**Physiotherapist, Senior - Fisiteiripeoir, Sinsearach (Women’s Health & Continence) Supplementary Campaign**



**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Physiotherapist, Senior - Fisiteiripeoir, Sinsearach (Women’s Health & Continence) Supplementary Campaign  (Grade code: 3158) |
| **Remuneration** | The salary scale for the post is: (as at 01/08/2025)  €63,912 - €65,275 - €66,681 - €68,073 - €69,467 - €70,933 - €72,478 - €74,018 - €75,254  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** | SLIGO 0595 |
| **Closing Date** | **12 noon Friday 29th August 2025**  **Only fully completed application forms submitted via Rezoomo by the closing date and time will be accepted. No exceptions will be made.**  **\*\*\*CV's not accepted for this campaign\*\*\***  [**https://www.rezoomo.com/job/83776/**](https://www.rezoomo.com/job/83776/) |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' 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** | **Sligo University Hospital (Ospidéal Ollscoile Shligigh)**  There is currently one whole time permanent vacancy in the Physiotherapy Department, Sligo University Hospital.  Initial assignment will be to Sligo University Hospital. The successful candidate may be required to work in any service area as the need arises. A panel may be formed for Physiotherapist, Senior Women’s Health and Continence 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:  Name: Sheila Kiely-Ryan, Physiotherapist, Manager in Charge III, Physiotherapy Department, Sligo University Hospital.  Tel: 071 9136866  Email: [Sheila.Kiely@hse.ie](mailto:Sheila.Kiely@hse.ie)  for further information about the role.  Contact:  Name: Aisling Watters  Job Title: Assistant Staff Officer, HR Department, Sligo University Hospital  Tel: 071 9180347  Email: [aisling.watters@hse.ie](mailto:aisling.watters@hse.ie)  for enquiries relating to the recruitment process. |
| **Details of Service** | **The Senior Physiotherapist, Women’s Health & Continence** willprovide a comprehensive physiotherapy service to both in- and out-patients in the clinical areas of pregnancy-related MSK and continence in the specialties of antenatal, postnatal and gynaecological care. Physiotherapy interventions will be delivered on-site on the Maternity ward, in Physiotherapy OPD and in our Physiotherapy exercise studio. The Senior Physiotherapist, Women’s Health & Continence, will provide individual and group interventions, especially in the area of antenatal classes and education. Some of these classes may be delivered off-site in Sligo and Leitrim. The Senior Physiotherapist will also work closely with the Clinical Specialist Physiotherapist in Ambulatory Gynaecology in SUH to delivery physiotherapy care to Uro-gynaecological patients.  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)](https://saolta.ie/hospital/letterkenny-university-hospital) * [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital) * [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital) * [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital) * [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Lady’s Hospital Manorhamilton (OLHM) * Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital   The region’s Academic Partner is NUI 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.  **HSE 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. |
| **Reporting Relationship** | * Your professional reporting relationship will be to the Physiotherapist, Manager in Charge III through the professional line management structure. |
| **Purpose of the Post** | The Physiotherapist, Senior Women’s Health & Continence Services will:   * To be responsible for the provision of a high-quality physiotherapy service in the following clinical care areas: * Ante-natal Education classes, both on-site and in a variety of healthcare settings off-site * Maternity Ward * Obstetric and Gynaecological Physiotherapy Out-patient clinics * Deliver physiotherapy service in accordance with standards of professional practice. * Develop policies, protocols and guidelines for the physiotherapy service in conjunction with the wider MDT in SUH. * Work in conjunction with the Clinical Specialist Physiotherapist in Ambulatory Gynaecology and other members of the Women’s and Children’s Team in co-ordinating and developing the service to meet the needs of the population it serves in line with the objectives of the organisation. * To work with the Physiotherapist, Manager in Charge III in ensuring the co-ordination, development and delivery of a quality, client centred physiotherapy service across and between networks in the geographical area. * Assist in leading and co-ordinating the delivery of physiotherapy clinical services in collaboration with other physiotherapists. * To carry out clinical and educational duties as required. * Act as a clinical resource in Women’s Health & Continence Services as required in Sligo University Hospital * Develop integrated care pathways for our service users with Primary Care physiotherapy and MDT teams aligned with Slaintecare. * Provide CPD training and participate in in-service training. |
