**Clinical Nurse Manager 3, Orthopaedic Trauma Coordinator**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Clinical Nurse Manager 3, Orthopaedic Trauma Coordinator  Grade Code: 233X |
| **Remuneration** | The salary scale for the post as of **01/03/2025** is:  70,025 71,410 74,913 76,291 77,677 79,081  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Campaign Reference** | G10608 & G10609 |
| **Closing Date** | 10am on 12th September 2025 via Rezoomo only |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week’s notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Galway University Hospitals, HSE West and North West  There are currently two permanent whole-time vacancies available in Galway University Hospitals  A panel may be formed as a result of this campaign for Galway University Hospitals  from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | We welcome enquiries about the role.  Contact Edel Kelly, Assistant Director of Nursing, University College Hospital / [edel.kelly2@hse.ie](mailto:edel.kelly2@hse.ie) for further information about the role. |
| **Details of Service** | The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.  The region comprises of 7 hospitals across 8 sites:   * Letterkenny University Hospital (LUH) * Mayo University Hospital (MUH) * Portiuncula University Hospital (PUH) * Roscommon University Hospital (RUH) * Sligo University Hospital (SUH) incorporating Our Lady’s Hospital Manorhamilton (OLHM) * Galway University Hospitals (GUH) incorporating University Hospital Galway (UHG) and Merlin Park University Hospital   The region’s Academic Partner is University of Galway.  The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff  **Vision**  Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.  **Guiding Principles**  Care – Compassion – Trust – Learning  Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:   * Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population. * Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity. * Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners.   Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Mission Statement** | Patients are at the heart of everything we do. Our Mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.  **OUR GUIDING VALUES**  **Respect** - We are an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more.  **Compassion** - we treat patients and family members with dignity, sensitivity and empathy.  **Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity.  **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research.  **Learning** - we nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential.  **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions.  **Team working** – we engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | * Professionally accountable to the Director of Nursing, GUH * Operationally accountable to the Assistant Director of Nursing, GUH, and Consultant Clinical Lead for Trauma Service |
| **Key Working Relationships** | * Patients/Service Users * Clinically – multi-disciplinary team * Clinical Consultant Lead for Trauma Service * Director/Assistant Director of Nursing * Senior nurses within health service * Nursing and Midwifery Board of Ireland * Higher Education Institution * May include client/patient interest groups * Nursing and Midwifery Planning and Development Unit * Hospital and Community Group Service |
| **Purpose of the Post** | * The post of Trauma Co-ordinator Clinical Nurse Manager 3 has a pivotal role in service planning, co-ordinating, and managing Trauma activity and resources within West North West Hospital Group. * The role involves liaising with a large multidisciplinary team to ensure Trauma patients are managed in the most appropriate part of the service within an appropriate time frame to ensure the most successful outcome from their injury. * Care co-ordination may commence within the Emergency Department, Injury Unit or Acute Fracture Unit and would continue to the ward setting, operating theatre and may include transfer to and from a local/national rehabilitation centre or specialist national unit and/or discharge. * The Trauma Co-ordinator will include assisting the clinical teams with the management of Ambulatory Trauma list in Galway University Hospital. * The Trauma Co-ordinator will assist the clinical teams in the management of theatre lists for patients requiring Trauma surgery within Galway University Hospitals main theatre complex * The Trauma Co-ordinator will laisse with ward and theatre based CNM’S and Hospital Bed Management to ensure patients are guided through their surgical journey with efficiency. * The Trauma Co-ordinator will act as a liaison with the National Office for Trauma Reconfiguration Service and the National Clinical Programme for Trauma and Orthopaedic Services acknowledging the Model of Care for Planned Trauma Care. * The Clinical Nurse Manager III has a pivotal role in supporting the Assistant Director of Nursing in the delivery of and management of nursing and support services. |
| **Principal Duties and Responsibilities** | * The post holder will support the principle that care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree * Maintain awareness of the primacy of the patient in relation to all hospital activities. * Performance management systems are part of the role and you will be required to participate in the hospital performance management programme   **Management and Leadership**   * Support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree. * Participate in the appropriate and effective management of the service. * Participate in the development of the overall service plan and in the monitoring and review of activity against the plans. * Participate in the overall financial planning of the service including the assessment of priorities in pay and non-pay expenditure. * Assist with the direction, supervision and coordination of the nursing service to provide a high level of patient care / patent flow and clinic/functional area/sector management. * Provide innovative and effective leadership, support and advice to nursing and allied staff at all levels. * Provide guidance to nursing and other staff in the implementation of nursing and policies. * Maintain good employee relations and promote good communication with all relevant staff. * Give support and counsel to nursing and allied staff as necessary and take action in accordance with agreed service policy, if necessary. * Plan and guide activities to provide optimum patient care in accordance with service policies and procedure. * Ensure adherence to all standards and guidelines relating to professional nursing practice and behaviour. * Undertake other relevant duties as may be determined from time to time by the Director of Nursing or other designated officer. * Participate and engage in