACE

Healthy Workplaces For All Ages Campaign:

By 2030, workers aged 55–64 are expected to make up 30 % or more of the workforce in many European countries. The retirement age is increasing in many Member States and many workers are likely to face longer working lives. Efforts must therefore be made to ensure safe and healthy conditions throughout working life.

FIND OUT MORE ABOUT THE CAMPAIGN BY CLICKING ON THE LINKS TO THE RIGHT.

HEALTHY WORKPLACES FOR ALL AGES

CAMPAIGN INTRODUCTION

Work is part of the solution, not the problem to Ireland's aging workforce. Work can be beneficial to both your physical and mental health. Promoting sustainable work and healthy aging can result in a healthier and more motivated workforce, lower staff turnover and absenteeism. This campaign raises awareness of the importance of efficient and proactive occupational safety and health (OSH) management throughout our working life. By managing OSH and considering the diversity that exists within the workforce healthy aging at work and retirement in good health can be achieved.

Safe and healthy working conditions throughout the whole working life is positive for our workers, our organisation and society as a whole.

The campaign has four key objectives:

1. Promoting sustainable work and healthy ageing from the start of your working life
2. Preventing health problems throughout your working life
3. Providing ways for employers and workers to manage occupational safety and health in the context of an ageing workforce
4. Encouraging the exchange of information and good practice

A sincere thank you to all members of the working group of the Workplace Health & Wellbeing unit, HR, who contributed to this campaign.

WHAT IS THE HSE DOING TO PROMOTE THIS CAMPAIGN?

The HSE is supporting this campaign. Professionals working in the areas of Health & Safety, Occupational Health, Health Promotion & Improvement, Human Resources, Employee Assistance and Counselling Services (EACS), Organisational Psychology, Learning, Education and Development have been working together to provide information sheets that will support managers in the management of such diversity in the workplace. All this information is available at www.hse.ie/safetystandwellbeing.

Good workplace design and work organisation benefits all age groups.

HSE POLICY ON THE PREVENTION OF SHARPS INJURIES 2016

This FAST FACT provides a brief overview of the **HSE Policy on the Prevention of Sharps Injuries 2016**. The policy can be downloaded [here](#).

DID YOU KNOW THAT more than one million sharps injuries are estimated to occur in the European Union each year. This Policy provides advice and guidance on sharps risks and their management.

POLICY STATEMENT

In compliance with the European Union (Prevention of Sharps Injuries in the Healthcare Sector) Regulations 2014, the HSE is committed to eliminating or reducing the risk of exposure and hence all hazards associated with exposure to blood and bodily fluids from sharps injuries must be identified, the risks assessed, control measures identified and implemented.

PURPOSE

The purpose of this Policy is to inform all Managers (Responsible Persons) and employees of the key issues to address when developing safe work practices for the prevention of sharps injuries.

SCOPE

This Policy applies to all employees and others working in the HSE including temporary employees, agency employees, students, volunteers, contractors and any employee contracted to provide services for the HSE.

HEALTH AND SAFETY LEGISLATION

- European Union (Prevention of Sharps Injuries in the Healthcare Sector) Regulations, 2014
- Safety, Health and Welfare at Work Act, 2005 and other relevant associated Regulations.

MANAGERS KEY ROLES AND RESPONSIBILITIES

Managers must:

- Ensure that all hazards and risks associated with the risk of exposure to sharps injuries to include clinical procedures are identified, assessed and appropriate measures put in place to eliminate, control or minimise the risk
- Implement, monitor and review practices, procedures, control measures, risk assessment and findings of incident investigation as are necessary to avoid or reduce to the lowest level reasonably practicable the risk of sharps injury.

Health Services People Strategy 2015-2018 Leaders in People Services

Fast Fact Sheets

There are three new Fast Facts Sheets on the following policies

- (1) HSE Policy on the Prevention of Sharps Injuries,
- (2) HSE Policy on Statutory Occupational Safety & Health Training,
- (3) HSE Policy on Guideline on the Safe Handling and Use of Cytotoxic Drugs.

FIND OUT MORE BY CLICKING ON THE DOCUMENTS BELOW.

