# NATIONAL INSTITUTE OF HEALTH AND SOCIAL STUDIES (NIHSS)
# ORGANISATIONAL STRUCTURE – updated 3rd March 2025

**GOVERNING BOARD**

**Director**

**Quality Assurance Officer**

**Accountant**

Office Assistant

- Internal moderation of Assessment
- Invigilation

**Deputy Director**

**Administrative Manager**

**Registrar**

**Learner Support Officer**

**Programme Coordinator** (Nursing & HCA Training)

- Nursing
- Health Care Assistant (HCA) Training

**Programme Leaders** (Allied Health and Access)

- Biomedical Lab Sciences, Occupational Therapy, Nutrition
- Environmental Health Sciences, Emergency Medical Care
- Pharmaceutical Sciences & Access Programme for Health

**Programme Coordinator** (Social Studies)

- Programme Leader for Social Work
- Counselling
- Domiciliary Care

**Programme Leader** (Course and Program Dev.)

- Job Analysis
- Course and Programme Development and Review
- Liaise with SQA, Professional Councils and other relevant partners.

**Programme Coordinator** (In-Service Training, CPD, RPL & Research)

- In-service Training
- Recognition of Prior Learning (RPL)
- Continuous Professional Development (CPD)
- Research

**Programme Leader** (Work-Based Experience)

- Clinical Placement
- Briefing and Debriefing
- Visits
- Communication with service areas in health and social sectors

**LECTURERS**

Site & Facilities Officer

Laboratory Technician

Librarian

Assistant Librarian

Office Assistant/ Receptionist

Driver

Human Resources Management

Budgeting and Expenditure

Outsourced Services and Contracts

Purchasing and Inventory