



eHealth and Disruptive Technologies Further Education and Training Guidelines

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Introduction eHealth and Disruptive Technologies – Further Education and Training Guidelines

eHealth and Disruptive Technologies face immense challenges going forward in order to deliver on the eHealth Ireland Strategy and support the delivery of Sláintecare, Health Services People Strategy 2019-2024 and other National priorities.

Sláintecare Action Plan 2019: Workstream 3: Teams of the Future emphasis the need to drive skills optimisation, support team-based working, build leadership capabilities and competence of staff within their jobs.

In tandem with this the three key areas of the **Health Services People Strategy 2019-2024** cite:

1. Collective Leadership
2. Exceptional Talent
3. Excellent Capability

Moreover, the principal outcome of **Priority 3 Capability and Talent** – invest in people and teams emphasises the need for:

“A culture that prioritises learning and development to ensure we have the capability and capacity at individual and team levels to confidently deliver person-centred care, problem solve and innovate.”

The strategy clearly highlights the continuous focus on all staff development and the significant role that our staff can play in making change happen.

eHealth and Disruptive Technologies believe that the continuous development of its staff is critical ingredient towards the delivery of the HSEs vision, mission and purpose and ultimately national reforms. Therefore, a key component of eHealth and Disruptive Technologies strategic vision for 2021 and beyond will focus on building the capacity, capability and competencies required for a future modernised Health Service.

Professional development is the responsibility of both the individual and the manager/supervisor. This is achieved by working together to exchange information relating to developments within the eHealth and Disruptive Technologies and identifying education and training requirements to ensure a quality service delivery. The preferred method for achieving this is through the formation of the HSE Performance Achievement (**PA**) - Professional Development Plan Personal Development Plans (PDP) (**see Appendix I**) between the manager and employee.

Training and continuing education is supported by a number of methods:

- eHealth and Disruptive Technologies annual Training Prospectus
- eHealth and Disruptive Technologies HSELand
- HSE Leadership Academy
- Local education initiatives/extern/in-service training and education.
- eHealth and Disruptive Technologies Funding support for formal academic study as relevant to their role. (**see Appendix III**)

Staff who identify training and their line managers who provide sponsorship for their training should do so in line with Service/Operational Plans, National strategies and the HSE Performance Achievement process.

The recommendation of programmes of education and training by staff and managers is central to the future planning of development programmes. To this end the Business Operations team welcomes contributions and submissions from staff and managers, contact us at eHealth.Training@hse.ie

There is a need for equity in the way in which:

- Applications are dealt with.
- Places are allocated.
- Support is provided.

These guidelines apply to all staff and are designed to support those making application for places or funding and those processing the applications.

The guidelines indicate the course categories, eligibility, study leave/leave to attend, selection criteria, expenses and the application process.

They apply to regionally organised courses as well as recognised and accredited third level courses. The guidelines can be used to inform managers and individuals of support systems available for continuing education and training.

Joyce Shaw
Chief of Staff



eHealth Further Education and Training Guidelines

The continuous development of staff must be related to job requirements, performance, service and organisational needs. Such continuous development should be facilitated through the HSE Performance Achievement Process.

The following guidelines have been designed to give staff and managers information and support on how to access training and education. The guidelines are divided as follows:

1. Statutory and Mandatory Training
2. eHealth and Disruptive Technologies In-house training
3. Third Level Education
4. eHealth and Disruptive Technologies Prospectus Programme and National and Regional Courses
5. Extern/In-service/Local Initiative Training/Education

Statutory and Mandatory Training

eHealth and Disruptive Technologies staff must be facilitated to attend any statutory and mandatory training – i.e. training that is either explicitly required in legislation (statutory) or considered by the HSE to be necessary (mandatory) to ensure, so far as is reasonably practicable, the safety, health and welfare at work of employees and others.

The Policy on Statutory Occupational Safety and Health Training (2016) outlines the role and responsibilities of all managers / supervisor and employees in relation to providing and attending statutory occupational safety and health training. Where there are specific references to occupational safety and health training, the line manager is required to carry out risk assessments and identify any controls required in accordance with the Principles of Prevention; and make local arrangements for the provision of/access to training within reasonable timescales. Risk assessments and control programmes must be reviewed at least annually (HSE Statutory Occupational Safety and Health Training Policy 2016).