HSE POLICY ON STATUTORY OCCUPATIONAL SAFETY & HEALTH TRAINING 2016

This FAST FACT provides a brief overview of the **HSE Policy on Statutory Occupational Safety and Health Training 2016**. The policy can be downloaded [here](#).

DID YOU KNOW THAT Training is a key component of the HSE's health and safety management programme. This policy provides advice and guidance on statutory Occupational Safety and Health (OSH) Training, i.e. training that is either explicitly required in legislation or deemed by the organisation to be necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of employees and others.

POLICY STATEMENT

The HSE will ensure, so far as reasonably practicable, that all employees are facilitated in attending statutory occupational safety and health training.

In order to determine whether training is necessary it is HSE policy that a systematic needs assessment must be carried out.

PURPOSE

The purpose of this policy is to inform all Managers (Responsible Persons) and employees of the requirement to provide and attend statutory occupational safety and health training and sets out roles and responsibilities with respect to statutory training.

SCOPE

This Policy applies to all employees and others working in the HSE.

HEALTH AND SAFETY LEGISLATION

- Safety, Health and Welfare at Work Act, 2005 and other relevant associated Regulations.

Health Services People Strategy 2015-2018 Leaders in People Services

FAST FACTS, Ref FF-005/00, August 2016

To download brochure

[Click here](#)

To download brochure

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To download brochure

HSE GUIDELINE ON THE SAFE USE AND HANDLING OF CYTOTOXIC DRUGS 2016

MANAGERS KEY ROLES AND RESPONSIBILITIES

Managers must:

- Assess any risk to any employee's health or safety resulting from any activity likely to involve a risk of exposure to a cytotoxic drug, and for that purpose to determine the nature, degree, routes of exposure and duration of any employee's exposure. Implement control measures identified through the risk assessment process.
- Reduce the use of cytotoxic drugs (in so far as is technically possible) by replacing them with substances, preparations or processes which eliminate or reduce the risk to an employee's health or safety.

EMPLOYEES KEY ROLES AND RESPONSIBILITIES

Employees must:

- Adhere to this Guideline
- Attend training
- Comply with any agreed cytotoxic drug policies, procedures and safe work practices

Detailed Roles & Responsibilities are outlined in the **HSE Guideline on the Safe Use and Handling of Cytotoxic Drugs 2016**

RISK ASSESSMENT PROCESS

Central to the Safety, Health and Welfare at Work (Carcinogens) Regulations, 2001 is a requirement to identify the hazards and conduct a written assessment of the risks arising from the work activities. This Risk Assessment will establish the cytotoxic drug in use, who is at risk, the route of exposure, the specific activities where there is a risk of exposure and the control measures required.

The risk assessment process for a given task comprises of the following **FOUR STEPS** which are detailed in Appendix III of the **HSE Guideline on the Safe Handling and Use of Cytotoxic Drugs 2016**

1. Identify the hazards
2. Identify the risks
3. Rate the risks
4. Identify additional control measures required

To assist you in completing your Risk Assessment a Sample Risk Assessment is attached to the Policy

If requested, the employer is also required to provide the Health and Safety Authority (HSA) with the findings of any assessment where the risk assessment identifies a risk to any employee's health or safety, AND have arrangements in place to deal with accidents/incidents and emergencies

These requirements are detailed in Section 7.0 of the **Guideline on the Safe Handling and Use of Cytotoxic Drugs 2016**

SUPPORTING DOCUMENTATION

- HSE Guideline on the Safe Handling and Use of Cytotoxic Drugs 2016
- Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001
- Safety, Health and Welfare at Work (Carcinogens) Regulations, 2001

Health Services People Strategy 2015-2018 Leaders in People Services

FAST FACT, Ref FF-007/00, August 2016

HSE GUIDELINE ON THE SAFE HANDLING AND USE OF CYTOTOXIC DRUGS 2016

This FAST FACT provides a brief overview of the **HSE Guideline on the Safe Handling and Use of Cytotoxic Drugs 2016**. The guideline can be downloaded [here](#).

