JOB DESCRIPTION & PERSON SPECIFICATION

Assistant Director of Midwifery & Nursing – Infection Prevention and Control
PERSON SPECIFICATION

Job Title: Assistant Director of Midwifery & Nursing – Infection Prevention and Control

Department: Infection Prevention and Control Services.

Report to/Accountable: Professionally accountable to the Director of Midwifery & Nursing. Clinical accountable to Consultant Microbiologist.

Liaises closely with all members of the Infection Prevention and Control Team including the Consultant Obstetrician/Gynaecologists, Midwives, Nurses, Midwife & Nurses Managers and members of the Professions allied to Medicine as well as the Hospital Chaplaincy Service

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<th>FACTORS</th>
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| QUALIFICATIONS| • Registered General Nurse/ Registered Midwife of the Nursing & Midwifery Board of Ireland.  
• Minimum of 4 years management experience at CN/MM2 level in Infection Prevention and Control Service within the last 7 years  
• Completed a Management Course or Commitment to undertake a relevant Management Course | • Management or supervisory course |

Permanent
1.0 WTE
- Completed postgraduate Infection Control Course.

**EXPERIENCE (LENGTH & TYPE)**
- Minimum of 5 years experience as an infection control nurse/midwife
- Minimum of 4 years’ experience at CN/MM 2 level or equivalent in Infection Prevention and Control Service within the last 7 years

**PROFESSIONAL KNOWLEDGE**
- Extensive Knowledge of Infection Prevention and Control.
- Midwifery & Nursing regulatory function.
- Scope of Practice & Code of Conduct
- Knowledge of Midwifery & Nursing training programmes leading to Registration
- Mandatory training, Moving & Handling, BLS, Fire,
- Understanding and application of research.
- Audit methods.

**HEALTHCARE KNOWLEDGE**
- Accreditation/quality issues.
- Hygiene & Decontamination Standards
- Risk Management
- Service Planning knowledge
- Management of HSE structures & Reconfiguration programme
- Relevant health and safety regulations.

**CORE COMPETENCIES REQUIRED FOR THIS POST**
- Planning & organization
- Teaching and assessment
- Building and leading a team
- Leading on service quality
- Communication skills

- Knowledge and experience in Hospital Information Systems

- Demonstrable experience of improving quality.
- Involvement in accreditation process.

- ECDL or equivalent course.
ABOUT THE COOMBE WOMEN & INFANTS UNIVERSITY HOSPITAL

The Coombe Women & Infants University Hospital (CWIUH) Dublin is a voluntary teaching hospital with national regional and area responsibilities for ensuring the optimal health of mothers, women and infants (up to 10,000 pregnant women per annum).

The Hospital is a national tertiary referral centre for specialised services including maternal and fetal medicine, neonatology, gynaecology and anaesthesia.

The Hospital has a substantial academic portfolio in terms of multidisciplinary education, research and training.

The Hospital hosts two University Departments of Obstetrics and Gynaecology, the National Cervical Cytology Training Centre and the Hub Centre for continuing Midwifery education in the Greater Dublin area. The Research Laboratory in the Hospital campus is a leading European Centre for molecular biology research.

MISSION STATEMENT

“Excellence in the care of women and babies”

VISION

Nationally and internationally recognised leader in healthcare for women, babies and their families.

VALUES

- Women and baby centred
- Excellence in everything we do
- Respect
- Pride
- Caring
- Progressive
Delivering expectations

Details of Service

What service does the hospital provide?

The Coombe Women & Infants University Hospital which opened in 1826 is a voluntary, teaching hospital with national, regional and area responsibilities for ensuring the optimal health of women and babies within the maternity, neonatal and gynaecology services and caters for up to 10,000 births pa. As such, it is governed by a Board of Guardians & Directors.

It is one of 7 Hospitals in the Dublin Midlands Hospital group (DMHG) of the HSE, the others being; St James’ Hospital; Tallaght Hospital; Naas General Hospital; Tullamore Hospital; Portlaoise Hospital and St. Luke’s Hospital.

We are a national, tertiary referral centre for specialised services such as materno-fetal medicine, neonatal and gynaecology. The Coombe Women’s & Infants University Hospital provides the largest gynaecology service in Ireland. The Neonatal Centre is a provider of the National Neonatal Transport Service. There is a community midwifery service, which provides 10 outreach antenatal clinics per week and a 24/7/365 DOMINO Service. The service also facilitates early transfer home to women in Dublin 8, 10, 12, 18, 20, 22, 24, Naas Kill and Johnstown. The hospital is linked with

- TCD for both the pre and post registration programmes
- RCSI for the Higher Diploma in Neonatal Intensive Care Nursing.

