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**Medical Scientist, Senior (Histopathology)**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Medical Scientist, Senior (Histopathology)**(Grade Code: 3877) |
| **Campaign Reference** | NRS05379 |
| **Closing Date** | **Friday 5th January 2018 @ 12 Noon** |
| **Proposed Interview Date (s)** | Early/Mid February 2018  |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Letterkenny University Hospital Saolta University Health Care GroupThere is currently one permanent whole-time post available. The post holder will initially be assigned to Letterkenny University Hospital. The successful candidate may be required to work in any service area within the vicinity as the need arises.A panel may be formed for **Letterkenny University Hospital** from which current and future permanent and specified purpose vacancies of full time or part time duration may be filled. |
| **Informal Enquiries** | Mrs Kerry Alcorn, Chief Medical Scientist (Histopathology)**Email:** kerry.alcorn@hse.ie**Tel:** 074 91 23561/074 91 88896 |
| **Details of Service** | County Donegal may surprise you. Recently voted the ‘coolest place on the planet’ by National Geographic and the ‘best value place to live in Ireland’ by EBS, it boasts spectacular scenery coupled with an abundance of cultural experiences. A mere thirty-minute car journey from Letterkenny will reward you with one of the most beautiful beaches in the world! Letterkenny University Hospital (LUH) is situated in a thriving town, that was voted Ireland’s Tidiest Town in 2015, and which hosts numerous local, national and international events throughout the year. LUH is one of the seven members of the Saolta University Healthcare Group, with the others being situated in counties Sligo, Mayo, Galway and Roscommon. It is a 320-bedded acute general and maternity hospital serving the 158,755 inhabitants of Co. Donegal. The Pathology Department is the second largest laboratory in the Saolta group. The Histopathology Department at LUH provides a histopathological and non-gynae cytology service to all hospital clinicians, as well as to General Practitioners in the community, processing almost 9,000 cases per year. The team consists of three Consultant Pathologists, one Chief Medical Scientist, one Senior Medical Scientist and five staff-grade Medical Scientists (4WTE), along with clerical support. Recent developments in the department include the introduction of liquid-based cytology and xylene-free processing and staining.Saolta University Health Care Group is one of seven new hospital groups announced by the then Minister for Health, Dr. James Reilly TD in May, 2013, as part of a re-organisation of public hospitals into more efficient and accountable hospital groups that will deliver improved outcomes for patient. The Saolta University Health Care Group comprises of 7 hospitals:* Letterkenny University Hospital
* Sligo University Hospital
* Mayo University Hospital
* Roscommon University Hospital
* Portiuncula University Hospital
* Merlin Park University Hospital Galway
* University Hospital Galway

The Group has one overall Group Management Team, turnover of €820 million and operates with 1,781 beds and staffing of 8,454 WTE (9,737 headcount) in June 2016.The objectives of the groups are to:* Achieve the highest standard of quality and uniformity in care across the group
* Deliver cost effective hospital care in a timely and sustainable manner
* Encourage and support clinical and managerial leaders
* Ensure high standards of governance, both clinical and corporate and recruit and retain high quality nurses, NCHDs, consultants, allied health professionals and administrators in all our hospitals.

There is an evolving Group governance structure with 4 Clinical Directorates which manage the clinical specialities across each site:* Medicine
* Perioperative
* Diagnostics
* Women and Children’s

Each Directorate has a set of key performance indicators to improve quality, drive performance, and ensure efficiency. The Group provides a range of high quality services for the catchment areas it serves and GUH is a designated supra-regional cancer service provider meeting the needs of all the counties along Western seaboard and towards the midlands from Donegal to North Tipperary. Saolta University Health Care Group aims to meet its service plan targets. Its priority is to implement the national clinical care programmes across the Group and establish a performance management culture with the development of Key Performance Indicators.**Vision**The formation of the hospitals groups, which will transition to independent hospital trusts, will change how hospitals relate to each other and integrate with the academic sector. Over time, the Group will deliver:* Higher quality service
* More consistent standards of care
* More consistent access to care
* Stronger leadership
* Greater integration between the healthcare agenda and the teaching, training, research and innovation agenda