Line managers must ensure that the occupational safety and health training needs of employees are recorded. This information shall inform and contribute to the local occupational safety and health training programme as required under the HSE Statutory Occupational Safety and Health Training Policy.

Access too many of our statutory and mandatory training is available via HSELand.

<https://www.hseland.ie/dash/Account/Login>



eHealth in-house training

Where possible training and development needs will be supported within the organisation, maximising on in-house skills and expertise. Where the resources or specialist skills are not available, external training may be procured in accordance with HSE National Financial Regulations. This will be the decision of the Chief Information Officer or an Assistant National Director in eHealth and Disruptive Technologies. Where such

needs are identified by staff and line managers through the HSE Performance Achievement process, submissions outlining the training requirement should be forwarded to the Business Operations team at eHealth.Training@hse.ie to assist us with future planning of education and training.

Third Level Education – General Guideline

Third level education refers to programmes of education provided by a recognised institution leading to a Certificate, Diploma, Degree or Post-graduate qualification.

Eligibility

- Any local funding initiative must apply **only** to employees working for a period of not less than 12 months.
- Programmes of education must be relevant, appropriate and beneficial to service delivery as agreed between the manager and the individual through the HSE Performance Achievement process.
- Any previous financial support to an individual for third level education should be a consideration.
- Only one course per person per year can be supported.
- Application for funding support should have the Training Budget holders' approval. This is to ensure continuity of service and ensure financial resource requirements are available.

Study Leave

As per the HSE Guideline on Terms and Conditions of Employment March 2017 study leave maybe granted as follows:

- Paid study leave may be granted to employees in respect of third level courses and examinations, subject to the standard arrangements governing the grant of leave generally. And provided the costs can be accommodated by the employee's line manager within their approved financial allocation.
- The granting of study leave may be considered for Bachelor, Master, Diploma and other third level courses in subjects relevant to the employee's area of work, as agreed with and approved by the line manager through the HSE Performance Achievement process.
- Employees pursuing primary degree courses in their own time maybe allowed up to ten days' study leave with pay, over the full duration of the course. This is dependent on obtaining prior agreement with their line manager and in line with service deliver.
- Employees should be supported with choice regarding spreading the leave over the various course examinations. This is subject to the condition that a maximum limit of five days' study leave with pay will apply to any academic year.
- This arrangement will also apply to other third level courses of education that last for three years or longer. For shorter third level courses, three days' study leave with pay may be allowed for each year of the course, repeat years being excluded.
- Staff working less than full time will have study leave calculated on a pro-rata basis, subject to a minimum entitlement of one day's study leave per individual per course.
- Attendance at the course must be agreed locally between the line manager and the employee prior to commencement on the course and will be subject to ongoing service requirements.
- Attendance at a course during working hours must be agreed locally between the manager and the applicant. This should always be prior to the commencement of a course and subject to service requirements.
- Staff maybe granted paid time off, if rostered for duty, to undertake examinations. This **must have been agreed** between the line manager and applicant through the HSE Performance Achievement process.

Principles of Selection

- Any course of **supported** education to be undertaken should be specifically relevant to the service area and/or the professional development of the staff member as outlined in the department service plan or through the HSE Performance Achievement process.
- Where there are a number of applicants for a course the line manager should consider the service need and the individuals' education/development and ensure an equitable selection process is used with equitable distribution among staff.
- Management decisions should always be made on the basis of a '**sound business case**'.
- Where an individual is supported by their line manager and eHealth and Disruptive Technologies to undertake a project, thesis, dissertation, or poster on completion a copy should be presented to the line manager or appropriate eHealth and Disruptive Technologies department.

Health Services Credit Union

Members of the Health Service Credit Union may avail of financial support by applying to the Betty Noone, Memorial Bursary for Health Service staff. Other financial options include Scholarship and Educational loans.

Financial Support

Where funding for third level education is approved by the eHealth and Disruptive Technologies Training Budget holder the budget holder pays course fees directly to the college.

Course Fees and Expenses

- Fees will include registration fees, course fees and examination fees but are exclusive of books, library charges or sports levies.
- Funding is conditional on the applicant remaining within the eHealth and Disruptive Technologies for a minimum period of 12 months following successful completion of the course.
- Additional expenses e.g. travel, overnight stay, cannot be supported.
- An applicant may only receive approval for payment for one course per year
- Funding will not be provided for repeat modules or units of study. Such fees must be borne by the employee.