The Centre for Midwifery Education for the three Dublin Maternity Hospitals and the Greater Dublin Area is located on site at the Coombe Women & Infants University Hospital.

The Hospital also hosts a state of the art Colposcopy department accredited by the National Cancer Screening Service (NCSS) in its own discrete purpose built facility.

The Coombe Women & Infants University Hospital is committed to supporting personal professional development for staff.

What client group is served by the Coombe Women & Infants University Hospital?

Women, babies and their families

What are the possible future developments for the service?
The Coombe Women & Infants University Hospital has undergone a major capital project on our Delivery suite whereby we now have a delivery suite which is comprised of all single rooms for all labouring and birthing women. Our hospital is unique in the Greater Dublin Area in that we are the only hospital to have a birthing pool room. We also have a state of the art Emergency Operating Theatre within our Delivery suite as well as two High Dependency Rooms, a Bariatric room and an I3 en-suit rooms.

Our Neonatal Centre comprises of 40 cots, 14 NICU cots, 10 HDU cots and 16 SCBU cots. We have introduced Productive Ward Process in all our wards and OPD and we received a Special Commendation by the NHS (UK) in 2013 for achievements in implementation of this initiative.

The Coombe Women & Infants University Hospital participates in national audits and is committed to the implementation of The National Maternity Strategy 2016-2026- Creating a Better Future Together and The National Standards for Safer Better Maternity Services (HSE 2016).

As a clinical partner with Trinity College Dublin, we provide support and clinical placements for the 4 year BSc Midwifery pre-registration midwifery course and the 18 month Higher Diploma in Midwifery course.

The hospital is a 5 storey building and includes the following:

- Outpatient facilities & EPAU Unit
- Fetal Medicine and Ultrasound Department
- Colposcopy Dept
- Inpatient antenatal and postnatal wards
- Neonatal Centre and Special Care Baby Unit,
- Gynaecology Inpatient and Day Wards,
- Delivery Suite including High Dependency Unit.
- 4 Theatres
- Perinatal Centre
- Emergency Room
- Paediatric OPD
- The Centre for Midwifery Education (CME) is located onsite and adjacent to the hospital.
- Laboratory including post mortem and mortuary facilities
- Maintenance
- IT dept
- UCD GP services available on site.
National Clinical Skills Laboratory

**Purpose of the Post:**

The post holder will be responsible for the provision of specialist knowledge, professional, clinical and managerial leadership to the Infection Prevention and Control Team. S/He will lead and co-ordinate the established Infection Prevention and Control Team and will be responsible with the Consultant Microbiologist (Infection Control) for co-ordinating, providing and maintaining a comprehensive infection prevention/control service in Coombe Women and Infants University Hospital

**Responsibilities & Accountabilities:**

**Clinical Focus:**

- The clinical practice role is divided into direct and indirect care.

**Direct Care:**

- Direct care comprises the assessment, planning, delivery and evaluation of care to women, Babies and and their families.

**Indirect Care:**

- Indirect care related to activities that influence others in their provision of direct care.

**Assistant Director of Midwifery & Nursing – Infection Prevention and Control will:**

- Act as an accountable role model through the provision of professional leadership and demonstration of best practice in the area of infection prevention/control.
- Act as a specialist resource in providing infection prevention and control knowledge, consultancy and expertise to hospital management, midwifery & nursing and all healthcare personnel and relevant stakeholders.
- Develop and implement Infection prevention and control annual plan
- Develop and review the Infection Prevention and Control Strategy in consultation with the Infection Prevention and Control Steering Committee
- Co-ordinate and assist with the investigation of outbreaks of hospital infection with particular reference to their source and mode of spread.
• Participate in the formulation of policies procedure, guidelines, standards and procedures for infection control and prevention, with member of the Infection Control Team and other relevant staff, including defining areas of special risk.
• Audits the implementation of Infection prevention and control policies, procedures and guidelines.
• Monitoring clinical practice in relation to prevention/control of infection.
• Implement research findings so as to ensure infection control practices is in line with current legislation and evidence based best practice to and ensure quality and safe patient care and outcomes.
• Maintain effective communication structures and interpersonal relations, which ensure that infection control information is conveyed quickly and effectively.
• To collaborate with the Microbiology Laboratory staff on ‘alert’ micro-organisms, antimicrobial resistant micro-organisms, investigations of clusters outbreaks of infection. Screening of patients, staff, equipment and the environment.
• To help develop the Infection Prevention and Control Midwifery & Nursing team.
• To delegate roles and responsibilities to the Infection prevention and control midwifery & nursing team and develop their learning needs through personal professional development and performance management.
• Development and implementation and evaluation of health care associated infection surveillance programme with feedback to clinicians and other related clinical staff and senior management.
• Develop, participate in and evaluate programmes of education in pre-registration, induction and continuing education programmes.
• To liaise with the Planning Department and Technical services department in all stages of planning and implementation process and during all new builds, environmental systems repairs and refurbishment.
• Work with the National MRSA Reference laboratory help line in the provision of advice on MRSA countermeasures to outside agencies.
• Participates and advises on committees in infection prevention and control issues.
• Represent the hospital at professional meetings and conferences.
• Be responsible for ones’ own personal and professional development.