Our Academic Partner is the National University of Ireland, Galway and we are developing further international partnerships in the UK and the USA” |
| **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 VISION STATEMENT**Our Vision is to build on excellent foundations already laid, further developing and integrating our Group, fulfilling our role as an exemplar, and becoming the first Trust in Ireland.**OUR GUIDING VALUES****Respect** - We aim to be 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 will 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 will nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfill 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. **Teamworking** – we will engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission. **Communication** - we aim to 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** | The post holder will report to the Chief Medical Scientist (Histopathology) or other designated person. |
| **Purpose of the Post**  | The purpose of the post is to be a senior member of the Medical Scientist team; to participate at senior level in providing a high quality and efficient laboratory service to consultants, doctors and their patients within the hospital and the community.This post is a single-discipline position. |
| **Principal Duties and Responsibilities** | * The person holding this post is required to 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.
* Maintain throughout the hospital 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 actively participate in the Group’s performance management programme.

 **Scientific / Professional***The Medical Scientist, Senior (Histopathology) will:** Maintain throughout the hospital awareness of the primacy of the patient in relation to all hospital activities.
* Actively participate in the improvement and development of services within the laboratory in liaison with Chief Medical Scientist and Service Manager.
* Demonstrate behaviour consistence with the mission and values of the hospital.
* Observe the strictest confidence when dealing with all aspects of patient or hospital information.
* Be responsible for the quality of their work and carry out their duties in accordance with hospital policy.
* Participate in the work of all the department sections both routine and specialised Cellular Pathology.
* Participate in the work of the department taking day-to-day responsibility for planning, prioritising and supervising the work of a section or subsection of the department in accordance with departmental policy.
* Ensure the performance of assigned work is to the highest professional standard in accordance with ISO 15189 and laboratory SOPs.
* Be responsible for performance, maintenance, condition, quality control and record keeping of all instruments within the section. Ensure all equipment malfunctions are investigated, reported and repaired accordingly.
* Be responsible for managing consumables and reagent stocks supplies associated with the section.
* Contribute to the evaluation, procurement, validation and implementation of new analytical equipment, methods and software.
* Maintain and improve quality in the department by participating in and facilitating Quality Assurance and Audit, developing documentation including policies, procedures and SOPs to ISO 15189 standards.
* Participate in laboratory meetings particularly in relation to assessment of performance, development of the service and organisational changes. Contribute to effective communication within the department.
* Ensure that procedures are carried out in compliance with international and national guidelines and actively participate in internal and external quality control and quality assurance.
* Ensure all policies in relation to record keeping are followed.
* Be familiar with electronic information systems in place and under development and be familiar with and proficient in the use of the information technology systems within the department.
* Undertake suitable training and development programmes as required and maintain the required standards of competence when undertaking duties.
* Be familiar with the Health and Safety policies of the HSE and the department and ensure that they are followed to maintain a safe working environment for all employees and visitors.
* Co-operate with the Consultants, Chief Medical Scientist and the Service Manager and proactively participate in the introduction of new ideas and methods according to HSE policy. Participate and co-operate in evaluating and validating equipment, consumables and research and development projects.
* Behave at all times in a manner appropriate to your profession and the obligations and constraints of the post, including an awareness of the primacy of the patient, maintaining patient confidentiality and relating to patients, clients and other stakeholders in an understanding and sympathetic way.
* Carry out the Major Emergency Plan for isolated incidents of multiple trauma as required by hospital policy.

