

Appointments to the Board of the NTPF

The Minister for Health, Dr. James Reilly TD, invites expressions of interest from suitably qualified and experienced persons for appointment as a Member of the Board of the National Treatment Purchase Fund (NTPF).

Over the past number of years, the NTPF has evolved from the procurement of treatment for patients to supporting the Special Delivery Unit in the management of issues relating to Scheduled Care and Outpatient attendances. This work is intended to assist in enabling acute hospitals to provide services in a well-planned manner in order to deliver uniformly high standards of clinical care for patients.

In accordance with best practice in governance, the vacancies arising on the Board of the NTPF will require persons with expertise in one or more of the following areas:

Governance

Change Management

Knowledge of the Irish Healthcare Sector

Finance, Accounting/Auditing

Law

Appointees to Board positions should also have senior management and, ideally, previous Board level experience, excellent interpersonal skills, a capacity to think strategically and creatively, as well as being financially literate, able to impartially consider issues objectively and committed to the highest standards of integrity and governance.

Information on the NTPF

Location

The offices of the NTPF are located in Ashford House, Tara Street, Dublin 2.

Functions

The functions of the NTPF under S.I. No. 179/2004 are as follows:

- (a) to make arrangements with persons, whether resident in the State or elsewhere, for the provision of hospital treatment to such classes of persons as may be determined by the Minister, from time to time;
- (b) to collect, collate and validate information in relation to persons waiting for hospital treatment and to put in place information systems and procedures for that purpose;
- (c) to furnish whenever it is so required by the Minister or on its own initiative, advice to the Minister on issues relating to its functions under this Article;
- (d) to perform any other function in relation to the purchase of hospital treatment that the Minister may from time to time assign to it.

These functions are without prejudice to Section 52 of the Health Act 1970 which deals with the provision of in-patient services.

Current Role of NTPF

Since July 2011, the NTPF work has aligned with the work carried out in relation to scheduled and unscheduled care by the Special Delivery Unit (SDU). Under (d) above, the Minister has assigned responsibility to the NTPF to:

- develop a national waiting list register
- develop and implement schemes to enable gradual reduction in maximum outpatient first appointment times
- support measures to facilitate improved patient experience times and performance in hospital emergency departments through targeted programmes of support.

This work is being done in close co-operation with the SDU, to support their focus on unblocking access to acute services by improving the flow of patients through the system, and by streamlining waiting lists, including referrals from GPs. The NTPF also carries out a function in relation to the pricing and inspection of the Nursing Home Subvention Scheme ('Fair Deal').

Duties and Responsibilities of the Board

The Board must:

- exercise authority assertively and constructively
- demonstrate a capacity to think strategically and creatively
- be financially literate
- consider issues impartially and objectively and
- be committed to the highest standards of integrity and governance.

In particular, the Board will be expected to:

- ensure compliance with statutory requirements and with Government policy
- promote the primacy of patient care through a culture that is co-operative, open and transparent, positive and values-based;
- hold the Executive to account regarding the robustness of the financial, corporate and risk management functions of the NTPF;
- assess the performance indicators reported to the Board by the Executive and constructively challenge variance and/or poor performance;
- participate in Board Committees established by the Board and in a way that makes best use of the experience of Board members;
- oversee the effective planning, management and implementation of the integration of services across the NTPF and the SDU to achieve optimum, cohesive, high quality provision of information to support policy and planning in the health services;
- oversee the development of relationships with all key stakeholders including the Department of Health; the HSE; primary, community and social care providers; patient representative groups;
- where appropriate, develop relationships with research institutes, research funding agencies and professional bodies.

The above description of duties / responsibilities is not intended to be a comprehensive list of all duties involved and consequently, a Board member 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.

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect

of ability to render regular and efficient service.

A candidate for and any person holding the office must be of good character. S/he will be expected to possess the highest personal integrity, have effective judgment, be open-minded and have no fundamental conflicts of interest.

The roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2009 which is available on the website of the Department of Public Expenditure and Reform (<http://per.gov.ie/wp-content/uploads/CODE-OF-PRACTICE-FOR-THE-GOVERNANCE-OF-STATE-BODIES-2009.pdf>)

Competencies Required

The Board will comprise the necessary skills, competencies and experience which will enable them to carry out the duties and responsibilities outlined above. Each member of the Board should exhibit proven ability in at least one of the following competencies (examples of desirable knowledge / experience are outlined):

Governance

- Corporate Governance
 - Knows the difference between governance and management: understands the fiduciary role of directors
- Clinical Governance
 - Understands the complexity of providing evidence-based, high quality and safe care, including clinical risk management, and the Boards specific role in its governance and assuring itself of quality and patient safety.
 - Understands the role of the Board in providing strategic guidance and oversight in regularly reviewing and responding to information relating to quality and safety outcomes for service users
 - Understands the role of the Board in fostering and developing a patient safety culture
- Corporate risk
 - Understands the principles of corporate risk and the Boards role in establishing and overseeing risk management structures and holding the Executive to account for their effective delivery.

Change Management

- Workforce planning and strategic HR
 - Expertise in major strategic human resource planning
- Major change management and corporate integration
 - Experience in the successful integration of large organisations
- Commercial business management
 - Expertise in delivering outcomes based on best contemporary business practice, ICT and performance management
 - Understands the dashboard of information and metrics required to oversee key quality and safety outcomes for patients
- Education and Research
 - Expertise in the development of education and research programmes on a national/international scale

Knowledge of the Irish and International Healthcare Systems

- Knowledge of the Irish Health Care system
 - Understands the environment that the hospital operates in, the relationship with key stakeholders,
- Healthcare governance Models
 - Understanding of international models of governance in healthcare.
- Public Service Management
 - Comprehensive understanding of public service management and the environment within which the Board will function

Finance, Accounting/Auditing

- Financial planning and management
 - Experience in major financial planning and the presentation and interpretation of financial performance
 - Understands the economics of health care and the plan and budgets required to achieve the organisation's mission

Law:

- Legal compliance and due diligence
 - Comprehensive knowledge of the legal and regulatory system within which the Board will function

Other Information

Up to 8 members may be appointed to the Board of the NTPF. Board members will be appointed for a term of three years. However, it should be noted that as the role and function of NTPF is likely to change during that period, the term of office of these appointees may be amended as a consequence. Board members, on appointment, will be expected to assume significant responsibility for the proper conduct of the affairs of the NTPF, to maintain confidentiality on such matters and to act in accordance with public policy and high 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 play a full part on the Board. In accordance with legislative requirements, Board members are paid €7000 per annum. In addition, travel and subsistence allowances will be paid in line with Government guidelines.

How to Apply

You should submit an application form via the following link: www.publicjobs.ie

If you are already registered on www.publicjobs.ie you can log in using your username and password.

If you have not previously registered on www.publicjobs.ie you will need to register your details.

You must 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 job”.

Please note that documents a) – c) below should be submitted as one attachment and should be saved in one document before commencing the application process.

Step 1 - Complete the Online Application Form. Most of this will be pre-filled from your registration profile.

Step 2- Attach a) – c) listed below

- (a) Curriculum Vitae not exceeding 3 pages
- (b) The Competency Questionnaire form ([Available here](#))
- (c) A short cover letter outlining why you wish to be considered for a position on the board of NTPF and including the names and contact details of 3 people who you feel would be suitable referees

Applications will be accepted up to and including Monday **6th January 2014**

Results will issue to candidates through the www.publicjobs.ie messageboard.

All applications/expressions of interest will be treated confidentially and information will only be given to the appropriate personnel.

By submitting an expression of interest the applicant accepts that appointments are made in the exercise of a statutory discretion, that the Minister is not obliged to consider the expressions of interest offered, that he is not confined to recommending an appointment from amongst those who have expressed an interest and that he is not bound by any statement set out in the notice. In considering applications, due regard will be given to Government policy on gender balance on State Boards.