* The above Role Profile 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. This Role Profile will be subject to review in the light of changing circumstances.
Assistant Director of midwifery & Nursing – Infection Prevention and Control:

Patient/Client advocate:

- The Infection Prevention and Control role involves communication, negotiation and representation of the patient/clients value and decisions in collaboration with other health care workers and community resource providers.

- Enable patients/clients and families to participate in decisions about their health needs.
- Articulate and represent patient/client interests in collaboration with the interdisciplinary team.
- Implement changes in healthcare service in response to patient/client need and service demand.

Education and Training:

- Assistant Director of Midwifery & Nursing – Infection Prevention and Control: remit for education and training consists of structured and impromptu educational opportunities to facilitate staff development and patient/client education.
- Educate patients/clients, families and communities in relation to their healthcare needs in the specialist area of Infection Prevention and Control practice.
- Provide mentorship, preceptorship, teaching, facilitation and professional supervisory skills for midwives and nurses including students and other health care workers.
- Identify own continuing professional development (CPD) needs and shall engage accordingly.
- Raise awareness regarding Infection Prevention and Control through health promotion / education within the scope of professional practice.

Audit & Research:

- Audit of current Midwifery and Nursing practice and evaluation of improvements in the quality of patient/client care are essential requirements of the role of the Clinical Infection Prevention and Control.
- Keep up to date with relevant current research to ensure evidence – based practice and research utilisation.
- Contribute to research, which is relevant to his/her particular area of practice. Any outcomes of audit and/or research should contribute to the service plan.
- Identify, critically analyse, disseminate and integrate Midwifery / Nursing and other evidence into the area of specialist practice.
- Initiate, participate in and evaluate audit.
- Use the outcomes of audit to improve service provision
- Contribute to service planning and budgetary processes through use of audit data and specialist knowledge.

**Consultation:**
- Inter and intra-disciplinary consultations, across sites and services are key functions of the Infection Prevention and Control, this consultative role contributes to improved patient/client management.

- Provide leadership in the clinical practice of Infection Prevention and Control and associated responsibilities within agreed parameters of service provision.
- Act as a resource and role model for specialist practice within Infection Prevention and Control.
- Generate and contribute to the development of clinical standards and guidelines.
- Use specialist knowledge to support and enhance generalist Midwifery and Nursing practice.

**Professional and Personal Development:**
- Undertake appropriate further training practice as may be required within the specialty area of Infection Prevention and Control
- To continue to develop the required skills and knowledge to support the service needs within the scope of professional practice.
- To take personal responsibility for own professional development and updating.

**Research:**
- To initiate and audit clinical effectiveness of the Infection Prevention and Control.
- Maintain awareness within the specialty of current developments in Infection Prevention and Control Initiate and promote research-based practice.
- Initiate and participate in research studies as appropriate.
- Use research findings to influence care within the specialty.

**Age Restrictions In Relation To Applications**
Age restriction shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act,
A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed applications for the office occurs.

**Health**

“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 as would indicate a reasonable prospect of ability to render regular and efficient service.”

**Be of good character**

A person selected for this role must be of good character.

**Garda Vetting**

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. Given the specialised nature of the services provided by the Coombe Women and Infants University Hospital, your appointment is subject to satisfactory Garda Vetting and revetting in circumstances where the Hospital deems it appropriate. You are obliged to disclose previous and any criminal convictions acquired during the course of your employment. Should the Hospital obtain information from the Garda Vetting Unit to indicate that your Garda clearance report is not satisfactory and / or if you have supplied the Hospital with false or misleading information in relation to your Garda clearance status, the Hospital may terminate your contract with immediate effect.

**Particulars of Office**

The appointment is permanent, full time and pensionable.

**Duties**
The responsibilities of this post will evolve and may include other relevant duties, not currently documented in this job description which the post holder would be required to undertake in line with service requirements, following consultation. The responsibilities and reporting structures for this position, as outlined, may be subject to change in the future, within the context of the reconfiguration of management structures in the hospital and the managed clinical network.