**Staff Management***The Medical Scientist, Senior (Histopathology) will:** Manage and supervise basic grade, support staff, clerical officer and trainees within the department.
* Supervise and ensure competence of staff to carry out procedures.
* Promote a culture of learning by participating and assisting in continuous professional development of self and others.
* Design and deliver training to staff within the department to support the training of new and existing medical scientists, student medical scientists and laboratory aides working in their section. Document staff training.
* Promote healthy working relationships and a professional, punctual and dedicated team.
* Facilitate open communication within the department and to other hospital and user sectors.
* Maintain attendance/absence records and duty rosters as required.
* Monitor sickness/absence levels and implement local and national control measures at Department Level. Proactively manage persistent poor staff attendance.
* Ensure that the laboratory standard operating procedures and Health and Safety policies are understood and carried out by all staff.
* Participate fully as a team member, sharing knowledge and information and supporting colleagues to promote a cohesive laboratory team and the achievement of team objectives. Maintain continuity of service by deputising for the Chief Medical Scientist during periods of absence in accordance with HSE policy.

**Health & Safety***The Medical Scientist, Senior (Histopathology) will:** Implement agreed policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards.
* Work in a safe manner with due care and attention to the safety of self, patients and others.
* Be aware of risk management issues, identify risks and take appropriate action; report any adverse incidents or near misses.
* Assist and cooperate with senior staff in procedures aimed at accident prevention and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
* Participate in and/or prepare and audit the Histopathology, or other, department in accordance with laboratory H&S policies.
* Have a working knowledge of 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.
* Be familiar with the Health & Safety policies of the HSE and the department and ensure that they are followed to maintain a safe working environment for all employees and visitors.

**Education & Training***The Medical Scientist, Senior (Histopathology) will:** Participate in mandatory training programmes.
* Take responsibility for, and keep up to date with current practice by participating in continuing professional development.
* Maintain an up-to-date personal training / retraining record in accordance with laboratory policy.
* Engage in performance review processes including personal development planning as per laboratory policy.
* Facilitate arrangements in the laboratory area for educating and training scientific, medical personnel and others as appropriate.
* Co-operate fully with the implementation of new procedures, technologies and IT systems.
* Actively participate in continuing professional development, education and research activities as appropriate to the development of their section/laboratory.

**Administrative***The Medical Scientist, Senior (Histopathology) will:** Actively participate in the improvement and development of services with the Chief Medical Scientist in collaboration with the Service Manager or Consultant in Charge.
* Be familiar with and duly implement all documented procedures and policies.
* Participate as required in the registration, custody and stock monitoring of materials held in the laboratory.
* Participate in the provision of appropriate statistical and management information.
* Make the most effective use of information technology for both patient care and administrative support.
* Represent the department at meetings and conferences as designated.
* Promote a culture that values diversity and respect in the workplace.
* Keep up to date with organisational developments within the Irish Health Service.

**Finance***The Medical Scientist, Senior (Histopathology) will:** Ensure the most effective use of resources.
* Assist in all costing activities within the laboratory.
* Provide appropriate statistical and management information as needed.

**KPIs***The Medical Scientist, Senior (Histopathology) role will:** Actively participate in the identification and development of Key Performance Indicators (KPIs) which are congruent with the hospital’s service plan targets.
* Participate as required in the development of Action Plans to address KPI targets.
* Drive and promote a Performance Management culture.
* Assist in the development of a Performance Management system for your profession in conjunction with line manager.
* Facilitate the management and delivery of KPIs as a routine and core business objective.

**PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS*** Employees must attend all mandatory training.
* 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 Building is not permitted.
* Hospital uniform code must be adhered to.
* Provide information that meets the need of Senior Management.

**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 Hospitals 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 responsibility of the post holder to be aware of and comply with the HSE Health Care Records Management / Integrated Discharge Planning (HCRM / IDP) Code of Practice.
* The post holder will investigate accidents, incidents and near misses and put the necessary corrective and preventative actions in place.
* Every employee is responsible for identifying, assessing and reporting all risks and for contributing to the management and review of all risks.