DID YOU KNOW THAT cytotoxic drugs are therapeutic agents, intended for but not limited to the treatment of cancer, and are used in a variety of healthcare settings e.g. Oncology units, Laboratories

POLICY STATEMENT

It is the Policy of the HSE to ensure protection of employees from the risks related to the exposure to cytotoxic drugs.

PURPOSE

This Guideline is intended to raise awareness among Managers and employees of the hazards associated with cytotoxic drugs and will assist in the development of the necessary risk assessments, policies and procedures to ensure the safety, health and welfare of employees and others who may be exposed. It also provides information about legislative requirements.

SCOPE

The Guideline applies to all employees working in hospital departments where work activities may involve the risk of exposure of any employee to a cytotoxic drug.

The Guideline does not deal with patient care, except in the context of workplace safety, and hence does not provide information on the clinical/patient treatment aspects of prescribing, preparing, and administering of cytotoxic drugs.

HEALTH AND SAFETY LEGISLATION

- Safety, Health and Welfare at Work Act, 2005 and other associated Regulations.
- Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001
- Safety, Health and Welfare at Work (Carcinogens) Regulations, 2001

Health Services People Strategy 2015-2018 Leaders in People Services

FAST FACT, Ref FF-007/00, August 2016

PERFORMANCE ACHIEVEMENT

The Health Service is introducing a new system of Performance Management called Performance Achievement.

Performance Achievement is a forward looking process, designed to encourage greater levels of engagement between staff and managers, an area which successive staff surveys have highlighted as requiring improvement. Just as importantly it is also designed to assist staff develop within their role and by so doing, add value to the work of their team(s) and service units.

Management and Trade Unions have been working together to develop a process of Performance Achievement to the health service. It has been agreed that performance achievement will be piloted to take account of the views of a large group of staff, from a range of different backgrounds and disciplines who work in a number of locations across the health services. To do this Performance Achievement will be subject to an evaluated trial in six different services.

Management and Trade Unions have been working together to develop a process of Performance Achievement to the health service.

Each trial location will have a local implementation 'champion' who will oversee the implementation of Performance Achievement in their local area. The introduction of Performance Achievement will be supported by the delivery

it is also designed to assist staff develop within their role and by so doing, add value to the work of their team(s) and service units.

of training sessions for staff and managers together with a range of support materials that are accessible by everyone on HSELand.

Employees in the trial locations will be able to attend one of the training sessions that will give the information required to take part in the Performance Achievement process. Later these employees will be invited to a meeting with their line manager / team leader to agree their Performance

Achievement objectives for the year. Each participant in the trial will be asked to complete an evaluation sheet that will be sent to them. This feedback will help shape Performance Achievement to meet the needs and requirements of our health services.

Your Opinion Counts

Health Sector Staff Survey 2016

Thanks for participating in the Health Sector National Staff Survey 2016

The 2016 Health Sector National Staff Survey closed at the end of October. Thank you to all respondents for your participation and insights. Your feedback is an invaluable tool for the success of the health sector and will help us with our mission to build a better health sector.

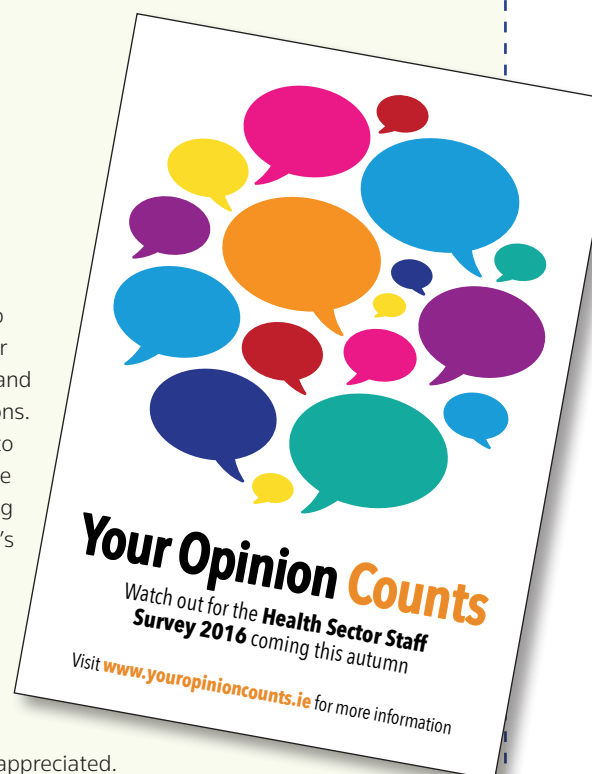
What's Next?

