



National Clinical Simulation Lead

Job Specification & Terms and Conditions

Job Title and Grade	National Clinical Simulation Lead (0.4-0.5 WTE/2-3 days per week) Expressions of Interest are invited from all staff of the HSE, TUSLA, and bodies which provide services on behalf of the HSE under Section 38 of the Health Act. Secondment is grade to grade and current remuneration applies
Campaign Reference	
Closing Date	Thursday 16 th March 2023 @ 12 midday
Proposed Skills Match Meeting Date	Skills match meeting will be required post the expression of interest closing date and will be held in February 2023.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	Clinical Programme Implementation & Professional Development. Location to be agreed with successful applicant.
Informal Enquiries	Prof Brian Kinirons, Medical Director – National Doctors Training & Planning (NDTP) Email: ndtpdirector@hse.ie or Ms Leah O’Toole, Assistant National Director – National Doctors Training & Planning (NDTP) Email: leah.otoole@hse.ie
Appointment	The secondment will be on a 0.4-0.5 WTE basis (2-3 days week), on existing terms and conditions of employment.
Details of Service	Following the launch of the recent report <i>The Implementation of Simulation on Clinical Sites: A National Strategic Guide</i> a new unit in the Clinical Programme Implementation & Professional Development Unit is now being established. The Clinical Programme Implementation & Professional Development Unit resides within the CCO function. The <i>Frontline Clinical Innovation and Simulation Unit</i> is now being established. This centralised unit will be responsible for supporting the development of multi-disciplinary clinical simulation and frontline innovation. The Unit will develop and deliver a programme of Frontline Innovation which will include the current Spark Innovation programme. The existing Spark Innovation programme and resources will be moved to this newly established unit. Alongside the development of innovation the unit will be responsible for delivering a national approach to the development of multi-disciplinary simulation for the health services. The unit will aim to build on existing simulation structures/training and to continue to strengthen the use of using simulation as a tool to support the aim of the HSE to deliver high quality safe care and increased multidisciplinary team working. Key stakeholders include:

	<ul style="list-style-type: none"> • Health & Social Care Professions Office (HSCP) • Office of the Nursing and Midwifery Services Director (ONMSD) • National Doctors Training Planning (NDTP) • National Quality and Patient Safety Directorate (NQPS) • Hospital Groups/RHAs • Universities • Postgraduate Training Bodies • Professional Regulators <p>The work of the Frontline Clinical Innovation and Simulation Unit will be aligned by the work of the Clinical Programme Implementation & Professional Development Unit and to national healthcare priorities.</p>
<p>Scope and Purpose of the Post</p>	<p>The key role of the National Lead is to set the strategic vision and direction of National Simulation Strategy and to support the development of simulation based education and as such, enhance patient safety. The National Lead will also support the development of Frontline Innovation programmes within this unit.</p> <p>The National Lead will work with key stakeholders to:</p> <ul style="list-style-type: none"> • Deliver on a work plan, agreed with and in line with the Strategy of the CCO Function • Ensure appropriate integration of the Frontline Clinical Innovation and Simulation Unit across the HSE, in collaboration with the National Director Clinical Programme Implementation & Professional Development
<p>Reporting Relationship</p>	<p>The National Simulation Lead will report to the National Director of Clinical Programme Implementation & Professional Development.</p> <p>The National Simulation Lead will work in collaboration with the administration lead of the Frontline Clinical Innovation and Simulation Unit, who will be responsible for the management of the operational issues within the Unit.</p>
<p>Principal Duties and Responsibilities</p>	<p>The National Lead will guide the development of regional simulation networks to deliver on the key priority areas that will shape the national policy and strategy. As part of this role the National Lead will spearhead the key implementation requirements.</p> <p>The Lead will provide guidance and leadership to support the development, delivery and commissioning of Simulation Based Education (SBE) across simulation networks and across disciplines and grades. The Lead will also provide input and oversight into the development of innovation programmes under this department.</p> <p>The National Lead will:</p> <ul style="list-style-type: none"> • Define the vision and expectations for a national approach to the delivery of Simulation Based Education (SBE) across Ireland. • Provide input, support and leadership in the development of Frontline Clinical innovation programmes managed by the Unit • Leverage synergies and efficiencies in the development of the Frontline Innovation and simulation work programmes • Advance the key recommendations for the HSE outlined in the <i>Implementation of Simulation on Clinical Sites: A National Strategic Guide</i> • Develop a national simulation roadmap that takes account of the priority areas outlined in the document <i>The Implementation of Simulation on Clinical Sites: A</i>