**Hours of work**

The standard working week applying to the post is 39 hours per week. As per Hospital policy internal rotation will be applied to all posts, which will involve allocation to day units such as OPD, Perinatal Centre, Emergency Room and EPAU.

Framework for Implementation of Clause 30.4 of towards 2016 apply. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements including rotation as advised by their line manager. Contracted hours of work are liable to change between the hours of 7.30am until 8.30pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.

The work will generally involve rostering over 5 day week, Monday -Friday but flexibility will be required as agreed with the Director of Midwifery & Nursing or her deputy.

**Flexibility**

This post requires a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required, i.e. evenings/weekends.

**Remuneration**

Remuneration is in accordance with the salary scale approved by the Department of Health & Children effective from 1st October, 2018. Current remuneration as follows:
€56,993 - €70,237 per annum (including LSIs)

Probation

The successful candidate will be appointed initially for a probationary period of six months. During the probationary period progress or otherwise will be monitored and at the end of the probationary period the service will (a) be certified as satisfactory and confirmed in writing or (b) if not satisfactory, the probationary period may be extended by 3 months.

Annual Leave

Annual Leave will be given in accordance with the Department of Health and Children/Hospital Regulations and under the terms of the Organisation of Working Time Act, 1997.

The Hospitals annual leave year is from 1st January to 31st December. Annual leave entitlement for part-time staff will be on a pro rata basis.

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<td>0-5</td>
<td>25 days</td>
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<tr>
<td>5-10</td>
<td>26 days</td>
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<tr>
<td>10+</td>
<td>28 days</td>
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Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

Termination of Office

The employment may be terminated at any time by three months' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/2001. The Management’s right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.
Pension arrangements and retirement age

There are three superannuation schemes currently in operation for staff in The Coombe Women & Infants University Hospital:

(a) Voluntary Hospital Superannuation Scheme (Non-New Entrant)

(b) Voluntary Hospital Superannuation Scheme (New Entrant)

(c) Single Public Service Pension Scheme

Please read carefully the summary of the criteria for the three superannuation schemes below. This will assist you in identifying which scheme membership is applicable to your employment circumstances.

(a) If you have been continually employed in the public service prior to the 1st April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (Non-New Entrant) with a Minimum Retirement Age of 60 and a Maximum Retirement Age of 65.

(b) If you have been continually employed in the public service post the 1st April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (New Entrant) with a Minimum Retirement Age of 65. There is no Maximum Retirement Age.

The compulsory retirement age of 65 has been removed enabling staff to remain longer in work should they wish, subject to suitability and health requirements.

(c) If you have commenced employment in the public service as a new entrant or you are a former public servant, returning to the public service after a break of more than 26 weeks, you will be included in the Single Public Service Pension Scheme effective from the 1st January 2013 with a minimum retirement age of 66 (rising to 67 and 68 in line with state pension changes). The maximum retirement age under this scheme will be age 70.

The person appointed will be required to join the relevant Superannuation Scheme and will be required to contribute to the employing authority at the appropriate rate of gross annual superannuable remuneration as determined by the Minister responsible for the Scheme.

Pension benefits made to part-time staff will be on a pro-rata basis.
For existing Public Servants (i.e. those who have entered the public service on or before the 31st March 2004) retirement is compulsory on reaching the age of 65 years.

However, candidates should note that changes have been made in the superannuation provisions and retirement ages for public servants who take up duty with effect from 1st April 2004.

In this context, new entrants, within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act 2004, to the public service should note:

The minimum pension age has been increased to 65 years for most new entrants to the public service. The compulsory retirement age of 65 has been removed.

Pension benefits for new entrants will accrue on a standard basis (i.e., one year’s credit for one year’s service up to a maximum of 40 years’ service) while normal abatement of pension provision will apply to all public sector posts.

With effect from 1st January 2013, it is a condition of the appointment of new entrants to the public service* that you be a member of the Single Public Service Pension Scheme. Please see information booklet attached.

If you have commenced employment in the public service as a new entrant or you are a former public servant, returning to the public service after a break of more than 26 weeks, you will be included in the Single Public Service Pension Scheme effective from the 1st January 2013 with a minimum retirement age of 66 in 2018 (rising to 67 in 2021 and 68 in 2028 in line with state pension changes). The maximum retirement age under this scheme will be age 70.

*A former public servant returning to the public service after a break of more than 26 weeks is considered a new entrant.