Ipsos MRBI has the completed surveys and has been compiling the results. Below are the next steps:

- Results Overview: An overview of the results is due to be presented to the HSE Leadership Team this month (December) and a Communication to all will follow outlining the main findings as well as the total number of staff who participated.

- Detailed Results: In January next reports will be delivered to groups within the Health Sector including the Hospital Groups and Community Health Organisations. Workshops are being planned to discuss the findings and how we can best respond to them taking account of each individual area's needs.

Finally, thank you to all of our Survey Champions, our HR and Communications colleagues who worked so hard to promote the survey, your efforts are much appreciated.



National HR Spends an Evening with the Unique Outreach Service in Dublin City Centre

Homelessness is a growing problem in our cities but one service which is working to make a difference in this area is the Safetynet Mobile Health Clinic.

Safetynet is a networking organisation for nurses, doctors and voluntary agencies providing primary health care to homeless people in Dublin, Cork and Galway. Safetynet is part funded by the HSE. It was one of our highly commended projects in the Excellence Awards 2016.

It's 8pm on a Tuesday night in late November and the Safetynet Mobile Health Clinic is parked on St Stephen's Green opposite the Shelbourne Hotel.

The service, operated from an old Army Truck, is available to homeless people from 7pm until 10pm on Tuesday, Wednesday and Thursday evenings all year round.

The team providing the service this evening comprises two GPs, three Simon Community Outreach workers and a driver.

The team provides health services to callers to the truck and also visits a number of hostels around the city each week.

It's a service for adults. Anyone under 18 years of age is referred to a more appropriate service, according to Sarah Farrell, one of the Simon team on duty the night we visit.

Sarah explains that the service is free with no need for a medical card. The team try to help those without medical cards to acquire one.

The two medics on duty, Dr Christelle Oliver-Dussault and Dr Niamh Scanlan, explain that callers present to the service with a variety of health problems.

The team provides health services to callers to the truck and also visits a number of hostels around the city each week.

Rough sleepers can have chest infections, skin problems and difficulties with their knees and feet. Many have a chronic illness and don't get to a GP for regular reviews due to their homeless situations. Some have a mental health condition.

Dr Scanlan says volunteering with the service helps doctors to get a better understanding of the homeless community.



"It can be difficult for a homeless person to get a long term bed in Dublin city at the moment. Many are accessing beds for one night only and have to use the Free Phone system night after night.

"For homeless people their priorities are often their social benefits, a place to stay and somewhere to eat rather than their health."

The Safetynet Mobile Health Clinic is supported by the Dublin Simon Community, Chrysalis Community Drug Project and the Order of Malta, Ireland

The primary care service is operated by volunteers. The Registrar's who run the service are in 3rd and 4th year of the TCD, UCD and RCSI GP training schemes. The Registrar's are supervised by senior medical practitioners. If you would like to volunteer to run or supervise the clinic, contact Janet Robinson, Primary Care Safetynet Coordinator in Coolmine House, 19 Lord Edward Street, Dublin 2, 01 6794822/ 086 7290900 or janet@primarycaresafetynet.ie



Open Recruitment Event for Nurses and Midwives

Dr Steevens' Hospital, Dublin 8
28th-30th December 2016

This is an open recruitment event for nurses and midwives from all disciplines who are interested in working in the Irish Public Health Services. The event will provide an opportunity for nurses and midwives to obtain information and guidance on the range of exciting employment opportunities that are available across our health services. Attendees can apply and interview for jobs on the day and get information on Nursing and Midwifery Board of Ireland (NMBI) Registration and garda vetting requirements. This will be the first in a series of career day events for nurses throughout 2017.


