



Chairperson of St James's Hospital Board

Closing Date: Midnight on Monday, 26th January 2015

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Public Appointments Service, Chapter House
26 – 30 Abbey Street Upper, Dublin 1

Telephone Number: 353 1 858 7769

Email: info@stateboards.ie

Chairperson of St James's Hospital Board

1. **Entity:** St James's Hospital Board
2. **Location:** Meetings will be in Dublin.
3. **Number of Vacancies:** 1 - Chairperson
4. **Remuneration:** no remuneration other than T&S
5. **Time Requirements:** Monthly Board meetings and estimated additional time commitment of half day a week.
6. **Closing Date:** Midnight on Monday, 26th January 2015

Expressions of interest are now sought from suitably qualified candidates for consideration for the Chairmanship of the St James's Hospital Board.

1. Introduction

Article 4 of SI 187/1971: St James's Hospital Board (Establishment) Order 1971 sets out the Board's functions as follows:

(1) to conduct, maintain, manage and develop at the hospital heretofore known as St. Kevin's Hospital, Dublin, such hospital services as may, from time to time, be approved by the Minister.

(2) to provide such facilities for the teaching of medical, nursing and para-medical students and for the conduct of medical research as may from time to time be determined by the Minister after consultation with the Board.

(3) to provide such other services and facilities, as may, from time to time, be approved by the Minister, after consultation with the Board.

Further information can be found at: <http://www.stjames.ie/AboutUs/AnnualReports>

The Minister for Health, Leo Varadkar, invites expressions of interest from suitably qualified and experienced persons interested in being appointed as Chairperson on the Board of St James's Hospital.

Note: In line with good governance principles, the governance recommendations in the HIQA Tallaght Investigation Report (www.hiqa.ie/system/files/Tallaght-Investigation-Recommendations.pdf) and the HIQA Halappanavar Report, current staff members of St James' Hospital will not be appointed as Chair of the Board.

2. Role of the Chairperson

As Chair of the St James's Hospital Board, you will have a key role in the development and implementation of effective corporate and clinical governance structures for the Hospital, along with oversight of the quality and safety of systems of care in place for patients of the Hospital.

You will work with the Board, the Chief Executive and the hospital management team. You will have regular meetings with the CEO and be available to attend formal hospital functions. In particular, your role will encompass the need to ensure that services are managed and

developed in line with the National Standards for Safer Better Healthcare. Other key responsibilities of your role will be to:

- (i) Seek assurances from the Executive as to the demonstrable effectiveness of the quality, safety and timeliness of the services delivered and the robustness of the financial, corporate and clinical risk management in the Hospital;
- (ii) Develop collaborative working relationships between the Hospital Board, The Children's Hospital Group Board and the National Paediatric Hospital Development Board during the construction phase of the new children's hospital project.
- (iii) Guide the Chief Executive and hospital management team in:
 - a. Developing the hospital as a leading healthcare organisation, nationally and internationally; improving health outcomes through collaboration and innovation.
 - b. Participating as an integral part of the Dublin Midlands Hospital Group
 - c. Developing a collaborative working relationship with other hospitals within the Dublin Midlands Hospital Group
 - d. Developing collaborative working relationships with a number of legal entities for which St. James's campus provides a base. (see Appendix 1)
 - e. Developing a collaborative working relationship with colleagues in primary, community and social care to deliver a more integrated approach to meet the health needs of the population.
- (iv) Ensure compliance with Government policy and good governance of the Hospital in accordance with all relevant national policies and standards,;
- (v) Ensure the Board places the highest value on service to patients;
- (vi) Ensure the Board and Executive fosters strong and vibrant links with academic partners and encourage an open culture of learning and evidence-based enquiry;
- (vii) Lead the Board and Executive in creating an environment which will facilitate the recruitment and retention of high quality clinical, consultant, allied health professional, managerial and administrative staff in the Hospital.

3. Person Specification

Essential Criteria:

All candidates for these roles **must** be able to demonstrate that they meet the following essential criteria:

The Chairperson should have proven ability demonstrated by significant relevant experience at a senior level in at least one of the following:

- Governance;
- Planning and Change Management;
- Irish and International Healthcare Systems.

In addition, the Chairperson will have:

- Leadership experience at a senior level which demonstrates the ability to chair a Board which is engaged in complex change, to ensure that the Board guides, challenges and supports the CEO and Executive management team to deliver major change whilst holding them to account in doing so;
- Significant experience as a Board Member in a large complex organisation.

The following skills / competencies are **desirable** for the fulfilment of the role:

- Highly developed oral, written, presentation and leadership skills, with the ability to develop, communicate and gain ownership for a clear vision and direction;
- Strong influencing skills, ability to communicate with impact and be able to convince through personal credibility;

- A strong lateral thinker with an objective approach to decision-making and the confidence and resilience required to operate in a complex and high profile organisation;
- Experience in chairing Boards of Directors.

The Chairperson will be expected to devote sufficient time to duties of the Board for the proper and efficient discharge of his/her duties, and to comply with the relevant provisions of the [Code of Practice for the Governance of State Bodies](#).

It should also be noted that the Chairperson, on appointment, assumes ethical responsibility for the proper conduct of the Hospital's affairs, undertakes to hold information obtained in their role as Chairperson confidential and undertakes to act in accordance with public policy and the highest standards of probity.

In order to qualify for appointment a person must not have any conflicts of interest likely to interfere with his/her ability to assume the role of Chairperson.

4. Term of Appointment

The Chairperson is appointed by the Minister for Health, for an initial period of not more than 6 years. The Chairperson may be reappointed by the Minister for another term.

