

Job Description

Role	Quality Officer
Closing Date	26 th January 2021
Duration of Post	Permanent
Location	Primarily based in Palmerstown, with potential to visit all other Stewarts sites and homes from time to time
Reporting Relationship	Clinical Director of HSCP and Quality
Job Purpose	The Quality Assurance Officer supports Stewarts Care Strategic Plan by ensuring that quality services are being provided to all individuals throughout all of the services within the organization.
Scope of the Role	The scope of the role includes all service provision of the organisation.
Key Duties and Responsibilities	<ul style="list-style-type: none"> • The primary function of this role is to implement the CARF Quality Accreditation System or similar. • Lead and participate in Quality Assurance and Quality Improvement efforts. • Assure compliance with regulatory and practice standards including: Department of Health, Health Service Executive (including Service Improvement Team), HIQA, CARF and other requirements as appropriate. • Work cooperatively with functional managers to correct any issues of non-compliance with policy and procedure or practice within their area and ensure evidence based records are maintained. • Participate in organisational committees as requested by the Line Manager. • Work with programs and service departments as a resource / advisor to develop standardised methods to evaluate, measure and monitor performance and to support improvement efforts. • Liaison with risk department, the service user council and the boards complaint subcommittee will form part of the role. • Educate employees, Service Users and other interested stakeholders regarding Quality Assurance, Quality Improvement and Reporting Systems. • Work with document owners to assure that policies, guidelines and related documentation are kept up to date and published in a controlled manner. • Organise and chair regular Policy, Procedure, Protocol and Guidance (PPPG) Committee for the review of organisation policies. • Participate in strategic planning, new program development, special projects and other initiatives when needed and as assigned. • Participate as a member of the Quality Steering Committee • Maintain quality metrics on the Quality Assurance function and report on a monthly basis. • Develop key relationships with both internal and external stakeholders. • To develop personally within the role, which is expected to change over time.

	<p><i>The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</i></p>
<p>Qualifications & Experience</p>	<ul style="list-style-type: none"> • Bachelor's Degree in Business or a healthcare qualification at degree level or equivalent. • Audit, Quality Assurance and Improvement systems experience required. • Familiarity with CARF accreditation, while not a requirement would be preferred. • Proven experience in identifying, driving and implementing continuous improvement, change management and project management desirable. • Confident and concise communication skills and ability to lead meetings. • Confident relationship manager, with excellent verbal and written communication skills. • Advanced Microsoft Office skills. • Full Driving License and access to a car
	<p><i>This job description 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</i></p>

**Terms and Conditions of Employment
Quality Officer – Stewarts Care**

Remuneration	<p>Remuneration is in accordance with the Department of Health consolidated pay scales</p> <p>Current Salary Scale: Grade V €43,628 –€52,402</p> <p>Salaries and increments are paid in accordance with DOH salary scales</p>
Annual leave	25 Days per annum
Working week	<p>The hours allocated to this post are 39 hours per week with a 7.8 hour standard working day, exclusive of lunch breaks</p> <p>The allocation of these hours will be at the discretion of the Clinical Director and in accordance with the needs of the service</p>
Probation	All employees will be subject to a probationary period of 6 months, with an extension if required to 9 months. This probationary period applies to all employees irrespective of their role or type of role.
Garda Vetting	Stewarts will carry out Garda vetting on all new employees. An employee will not take up employment with the organisation until the Garda Vetting process has been completed and the organisation is satisfied that such an appointment does not pose a risk to the service users and employees.
References	Stewarts will seek up to two written references from current and previous employers, educational institutions or any other organisation with which the candidate has been associated. Stewarts reserves the right to determine the merit, appropriateness and relevance of such references and referees.