



# National Suicide Research Foundation

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<http://www.facebook.com/NationalSuicideResearchFoundation>

Promoting research and understanding into suicide and self-harm since 1994

Prof. Ella Arensman, Chief Scientist

Dr. Paul Corcoran, Head of Research

Dr. Margaret Kelleher, Medical Director

Eileen Williamson, Chief Executive Officer

## **Vacancy: Data Registration Officer (National Self-Harm Registry Ireland)**

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Applications are invited for the post of Data Registration Officer at the National Suicide Research Foundation (NSRF). The NSRF is an independent, multi-disciplinary research unit that investigates suicide and self-harm in Ireland. The mission of the NSRF is to provide a nationally and internationally recognised body of reliable knowledge from a multi-disciplinary perspective on the risk and protective factors associated with suicidal behaviour. The ultimate aim of the work of the NSRF is to provide solid evidence to inform policy development and intervention in the prevention of suicide and the management of individuals who self-harm.

The NSRF consists of a research team drawn from a broad range of disciplines including psychology, epidemiology, biostatistics, sociology, social science, applied social studies, public health and health services research. The NSRF has been designated as a World Health Organisation Collaborating Centre in Surveillance and Research in Suicide Prevention, and has collaborative links with the Health Service Executive's National Office for Suicide Prevention and the School of Public Health, University College Cork.

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Directors: M Kelleher J McCarthy D Drohan B McGale E Cassidy M O'Callaghan

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## **National Self-Harm Registry Ireland**

The National Self-Harm Registry Ireland (NSHRI) is a national surveillance system which gathers information on hospital presenting self-harm at Emergency Departments in all hospitals across Ireland. The NSHRI was established in 2000 at the request of the Department of Health; is funded by the HSE's National Office for Suicide Prevention and data from the NSHRI are being used as an outcome measure for Connecting for Life, 2015-2024: the national suicide reduction strategy.

### **Summary of position**

Data Registration Officers are responsible for independently gathering and processing information on hospital-presenting self-harm at Emergency Departments across Ireland. Data Registration Officers hold a key position within the NSHRI team. The successful candidate will join a team of fifteen Data Registration Officers who collect data at 33 hospitals across Ireland. The essential element of this role involves working within the Emergency Department of public hospitals to gather and collate information on cases of self-harm for the NSHRI. Data Registration Officers are responsible for the identification of cases of self-harm from hospital records, the extraction of relevant information from these records, and the digital recording and uploading of these data. The current position is for data collection in three hospitals in the Saolta Hospital Group, namely University Hospital Galway, Mayo University Hospital and Portiuncula University Hospital, Ballinasloe. This is a full-time position. However, applications will be considered from candidates who wish to apply for a part-time position (i.e. appointment at one/two of the three listed hospitals). Data Registration Officers report to Dr Mary Joyce, Manager, National Self-Harm Registry Ireland.

### **Key duties and responsibilities**

- ❖ Liaise with hospital staff to locate records on self-harm presentations to the Emergency Department
- ❖ Identify in a systematic way cases of self-harm from attendance records using pre-defined inclusion and exclusion criteria
- ❖ Extract relevant information from records based on a coding system
- ❖ Digitally record the details of each presentation using the NSHRI data entry system
- ❖ Collect, process and store data in a confidential manner in line with GDPR guidelines
- ❖ Perform quality check activities on an annual basis
- ❖ Attend quarterly training and review meetings with the NSHRI team

### **Essential skills/ criteria**

- ❖ Experience of working with healthcare data
- ❖ Full, clean driver's licence with access to a car
- ❖ Strong interpersonal and communication skills
- ❖ Capacity to work independently and remotely
- ❖ I.T. skills including basic knowledge of Microsoft Office Excel
- ❖ Excellent organisational skills

- ❖ Ability to work to deadlines
- ❖ Capacity to work on one's own initiative and to multi-task
- ❖ Ability to work flexible hours

### **Desirable skills**

- ❖ Experience of working in the field of self-harm/ suicide research or a mental health-related topic
- ❖ A working knowledge of the Irish Healthcare System
- ❖ Knowledge of hospital data and records management

### **Salary**

Salary will be in accordance with the HSE Grade IV Salary Scale (€29,249 - €46,968 per annum, point on scale dependent on experience).

### **Application Process**

Applicants are requested to send a cover letter detailing relevant experience, skills and motivation for applying together with their Curriculum Vitae, including the names of two referees to Ms Eileen Hegarty, Operations Manager, by e-mail at [eileen.hegarty@ucc.ie](mailto:eileen.hegarty@ucc.ie) by 18<sup>th</sup> February 2022.

For informal queries on this post, candidates should contact:

Dr Mary Joyce, Manager, National Self-Harm Registry Ireland

Email: [m.joyce@ucc.ie](mailto:m.joyce@ucc.ie); Tel: 00 353 21 420 5552.

Shortlisting will apply and suitable candidates will be notified by e-mail of interview date and time as applicable.

***The National Suicide Research Foundation is an equal opportunities employer.***