National Strategic Guide

- Assess and map the current simulation tools/courses/equipment currently in place across the health system
- Establish a national Health Service Executive (HSE) simulation advisory group with appropriate terms of reference and representation to appropriately reflect multidisciplinary and multi-stakeholder requirements/inputs.
- Promote simulation activities generally and at a national level
- Define roles and responsibilities that support the implementation of simulation in the networks (simulation technicians; leads, directors, managers)
- Develop a national approach to multidisciplinary simulation faculty development
- Work in partnership with National HSCP Office, ONMSD, NQPS and NDTP in the development of innovation and simulation. Establish a formal governance structure for collaboration
- Support the quality assurance of simulation programmes by:
 - adopting standards of best practice;
 - coordinating the sharing, standardisation and scaling of programmes;
 - promoting scholarship through collaboration and developing communities of practice, working with the established Irish Association for Simulation and international simulation bodies
 - working to develop processes that demonstrate return on investment for funders. Examples include equipment selection and purchasing processes, activity recording and reporting mechanisms.
- Act as a senior HSE representative in nurturing and managing relationships with internal and external stakeholders in respect of the Frontline Clinical Innovation and Simulation Unit priorities
- Take a lead advocacy role in ensuring the simulation structures of the HSE reflects the changing service needs of the health service.
- Provide expert advice and input to the HSE in relation to issues pertaining to Simulation and Innovation. In this regard, ensure that the work of the Frontline Clinical Innovation and Simulation Unit is informed by best international/national research and evidence
- Represent the HSE as required in public fora and act as a public spokesperson on behalf of the HSE in relation to clinical simulation and Frontline innovation related issues as necessary.
- Further develop productive engagement mechanisms and relationships with key internal and external stakeholders and partners at national level
- Develop generic HSE job descriptions for specific simulation centre roles (director, technician, manager) and for combined clinical and education/ simulation roles.
- Establish a simulation equipment procurement process and purchasing framework.

One of the key goals of the Frontline Clinical Innovation and Simulation Unit is to have

	<p>simulation activities delivered on clinical sites that are quality assured, transparent and robust, and operating under an agreed national framework. The development of high-quality simulation based education will impact learners, educators and commissioners alike, with resulting improvements in patient safety and the quality of patient care.</p> <p><i>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.</i></p>
<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<ul style="list-style-type: none"> • Be working in the HSE, TUSLA, and bodies which provide services on behalf of the HSE under Section 38 of the Health Act 2004 as a Health and Social Care Professional/Medical/Nursing/Midwifery clinician • Health and Social Care Professional/Medical/Nursing/Midwifery clinician with first-hand knowledge and experience in a significant leadership role leading the design and practical delivery of innovative clinical simulation programmes at undergraduate and/or postgraduate level • Have a minimum of 5 years post qualification full time clinical experience or an aggregate of 5 years full time clinical experience • Have experience of working on national projects/national groups • Possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the functions of the role • Evidence and a proven track record of successfully delivering and implementing a significant change programme in a relevant area e.g. simulation, education and training • Experience of working constructively with stakeholders both domestically and / or internationally to deliver simulation programmes • Have a profile of peer recognition at national and/or international level with expertise in Simulation
<p>Other Requirements specific to post</p>	<p>Access to appropriate transport to fulfil the requirements of the role as post will involve travel</p>
<p>Skills, competencies and/or knowledge</p>	<ul style="list-style-type: none"> • Proven leadership in clinical services and simulation education & training. • Demonstrate the capacity for collective leadership to build collaborative and productive relationships across sectors. • Excellent understanding of Government policy and HSE policy in multi-disciplinary Education & Training and relevant legislation. • Strong track record in the management of resources. • Demonstrate in-depth knowledge of international advances and trends in the design, delivery and assessment of simulation • Demonstrate top-level experience in leading the design and practical delivery of innovative clinical simulation programmes at undergraduate and/or postgraduate level in Ireland. • Provide evidence of published scholarship. • Demonstrate high standards of personal responsibility, accountability and performance and be driven by a value system compatible with the aims and ethos of the HSE. • Experience of developing practical, innovative and creative solutions to the management of strategic issues and complex problems. • Excellent presentation, communication and relationship building skills, ability to influence, persuade and establish credibility at all levels. • Capacity to constructively challenge established practices and evidence of being able to manage change and deliver complex work under sustained pressure. • An ability to work well under pressure with the energy, initiative and resilience necessary to deliver results. • Computer literacy and adaptability in relation to ICT
<p>Campaign Specific Selection Process</p>	<p>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</p>

<p>Ranking/Shortlisting / Interview</p>	<p>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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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.</p>
<p>Diversity, Equality and Inclusion</p>	<p>The HSE is an equal opportunities employer.</p> <p>Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.</p> <p>The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.</p> <p>The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.</p> <p>For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at https://www.hse.ie/eng/staff/resources/diversity/</p>
<p>Code of Practice</p>	<p>The Health Service Executive will run this campaign having regard to the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.</p> <p>The CPSA Code of Practice can be accessed via https://www.cpsa.ie/.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.</p> <p>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.</p>	

National Clinical Simulation Lead
Terms and Conditions of Employment

Tenure	The appointment is for a period of three years subject to the signing of a secondment agreement with the potential for one renewal.
Terms and Conditions	Current terms and conditions of HSE (or Section 38 agencies) employment will be retained.
Remuneration	Funding will be provided to the appointee's base employer for the approved time commitment on a pro-rata basis, on the basis of a secondment agreement between the Clinical Programme Implementation & Professional Development Unit and the base location. It is the responsibility of the appointee to seek approval from their current employer to facilitate their role with the Frontline Clinical Innovation and Simulation Unit.
Working Week	The role is for a minimum of two-three days per week Arrangements may be agreed with the successful applicant to facilitate continuing clinical or academic commitment on a part-time basis.
Health & Safety	<p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, 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 procedures². • 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. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

¹ A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages

² See link on health and safety web-pages to latest Incident Management Policy