projects and service developments by representing senior nursing on committees and groups local and national. * Participate and engage in projects and service developments relevant t developing Trauma service * Manage and promote liaisons with internal / external bodies as appropriate e.g. intrahospital service and the community. * Maintain all necessary clinical and administrative records and reporting arrangements * Engage in IT developments as they apply to service user and service administration   **Professional /Clinical Responsibilities**   * Manage and coordinate the caseload of patients requiring Trauma surgery. * Liaise with the Emergency Department, operating theatre, bed management and all wards where relevant Trauma patients are accommodated. * Liaise closely with Consultant Lead for Trauma Service / Nursing Management / Bed Management / Theatre Nurse Manager with matters relating to patient injuries, daily theatre lists, patient priority and medical fitness. * Develop pathways where patient with suitable injuries are managed in a scheduled manner that is appropriate to their Trauma care needs * Ensure all aspects of patient care is initiated including diagnostics, treatment, communication, information to patient(s) and relatives in a timely and professional manner. * Ensure all relevant patients awaiting surgery are fully prepared in all aspects of their preoperative care. * Foster good working relationships across the multidisciplinary team. * Provide a high level of professional and clinical leadership. * Provide safe, comprehensive nursing care to service users within the guidelines laid out by An Bord Altranais. * Practice nursing according to Professional Clinical Guidelines, National and Area Health Service Executive guidelines, local policies, protocols and guidelines, current legislation. * Manage, monitor and evaluate professional and clinical standards ensuring an evidence-based care planning approach. * Manage own case load in accordance with the needs of the post. * Ensure that service users and others are treated with dignity and respect. * Maintain professional standards in relation to confidentiality, ethics and legislation. * Participate in development of quality initiatives including clinical audit, standard setting, investigation of complaints and untoward incidents. * Manage patient care to ensure the highest professional standards, which is aligned with trauma care standards and best practice. * Adhere to National and International guidelines for Trauma System Implementation Program workstream, delivery of agreed Key Performance Indicators, resource management (staff and non- staff), practice development, facilitating communication and professional / clinical leadership * Operate within the scope of practice - seek advice and assistance from his / her manager with any cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance.   **Education and Training**   * Contribute to service development through appropriate continuous education, research initiatives, keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and attend staff study days as considered appropriate. * Provide support/advice to those engaging in continuous professional development in his/her area of responsibility. * Participate in the identification, development and delivery of induction, education, training and development programmes for nursing and non-nursing staff. * Participate in in-service training, orientation programmes and appraisals of all nursing staff. Also, participate in nurse training programmes and any other programmes pertaining to future development in the hospital. * Provide support supervision and professional development of appropriate staff. * Engage in performance review processes including personal development planning e.g., by setting own and staff objectives and providing and receiving feedback.   **Clinical Governance, Quality Assurance, Risk, Health & Safety**   * Ensure that effective safety procedures are developed and managed to comply with statutory obligations. * Be aware of risk management issues, identify risks and take appropriate action. * Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards. * Assist in the development, implementation and review of Health and Safety statements, risk registers as appropriate. * Document appropriately and report any near misses, hazards and incidents and bring them to the attention of the relevant person(s). * Maintain a feedback mechanism and report to Director of Nursing and senior management when appropriate. * Work in a safe manner with due care and attention to the safety of self and others. * Ensure adherence to policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. Ensure advice of relevant stakeholders is sought prior to procurement. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards, Medication Management Standards etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Performance Management**   * Promote and support a performance measurement and management culture. * In conjunction with the Assistant Director of Nursing develop a Performance Management system for the nursing profession in their area. * Identification and development of monthly Key Performance Indicators (KPIs) which are congruent with the Groups strategic and service plan. • The management and delivery of KPIs / Nursing Metrics and other quality measurement tools in ward / departments as a routine and core business objective. * The development of Action Plans to address non-attainment of KPI targets. * To develop individual Plan of Actions (POAs) with the Assistant Director of Nursing and agree performance targets.   **General Conditions**   * Employees must attend fire lectures periodically and must observe fire orders. * All accidents within the Department must be reported immediately. * Infection Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. * The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. * The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas: * *Continuous Quality Improvement Initiatives* * *Document Control Information Management Systems* * *Risk Management Strategy and Policies* * *Hygiene Related Policies, Procedures and Standards* * *Decontamination Code of Practice* * *Infection Control Policies* * *Safety Statement, Health & Safety Policies and Fire Procedure* * *Data Protection and confidentiality Policies* * The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group’s Risk Management Incident/Near miss reporting Policies and Procedures. * The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. * The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. * It is the post holders’ specific responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. * The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. * The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. * The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. * It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.   **KPI’s**   * The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets. * The development of Action Plans to address KPI targets. * Driving and promoting a Performance Management culture. * In conjunction with line manager assist in the development of a Performance Management system for your profession. * The management and delivery of KPIs as a routine and core business objective.   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:**   * Employees must attend fire lectures periodically and must observe fire orders. * All accidents within the Department must be reported immediately. * Infection Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. * The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. * The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:   + Continuous Quality Improvement Initiatives   + Document Control Information Management Systems   + Risk Management Strategy and Policies   + Hygiene Related Policies, Procedures and Standards   + Decontamination Code of Practice   + Infection Control Policies   + Safety Statement, Health & Safety Policies and Fire Procedure   + Data Protection and confidentiality Policies * The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Region’s Risk Management Incident/Near miss reporting Policies and Procedures. * The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. * The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. * The post holders’ responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. * The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. * The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. * The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. * It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.   **The above Job Specification 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 them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | Candidates must on the closing date:  **Statutory Registration, Professional Qualifications, Experience, etc**  (a) Eligible applicants will be those who on the closing date for the competition:  (i) Are registered in the relevant division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI](Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered.  **AND**  (ii) Have at least 5 years post registration full time (or an aggregate of 5 years post registration full time) experience of which 2 years (or an aggregate of 2 years post registration full time experience) must be in the speciality or related area.  **AND**  (iii) Have the clinical, managerial and administrative capacity to properly discharge the functions of the role.  **AND**  (iv) Candidates must demonstrate evidence of continuous professional development.  **AND**  (b) Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the  functions of the role.  **Annual registration**  (i) On appointment, practitioners must maintain live annual registration on the relevant  division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann).  **AND**  (ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient  Safety Assurance Certificate (PSAC).  **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 such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of Trauma coordination experience across the acute hospital setting relevant to role. |
| **Other requirements specific to the post** | Access to appropriate transport as this post may involve frequent travel. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * Demonstrate practitioner competence and professionalism. * Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the clinical / designated area. * Demonstrate the ability to relate nursing research to nursing practice. * Demonstrate an awareness of HR policies and procedures including disciplinary procedures. * Demonstrate an awareness of relevant legislation and policy e.g., health and safety, infection control etc. * Demonstrate a commitment to continuing professional development. * Demonstrate a willingness to develop IT skills relevant to the role.   **Proactive Approach to Planning & Managing Resources**   * Senses and keeps an ear to the ground on the corporate agenda. Leads on translating the corporate agenda into practical service planning. * Shows awareness of service needs; is able to analyse and assess current systems and demand levels to develop best system / approach based on needs. * Acts as the conduit to ensure that the learning from new service practices actively shapes future service plans. * Shows system understanding and the ability to balance multiple resourcing issues; can skilfully deploy and adjust human resources to meet changes, demands and contingencies.   **Leadership & Team Management Skills**   * Demonstrates the ability to lead on clinical practice. * Articulates a vision and sets clear objectives for service delivery. * Demonstrate the ability to work within, lead and manage a team. * Is open to, leads and manages change. Makes a positive case for change / introduces new ways of working and sells the benefits of change to others; supports and monitors the implementation of change.   **Commitment to providing a Quality Service**   * Demonstrate a strong commitment to the delivery of quality service. * Demonstrate the ability to lead on service quality and participate in the service planning and development process. * Demonstrate knowledge of quality assurance practices and their application to nursing procedures. * Demonstrate motivation, initiative and an innovative approach to job and service developments.   **Analysis, Problem Solving and Decision-Making Skills**   * Demonstrates evidence-based decision-making, using sound analytical and problemsolving ability. * Shows sound professional judgement in decision-making; applies research findings to improve nursing practice and processes. * Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions. * Uses a range of information sources and knows how to access relevant information to address issues. Communication and Interpersonal * Demonstrates sensitivity to issues arising from multiple stakeholders. * Demonstrates good negotiation skills and assertiveness as appropriate. * Tailors communication to suit the needs of the audience and demonstrates sensitivity, diplomacy and tact when dealing with others. * Demonstrates resilience and composure in dealing with situations. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.  Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Clinical Nurse Manager 3, Orthopaedic Trauma Coordinator**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are permanent and whole time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **37.5** hours per week. Your normal weekly working hours are **37.5** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)