Job Description and Person Specification

Health Promotion Officer (Grade V) – Preventive Medicine & Health Promotion

Reference: HR15/231

Closing Date for Applications: 27th August 2015

HR Business Services,
St Vincent’s University Hospital,
Elm Park,
Dublin 4.

Contact: 01 221 6062 or recruitment@svuh.ie
Philosophy, Mission and Values of the Hospital

Philosophy
The philosophy of St Vincent’s Healthcare Group is based on that of the Religious Sisters of Charity. The principles are observed in the treatment and care of patients, in dealings with staff and are based on the core values.

Mission
The Values underlying the philosophy of St. Vincent’s Healthcare Group in relation to our care of patients and staff are those of human dignity, compassion, justice, quality and advocacy, which are based on the mission and philosophy of the Religious Sisters of Charity, our shareholders. We strive to maintain excellence in clinical care, education and research. We will continue to develop the Healthcare Group in line with the above principles and with our responsibilities to the wider Irish healthcare system.

Core Values
Human Dignity, Compassion, Justice, Quality and Advocacy

Role Summary: SVUH is a member of the Health Promoting Hospital Network and therefore is committed to the provision of health promotion opportunities for patients, staff and the community. The post holder will work as part of the Preventive Medicine and Health Promotion team to support the development and implementation of the smoking advice service and other various clinical and educational programmes which support the hospital patients, staff and community.

Job title / Grade: Health Promotion Officer (Grade V) - Preventive Medicine & Health Promotion.

Reports to: Head of Health Promotion.

Key Duties and Responsibilities:

- Deliver the hospital’s smoking advice service through one to one and group lifestyle programmes, with assessment, counselling and follow up of:
  - In-patients
  - Out-patients
  - Hospital staff
  - Community

- Work as part of the team in identifying, planning, developing, delivering and evaluating smoking cessation programmes and other initiatives for the promotion of a smoke free environment.

- Deliver health promotion training, for example, Brief Intervention to Health Professionals.

- Develop a co-ordinated team approach with other department staff in providing lifestyle modification interventions.

- Act as a resource to hospital staff on health promotion issues.
• In conjunction with other department staff, continue the development of various health promotion programmes aimed at patients, staff and members of the public, including providing educational resources for client and professional education.

• Participate in the evaluation, monitoring, and review of services to ensure optimal client care.

• Maintain patient records and collect statistics as required by the Department and services.

• Provide cover as required in all areas of the department during periods of leave or other situations deemed appropriate at the discretion of the Head of Department.

• Support the implementation of health promotion initiatives.

• Participate in continuous professional development so that practice can be based on best evidence in the area of health promotion.

• Carry out any other duties deemed appropriate and requested by the Head of Department.

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. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis. The Hospital Structure is currently under review and therefore, reporting relationships may change.

Informal enquiries to: Ms. Eimear Flannery, Head of Health Promotion, Tel: 01 221 4956

Person Specification

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<tr>
<th>Factors</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Qualifications</td>
<td>• Health Promotion Qualification or appropriate equivalent degree.</td>
<td>• Nursing or healthcare qualification.</td>
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<tr>
<td>Experience (length and type)</td>
<td>• Experience of working in a healthcare / public sector setting.</td>
<td>• Experience of delivering smoking cessation interventions.</td>
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<td>• Experience of working in a hospital setting.</td>
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Core Competencies

- Excellent communication, presentation and organisational skills.
- Ability to work independently and yet as part of a team.
- Knowledge of Health Promotion theory and practice.
- Demonstrate a commitment to continuing professional development of self.
- Demonstrate initiative, flexibility and openness to change.
- Excellent ICT Skills.
- Strong Presentation Skills.
- Responsibility and reliability.
- Audit / Evaluation – research and data analysis skills.

Particulars of Office:

The appointment is: Permanent, Wholetime, Pensionable

Annual Salary: €40,209-€48,496

These particulars are subject to change in line with overall public pay policy.

Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.

Probationary Period: The appointee shall hold office for a probationary period of six months – The Hospital’s Probation and Induction policy will apply.

Pension Scheme: The candidate will be entered into one of the Hospital Superannuation Schemes.

Working Hours: The person appointed will work a basic 37 hour week. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

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Annual leave entitlement: 28 days per annum pro rata 2015, increasing to a maximum of 29 days per annum pro rata by 2016. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

Additional Information

Confidentiality:
During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Hygiene:
During the course of employment staff are required to ensure that the hospital’s hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital’s Hygiene processes. Hygiene is a fundamental component of St Vincent’s University Hospital’s quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Policies / Legislation:
All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital’s ethical codes of practice.

Employees are required to abide by the hospital’s code of behaviour and the code of practice as defined by their relevant professional body.

Please note the following:
- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent’s University Hospital buildings and grounds are smoke-free.

Application Process: St. Vincent’s University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.
Applications must be made in writing (via email, fax or hard copy) enclosing an up-to-date Curriculum Vitae quoting the post and reference number to recruitment@svuh.ie or to HR Operations – CAGS, St. Vincent’s University Hospital, Dublin 4. Applications must be received before midnight on the closing date of the competition. Late applications will not be accepted. All applications are treated in strict confidence.

Non-European Economic Area Applicants: While St. Vincent’s University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on www.djei.ie), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at www.djei.ie.

Former Public Service employees: Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant’s former Irish Public Service Employer in the first instance.

Shortlisting: Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next stage of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one weeks’ notice of interview. Interviews are held in person only, no subsequent or alternative dates to dates given will be offered to candidates. All interviews are held in the HR Department of St. Vincent’s University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description. All posts are located in St. Vincent’s University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.
**Disability:** Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

**Declaration:** Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

Date: August 2015