Recoupment of Costs

Applicant shall repay course fees in full to eHealth and Disruptive Technologies should they:

- Discontinue the course (except in extenuating circumstances e.g. long-term illness)
- Not complete the course successfully within the specified time-frame
- Cease working in eHealth and Disruptive Technologies within a period of 12 months or pro-rata following successful completion of the course.
- Fail to submit certificate or results attained to the manager and eHealth training.

The Application Process

The relevant application eHealth and Disruptive Technologies form for Third Level Education must be completed and returned to eHealth.Training@hse.ie (see Appendix III).

Intention to pursue a third level qualification should be discussed with the Manager/Department Head as part of the HSE Performance Achievement process.

Applications should be submitted 1-2 months before commencement of the course.

eHealth Prospectus / National Programmes Guidelines

eHealth and Disruptive Technologies programmes or National programmes are defined as those programme provided by department such as Leadership Learning and Talent Management and Diversity Equality and Inclusion, Quality Improvement Division or Safety Health and Wellbeing.

Eligibility

eHealth and Disruptive Technologies Prospectus and National courses are open to all eHealth and Disruptive Technologies staff. However, courses must be relevant, appropriate and beneficial to service delivery as agreed between the manager and the individual through the HSE Performance Achievement process.

Leave to Attend

Attendance at a course must be agreed between the line manager and the applicant, subject to service requirements and prior to submitting an application form.

Where there are a number of applicants for courses, an equitable selection process should be used. Due consideration must be given for service needs, skill requirements and with equitable distribution of participation among staff.

- Cost effectiveness and benefits to the service should be considered with agreement that learning be transferred to the workplace.
- Expenses incurred while attending courses are refunded from local budgets.
- Attendees must sign an attendance sheet on arrival each day of a course.
- Participants will be required to complete an evaluation form for each course attended.

Extern/In-service/Local Initiative Training/Education

Definition

An Extern/In-Service/Local Initiative course refers to short courses or seminars organised locally.

Eligibility

Attendance at extern/in-service/local initiative courses is a matter for line managers and department supervisors and is facilitated through the HSE Performance Achievement process.

Attendance Leave

Attendance at an extern/in-service/local initiative course or seminar must be agreed between the manager and the applicant.

Selection Criteria

Where there are a number of applicants an equitable selection process should be used with due consideration for service needs and skill requirements with equitable distribution among staff.

Cost effectiveness and benefits to the service should be considered when approving attendance at a course/seminar/local initiative. The manager should consider previous courses that the applicant has attended.

Fees and Expenses

These courses are funded from local budgets including any expenses incurred in traveling to a venue.

Application Process

Applications for extern/in-service/local initiative courses is a matter for local management who should ensure an equitable distribution process and in line with the HSE Performance Achievement process.

Appendix I - eHealth Performance Achievement (PA) - Professional Development Plan

Section 1: Personal Details

Name:	Line Manager:
Job Title:	Job Title:
Staff Grade:	Staff Grade:
Length of Time in Current Position:	Email Address:
Email Address:	
Date of PDP meeting	

Section 2: Self-Assessment

In advance of your PA/PDP meeting with your manager consider the following capturing brief notes on same.

Reflecting on your best self what strengths do you bring to your role?

What skills would you like to develop to increase your future potential?

What further training or support would develop you in your role?

Section 3: Previously Agreed Professional Development Plan Goals

Date of Last Meeting/...../.....

Goal 1

Description:

Achieved (A) Ongoing (O) Not Achieved (NA):

What Supports Enabled Goal Achievements:

Challenges to Achieving Goals:

Goal 2

Description:

Achieved (A) Ongoing (O) Not Achieved (NA):

What Supports Enabled Goal Achievements:

Challenges to Achieving Goals:

Goal 3

Description:

Achieved (A) Ongoing (O) Not Achieved (NA):

What Supports Enabled Goal Achievements:

Challenges to Achieving Goals:

Goal 4

Description:

Achieved (A) Ongoing (O) Not Achieved (NA):

What Supports Enabled Goal Achievements:

Challenges to Achieving Goals:

Any Further Comments Please Note In The Space Provided Below

Section 4: Current Professional Development Plan Goals

Goal 1

Work Objective / Goal (What do I want to achieve):

Learning Needs (what do I need to know):

Action (what do I have to do):

Target Date for completion:

Goal 2

Work Objective / Goal (What do I want to achieve):

Learning Needs (what do I need to know):

Action (what do I have to do):

Target Date for completion:

Goal 3

Work Objective / Goal (What do I want to achieve):

Learning Needs (what do I need to know):

Action (what do I have to do):

Target Date for completion:

Goal 4

Work Objective / Goal (What do I want to achieve):

Learning Needs (what do I need to know):

Action (what do I have to do):

Target Date for completion:

Section 5: Agreement

We agree to the development goals and actions as set out in this PA/PDP and we commit to jointly reviewing progress as set out hereunder.

Review Date/s	Employee Signature	Manager Signature

Data Protection

The data requested in this form will be used to process individual performance achievement and will be retained as part of your personnel record for the appropriate period of time.

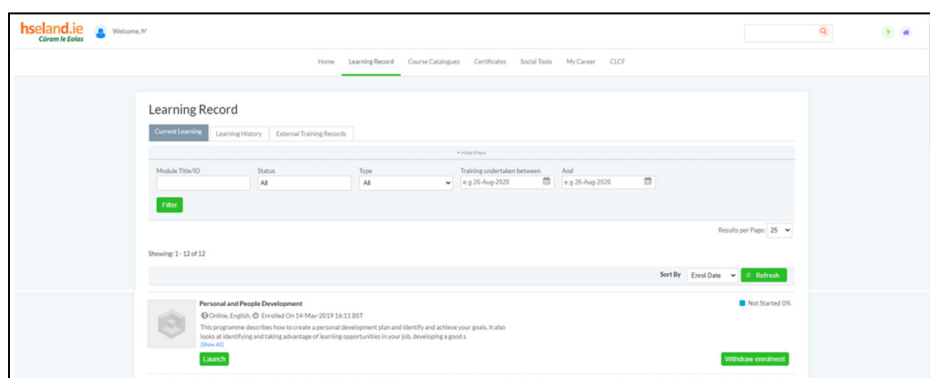
It is your responsibility to ensure that all forms submitted are completed in full.
Incomplete forms will be returned to Jobholders.

Appendix II - eHealth Training Application Process

Log into HSeLanD and review the courses outlined in the eHealth and Disruptive Technologies Course Catalogue.

Select the course you are interested in, choose the date that suits, select **Enrol**. You will receive an email confirming you are enrolled on the course. If the course is full you can join a waiting list by selecting **Join Waitlist**.

If prior to the start date of the course you are unable to attend, please withdraw from the course within HSeLanD. This ensures that the next person on the waiting list can avail of the course. To withdraw select **Learning Record** on the tool bar, ensure you are on the **Current Learning** tab. Find the course you wish to withdraw from and select **Withdraw enrolment**. You will be sent an email confirming you have been withdrawn from the course.



If you wish to find out further information on the courses, session or have any queries/issues with viewing or registering on eHealth and Disruptive Technologies courses on HSeLanD, please contact eHealth.Training@hse.ie

Appendix III - eHealth Third Level Education Application

Section One			
Name:		Employee Number:	
Job Title:			
Email Address:		Contact Number:	
Work Address:			
Address for correspondence if different from above:			
Line Manager Name:		Job Title:	
Email Address:		Contact Number:	
Section Two – Previous Qualifications			
Qualification Obtained	Awarding Body	Date Awarded	Funded by eHealth and Disruptive Technologies please circle Yes or No
			Yes No
			Yes No
			Yes No
Section Three – Details of Proposed Course of Study			
Course Title:		Obtainable Qualification:	
Name of College / Institution:			
Course Duration: academic year(s)		Course Commencement Date	
Course Fees per year €		Total Course Fees €	
Section Four – Line Manager Declaration			
I have held a discussion with _____ in relation to this application and I fully support and recommend this application.			
Signed:		Date:	
Section Five – Applicants Declaration			
I have read and agree to the terms and conditions of the eHealth and Disruptive Technologies Further Education and Training Guidelines as it relates to Third Level Education.			
Signed:		Date:	

Please forward completed application to eHealth.Training@hse.ie