To register your interest in attending, please email your CV and details of when you can attend over the 3-days to: Caroline.Smith@hse.ie

(If you cannot attend on the above dates, but are interested in future nursing career events, please contact the above email address and we will contact you with event details)



Job Evaluation

Sanction has now issued for the recommencement of the IMPACT/Clerical Admin Job Evaluation Scheme. The Scheme reflects the revised structures within the health services, with an increased focus on leadership and teamwork, and less emphasis on supervision. The scheme accommodates technical posts in the clerical and administrative streams with high skill levels, and jobs with high levels of specific knowledge that may not necessarily have associated formal qualifications.

Further details about the Job Evaluation Scheme are outlined in Circular 14/2016 which can be downloaded here . Additionally there is a designated email address where staff and managers can raise queries on the scheme @ JobEvaluation.Scheme@hse.ie

Discussions are continuing with SIPTU with regard to the reestablishment of the Job Evaluation Scheme for its members in Support Grades.

Transfer of Tasks from NCHDs to Nurses/Midwives

The verification process on the transfer of certain tasks from Medical staff to Nurses and Midwives has now been completed by the Acute Hospital Division. Payment of T1/6 for hours worked between 6p.m. and 8p.m. will now apply to nursing grades who are covered by the Haddington Road Agreement from November 2016, with arrears due from January 2016 to be paid in January 2017. See circular 15/2016 for more details.

For more details on circular 15/2016 click [HERE](#)

Incremental Credit – Nursing / Midwifery Clinical Placement

Approval has been granted by the Minister for Health to allow incremental credit in respect of the 36-week, 4th year undergraduate clinical placement period for those nurses who graduated from Irish Universities between 2011 and 2015. The sanction is effective from the 1st January 2017. This sanction has been granted under the terms of the Lansdowne Road Agreement. Therefore, all Nurses and Midwives who have undertaken the clinical placement as part of their 4th year undergraduate programme in an Irish University, or will in the future undertake this clinical placement as part of their 4th year undergraduate programme (in an Irish University), will qualify for 36-weeks incremental credit in respect of clinical placement. Appendix 1 of 16/2016 outlines examples of how this impacts on the pay of Nurses and Midwives covered by the Circular. The circular can be downloaded here.

For details on Circular 16/2016 click [HERE](#)

Update

Update on the Review of the Public Service Sick Leave Scheme

The Department of Public Expenditure and Reform is currently engaging with the public service unions on its Review of the Public Service Sick Leave Scheme. Considerable progress has been made to date and a final set of revised proposals were issued to the unions to be discussed at their consultation meeting on 28th November.

DPER have had a number of meetings with representatives from the Public Services Committee of the Irish Congress of Trade Unions, with parallel consultations taking place with staff representatives who are not affiliated to the ICTU (including the PNA, IDA and IHCA). At the initial consultation where management representatives were also in attendance, DPER gave a comprehensive presentation on their proposals and invited feedback from the unions on the various elements.

The purpose of the Review is to look at the overall effectiveness and operation of the Public Service Sick Leave Scheme to date and to assess any operational difficulties which have arisen since its introduction. However, the fundamental terms of the Scheme, such as the limits to paid sick leave and the dual look back, are beyond the scope of this Review. Based on feedback from the sectors and the union consultation process, DPER have developed a number of recommendations to improve the operation of the Scheme in terms of cost-effectiveness, standardisation and equity. DPER's recommendations relate to the operation of Temporary Rehabilitation Remuneration (TRR), the Critical Illness Protocol and the 'Look Back' period for determining paid sick leave entitlement. The recommendations also address a number of other issues pertaining to the operation of the sick pay scheme which have been raised by the sectors.

When this consultation process is concluded, revised guidelines on the operation of Sick Leave Scheme will issue.

Christmas Message from our National Director of HR, Rosarii Mannion

As Christmas approaches, I would like to thank all of our staff for your hard and valuable work during 2016 and for your continued commitment for our services, patients and clients. I would like to wish all staff and your families a happy and peaceful Christmas and a joyful New Year. For those staff who will be working over the Christmas period, thank you. I look forward to continuing our good work in 2017.