**The above Job Description 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.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **Candidates must have at the latest date of application:** **1. Professional Qualifications, Experience etc.**1. Possess the Bachelor in Science (Applied Science) Honours degree (Biomedical option) from the University of Dublin/Dublin Institute of Technology, Kevin Street;

**Or**1. Possess the Bachelor in Science Honours degree in Biomedical Science from the Joint University College Cork/Institute of Technology Cork course;

Or1. Possess the Diploma in Medical Laboratory Science of the Dublin Institute of Technology, Kevin Street or the Cork Institute of Technology awarded prior to 1994;

Or1. Possess a recognised qualification at least equivalent to (a) or (b) above;

Or1. Possess a recognised qualification at least equivalent to (c) awarded prior to 1994;

And1. Possess a postgraduate degree in the field of Medical Laboratory Science;

Or1. Have attained the Fellowship Examination of the Institute of Biomedical Science

And1. Possess Fellowship of the Academy of Clinical Science and Laboratory Medicine (ACSLM) or be eligible for fellowship;

And1. Possess four years experience in a medical laboratory since qualifying as a medical scientist.

2. **The requirements 1 (f), (g) and (h) will not come into effect until 1st October 2009 in respect of a candidate who:**1. holds a qualification set out in 1 (a), (b), (d) or (e)

**And**1. is a member of or is eligible for membership of the Academy of Clinical Science and Laboratory Medicine (ACSLM) and was employed as a Medical Scientist (Medical Laboratory Technician) in the health service on or before 1st April 2000.

**2. Age**Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). 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 application forms for the office occurs.**3. 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. **4. Character**Each candidate for and any person holding the office must be of good character |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience working in a Cellular Pathology Laboratory, including staff supervising and training staff in routine and specialised techniques as relevant to the role  |
| **Other requirements specific to the post** | * A flexible approach to working hours is required.
* Participation in the provision of out of hour’s service where required
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| **Skills, competencies and/or knowledge** | **Professional Knowledge*** Demonstrate evidence of theoretical and practical knowledge and experience of clinical histopathology.
* Demonstrate an in depth knowledge of routine and specialised histological technique, verification, validation and performance monitoring.
* Demonstrate up-to-date knowledge of best practice in delivering a quality laboratory service.
* Demonstrate comprehensive knowledge of the requirements of ISO 15189.
* Demonstrate awareness and compliance with HSE policies, procedures, guidelines and standards and promotion of this to others.
* Demonstrate the ability to identify and resolve system failures and anomalies.
* Demonstrate the ability to evaluate information, solve problems and make effective decisions.
* Demonstrate experience in documentation preparation.
* Demonstrate evidence of computer/IT skills.
* Demonstrate evidence of commitment to continuing professional development.
* Demonstrate flexibility and openness to change.
* Demonstrate evidence of project management skills.
* Be aware of and adhere to relevant standards policies and legislation for example Health and Safety, Freedom of Information Act 1997, Childcare Act, HIQA Standards.
* Demonstrate a focus on quality and patient centred service provision.

**Planning and Managing Resources*** Demonstrate evidence of effective planning and managing skills.
* Demonstrate experience of managing large workloads, ability to work under pressure and multi-task.
* Demonstrate good time management skills.
* Demonstrate capacity for management responsibility and demonstration of initiative.
* Demonstrate ability to evolve and adapt to a rapid changing environment.
* Demonstrate the ability to manage self in a busy working environment.

**Managing & Developing (Self & Others)*** Demonstrate experience in staff training and maintaining staff training records.
* Demonstrate ability to work to your own initiative, work independently and as a lead person and ability to manage a team.
* Demonstrate ability to maintain self control in difficult and challenging situations.
* Demonstrate supervisory, management and leadership experience.

**Communication Skills*** Demonstrate effective communication skills including the ability to present information in a clear and concise manner.
* A willingness to share knowledge and/or new ideas with staff and colleagues.
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| **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 being called forward 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. |
| **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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.This job description 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. |



**Medical Scientist, Senior (Histopathology)**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is 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. |
| **Remuneration**  | The Salary Scale (as at 01/04/17) for the post is: €48,979 – €51,189 – €53,150 – €55,156 – €57,222 – €59,253 – €61,344 – €63,414 – €65,500  |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. 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 as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Job Offer 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 |
| **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 Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer 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. |
| **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-1), 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-2).
* 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 the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)