5. How to Apply

Applicants are requested to review the self-assessment questionnaire which can be found on www.stateboards.ie

Having considered the overall suitability for membership of a State Board applicants should establish if they consider that they meet the specific appointment criteria set out in Section 4 above.

Individuals wishing to be considered for appointment should submit an application via the following link www.stateboards.ie with a detailed Curriculum Vitae and cover letter.

If you are already registered you can log in using your username and password.

If you have not previously registered as interested in an appointment as a member of a State Board, you will need to register your details. Please follow the link to registration on www.stateboards.ie

Then go to "Choose a Job Category" on the left side of the screen.

Click on "Membership of a State Board" and then click "Apply for this position".

Step 1 - Review the self-assessment questionnaire which can be found on www.stateboards.ie

Step 2 - Complete the Online Application Form. Most of this will be pre-filled from your registration profile.

Step 3 - Attach (a) and (b) listed below.

- (a) Curriculum Vitae not exceeding 3 pages
- (b) A short cover letter/personal statement outlining your suitability for the vacancy.

Applicants should confirm that they do not have any conflicts of interest or legal impediment which would be likely to interfere with his/her ability to play a full part on the Board. Applicants must also confirm that they can make themselves available to attend meetings and to carry out the duties as a Board member.

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6. Appointments Process

A Board Selection Panel (the "Panel") will be convened by PAS to consider and assess the expressions of interest received by the PAS via www.stateboards.ie. The Panel shall:

- review and discuss the expressions of interest received against specific appointment criteria for the role to be agreed by the panel;
- Assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
 - Consideration of the written applications; and/or
 - Interview/conference call; and/or
 - Referee checks;
 - Any other selection method deemed appropriate.
- Arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister.

If you have any questions regarding the application process please email info@stateboards.ie.

7. Data Protection Acts 1988 & 2003

For further information on Data Protection please follow the [link](#)

Appendix 1 : Structure of St. James’s Overview Profile

St. James’s Hospital (SJH) is the Ireland’s largest and most progressive academic teaching hospital which is affiliated to Trinity College Dublin. The hospital provides emergency and elective medical and surgical services and employs almost 3,500 multi-disciplinary staff. It’s annual budget is €312m.

Purpose and Values

Vision	To be a leading healthcare organisation, nationally and internationally; improving health outcomes through collaboration and innovation.
Purpose	To provide the best care to every patient through our personal and shared commitment to excellence in clinical practice, education, research and innovation, while fostering our partnership with Trinity College Dublin.
Values	<p>Patients matter most to us. We provide care that is safe, effective and accessible so that our patients achieve the best possible outcomes and experiences of care.</p> <p>Respecting people – being kind and honest, promoting diversity, collaboration, personal and professional development.</p> <p>Innovating and sharing knowledge– we learn, teach, research and innovate to improve health and well-being.</p> <p>Using resources wisely – delivering value, working efficiently and protecting the environment.</p> <p><i>Summary: patients, respect, knowledge and resources</i></p>

Campus Collaborations

Current Status

SJH is located on a sixty acre site within the environs of Dublin South Central. The campus provides a base for a number legal entities for which St. James’s maintains a number of inter related operational, corporate and strategic relationships. The following provides a brief overview of the entities and the related interdependencies.

Health Services Executive (HSE)

The HSE maintains the following services on campus:

1. Regional Ambulance service
2. Child orthodontic and dental services
3. Child psychiatry services
4. Adult inpatient & ambulatory mental health

The SJH relationship with these services ranges from full management of the service to cross employment of key health professionals and sharing of facilities management services. In all cases, it is paramount that SJH governance has the appropriately qualified personnel with the requisite knowledge of these relationships.

Health Services Executive (HSE) – Radiation Oncology Facility (ROF)

The SJH relationship with this facility is one which sees the cross employment of key health professionals and sharing of facilities management services. SJH receives clinical and related services from ROF and the patients avail of services in both the hospital and the facility itself. In all cases, it is paramount that SJH governance has the appropriately qualified personnel with the requisite knowledge of the relationship.

Trinity College Dublin (TCD)

The majority of TCD's medical and nursing research & education facilities are located on the SJH campus. SJH provides a range of supports for these facilities, e.g. joint governance of education & research programmes and projects, sharing of highly skilled academic and clinical professionals and facilities management services.

It is essential that SJH governance has experienced personnel who have a deep knowledge of the relationship with TCD on the SJH campus.

Irish Blood Transfusion Service (IBTS)

The SJH relationship with this facility is one which sees the cross employment of key health professionals and sharing of facilities management services. SJH receives blood related services from the IBTS. In turn, SJH is the largest national user of blood products and as such is the largest customer of the IBTS. It is essential that SJH governance has the appropriately qualified personnel with the requisite knowledge of the relationship.

Campus Collaborations

Future Status

Co-Located National Children's Hospital

Following a Government review namely the "Dolphin Report" (2012) a decision was taken to co-locate the National Children's Hospital with St. James's Hospital on the campus of SJH. The relationship between two entities will develop in a detailed way during the construction phase of the project and will lead to multiple clinical and non- clinical synergies between the two entities in the medium to long term.

The construction phase of the project already requires in-depth and complex relationships between SJH, The Children's Hospital Group Board and the National Paediatric Hospital Development Board. It is essential that SJH governance has the appropriately qualified personnel with the requisite knowledge of the relationships to realise the full shared benefits of co-location.

Tri-located Maternity Hospital

Following a Government review namely the “Dolphin Report” (2012) a decision was taken to tri-locate a maternity hospital with the National Children’s Hospital and St. James’s Hospital on the campus of SJH. The relationship between these three will develop in the longer term. It is essential that SJH governance has the appropriately qualified personnel with the requisite knowledge of the relationships to realise the full shared benefits of tri-location in the longer term.