**Health & Safety**

- All employees must comply with the Safety, Health and Welfare at Work Act, 2005.
- Comply and enact Health and Safety responsibilities as outlined in Hospital policies, protocols and procedures relevant to your area.
- Take reasonable care to protect your own safety, health and welfare and that of any other person who may be affected by your acts or omissions at work.
- Ensure that personal protective equipment is worn while on duty.
- Correct use of equipment.
• Adhere to department policies in relation to the care and safety of any equipment supplied and used to carry out the responsibilities of the role of CNSp in Perinatal Mental Health care.

**Information Technology**

Ensure that you make the most effective and efficient use of developments in technology for both patient care and IT support in a manner, which integrates well with systems throughout the organisation, actively assisting in the integration of new technology and systems.

**Hygiene/Infection Control**

All employees have responsibility for Hygiene awareness. Hygiene is defined as “The practice that serves to keep people and environments clean and prevent infection.” All employees also have a responsibility under their terms of employment to prevent transmission of infection and to follow the hospital infection control policies and guidelines as outlined in the Infection Control Manual. All employees must be aware that they work in an area where there is potential for transmission of infection. All employees have a responsibility to follow hand hygiene guidelines as this is the single most important intervention to prevent the transmission of infection.

**Dress Code / Uniform**

The appointee will be required to abide by the Hospital’s regulations regarding dress code/uniform, protective clothing, footwear etc. Dress Code/Uniform must not be worn when off duty. Hospital approved Identity Badge must be worn at all times while on duty.

**Vaccination Against Hepatitis B**

Staff who will have contact with blood and are at risk from personal occupational injury are required to be vaccinated against Hepatitis B before taking up employment in the Hospital. A prospective employee who is currently being vaccinated is required to complete the course of injections against Hepatitis B. Information about Hepatitis B Vaccination can be obtained from the Occupational Health Unit.

**Confidentiality**

In the course of the post holder’s employment he/she may have access to or have information concerning the personal affairs of staff or other confidential information. Such information is
strictly confidential and unless acting on the instruction of an authorised officer, on no account must information concerning staff or other service business be divulged or discussed, except as appropriate in the performance of normal duty. In addition, information, records, files must never be left in such a manner that unauthorised persons can obtain access to them. No records, documents or property of the Hospital may be removed from the premises of the Hospital without prior authorisation. You must return to the Hospital upon request and, in any event, upon the termination of your employment, all documents or other property of the Hospital which are in your possession or under your control.

**Data Management**

Ensure compliance with the obligations required by the Data Protection Act 2003.

**Trust in Care Policy**

The Coombe Women’s Hospital is committed to the principles of the Trust in Care Policy and all employees have a duty to report concerns for the safety and welfare of patients with in the procedures detailed in this policy.

**Children First: National Guidance for the Protection and Welfare of Children Act 2015**

As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a mandated person in accordance with section 2 of the act. You will remain mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. The Hospital is committed to the principles of the Children First Act 2015 all employees must fully comply with Procedures and Practices including relevant legislation and Codes of Practice. See Children First, National Guidance for the Protection and Welfare of Children Act 2015. Contact Rosemary Grant, Principal Medical Social Worker.

**DEVELOPMENT OF HOSPITAL GROUPS**

The Hospital Structure is currently under review and, therefore, reporting relationships may change. The development of Hospital Groups may require the post-holder to adopt a different reporting relationship and additional accountabilities. Full consultation will take place in advance of any such change.
**Note:** This job description is an outline of current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. As the role develops in the hospital, this job description may be reviewed in light of possible new structures and/or changing needs of the hospital.

The extent and speed of change in the delivery of health care is such that adaptability is essential at this level of appointment. The incumbent will be required to maintain, enhance and develop their knowledge, skills, and aptitudes necessary to respond to a changing situation. The Job Description must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

**Short-listing**

Applicants will be subject to short listing based on information provided in their application, whereby only those who meet set criteria shall be called to interview.

Shortlisting may be carried out on the basis of information supplied in your application form. The criteria for short listing are based on the requirements of the post as outlined in the “eligibility criteria”.

Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.

**Application Details**

Intending applicants should submit a completed application form along with a Curriculum Vitae, and letter of application through [www.coombe.ie](http://www.coombe.ie) or [www.Irishjobs.ie](http://www.Irishjobs.ie) before the closing date 5pm on Friday 31st May 2019.

Informal enquiries for this post can be made to Ms. Sarah Bux, PA to Director of Midwifery and Nursing at +353 (0) 1 408 5729 or E-mail sbux@coombe.ie

You must complete the official application form in full. If you do not complete the application form in full, your application may not be submitted to the selection board for consideration and subsequent interview.

*Applications must be submitted as a Microsoft Word or PDF document format only.*
All candidates should note that, in order to maintain a timely process, the closing date and time for receipt of applications will be strictly adhered to.