| **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 Group’s awareness of the primacy of the patient in relation to all hospital activities. * Performance management systems are part of role and you will be required to participate in the Group’s performance management programme   *The Physiotherapist, Senior*Women’s Health & Continence Services will:  **Professional / Clinical**   * Be a lead clinician in the physiotherapy profession and carry a clinical caseload appropriate to the post including ante and postnatal care and education, MSK and continence care and gynaecology. * Work closely with the Clinical Specialist Physiotherapist in Ambulatory Gynaecology for the co-ordination and delivery of a quality service in line with best practice and professional standards. * Be a lead clinician in assigned, allocated clinical areas of responsibility and carry a clinical caseload appropriate to the post. * Lead a team of Staff Grade Physiotherapists, as appropriate to the role. * Be responsible for client assessment, development and implementation of individualised treatment plans that are client centred and in line with best practice. * Be responsible for goal setting in partnership with client, family and other team members as appropriate. * Communicate and work in co-operation with the Physiotherapist, Manager in Charge III, Clinical Specialist in Ambu Gynae and other specialist physiotherapy colleagues in CH CDLMS and CHO West, along with other team members, in providing an integrated quality service, taking the lead role as required. * To lead, by example, a professional and punctual team. * Communicate effectively with and provide instruction, guidance and support to, staff clients, family, carers etc. * Be responsible for standards of professional and clinical practice of self and staff appointed to clinical / designated area(s) in line with the Scope of Practice of CORU and Health Service Executive (HSE) guidelines, policies, protocols and legislation. * Be a clinical resource for other Physiotherapists. * Plan and manage resources efficiently in assigned areas of responsibility. * Document client records in accordance with professional standards and departmental policies. * Apply health promotion as an ethos across the clinical area to promote health and wellbeing. * Participate and be a lead clinician as appropriate in review meetings, case conferences etc. * Seek advice of relevant personnel when appropriate / as required.   **Education & Training**   * Participate in mandatory training programmes. * Provide training in all aspects of rehabilitation with a specific focus on haematology and oncology rehabilitation * Take responsibility for, and keep up to date with, Physiotherapy practice by participating in continuing professional development such as reflective practice, in service, self-directed learning, research, clinical audit etc. * Be responsible for the induction and clinical supervision of staff in the designated area(s). * Co-ordinate and deliver student clinical placements in partnership with universities and clinical educators. * Manage, participate and play a key role in the practice education of student physiotherapists. Take part in teaching / training / supervision / evaluation of staff / students and attend practice educator courses as relevant to role and needs. * Engage in personal development planning and performance review for self and others as required. * As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA & to assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report. * 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 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.   **Quality, Health & Safety and Risk**   * Develop and monitor implementation of agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards. * Ensure the safety of self and others, and the maintenance of safe environments and equipment used in Physiotherapy in accordance with legislation. * Assess and manage risk in their assigned area(s) of responsibility. * Take the appropriate timely action to manage any incidents or near misses within their assigned area(s). * Report any deficiency/danger in any aspect of the service to the team or Physiotherapist, Manager in Charge III as appropriate. * Develop and promote quality standards of work and co-operate with quality assurance programmes. * 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 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.   **Administrative**   * Contribute to the service planning process. * Assist the Physiotherapist, Manager in Charge III and relevant others in service development encompassing policy development and implementation. * Review and evaluate the Physiotherapy service regularly, identifying changing needs and opportunities to improve services. * Collect and evaluate data about the service area as identified in service plans and demonstrate the achievement of the objectives of the service. Collate and maintain accurate statistics and render reports as required. * Oversee the upkeep of accurate records in line with best practice. * Represent the department / team at meetings and conferences as appropriate. * Inform the Physiotherapist, Manager in Charge III of staff issues (needs, interests, views) as appropriate. * Promote a culture that values diversity and respect in the workplace. * Participate in the control and ordering of Physiotherapy stock and equipment in conjunction with the Physiotherapist, Manager in Charge III. * Be accountable for the budget, where relevant. * Keep up to date with organisational developments within the Irish Health Service. * Engage in IT developments as they apply to clients and service administration.   **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 have at the latest date of application:**  **1. Statutory Registration, Professional Qualifications, Experience, etc**  (a) **Eligible applicants will be those who on the closing date for the competition have the following:**  (i) Be registered, or be eligible for registration, on the Physiotherapists Register  maintained by the Physiotherapists Registration Board at CORU.  See attached link for current approved Physiotherapy qualifications [**https://coru.ie/health-and-social-care-professionals/education/approved-qualifications/physiotherapists/**](https://coru.ie/health-and-social-care-professionals/education/approved-qualifications/physiotherapists/)  *If you are a section 91 candidate, please see note \**  **AND**  (ii) Have three years full time (or an aggregate of three years full time) post  qualification clinical experience.  **AND**  (iii) Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.  **AND**  (iv) Provide proof of Statutory Registration on the Physiotherapists Register  maintained by the Physiotherapists Registration Board at CORU **before a**  **contract of employment can be issued.**  **AND**  (b) Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.  **2. Annual registration**  (i) On appointment, practitioners must maintain annual registration on Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU  **AND**  (ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).  Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by CORU.  **3. Health**  Candidates 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**  Candidates for and any person holding the office must be of good character.  **Note \*:**  Individuals who qualified before 30th September 2018 and are registered or have applied for registration under Section 91 of the Health and Social Care Professionals Act, 2005, must hold a Physiotherapy qualification approved by CORU in order to be eligible to apply. The list of approved qualifications under the Section 91 route can be accessed on the attached link: <https://coru.ie/files-registeration/hse-list-of-physiotherapist-qualifications.pdf>  Section 91 candidates are individuals who qualified before 30th September 2018 and have been engaged in the practice of the profession in the Republic of Ireland for a minimum of 2 years fulltime (or an aggregate of 2 years fulltime), between 1st October 2016 and 30th September 2017 are considered to be Section 91 applicants under the Health and Social Care Professionals Act, 2005. |
| **Post Specific Requirements** | The Physiotherapist, Senior Women’s Health & Continence will:   * Demonstrate recent evidence of depth and breadth of experience of working in Women’s Health Physiotherapy and Continence management, including but not limited to, Ante-natal and post-natal MSK care of the pregnant and post-partum woman, exercise recommendation throughout pregnancy and the post-partum period, delivery of ante-natal education classes, ability to assess and manage urinary and bowel dysfunction throughout the lifespan of the patient in the clinical specialities of Obstetrics and Gynaecology and to assess and manage Pelvic Organ Prolapse. * Demonstrate relevant CPD in the area of physiotherapy care and Women’s Health and Continence including evidence of training in internal assessment and treatment of pelvic floor dysfunction. |
| **Other requirements specific to the post** | * The post holder will be involved in our emergency on-call service at night and weekends. * Access to transport will be required for carrying out the duties of the post. |
| **Additional eligibility requirements:** | **Citizenship Requirements**  Eligible candidates must be:   1. EEA, Swiss, or British citizens   **OR**   1. Non-European Economic Area citizens with permission to reside and work in the State   Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.  To qualify candidates must be eligible by the closing date of the campaign. |
| **Skills, competencies and/or knowledge** | The Physiotherapist, Senior Women’s Health & Continence will:  **Professional Knowledge & Experience**   * Demonstrate a high level of clinical knowledge, clinical reasoning skills and evidence-based practice appropriate to carrying out the duties and responsibilities of the role in line with relevant legislation and standards. * Demonstrate an appropriate level of understanding of the Physiotherapy process, the underpinning theory and its application to the role. * Demonstrate evidence of having applied / used appropriate assessment tools and treatments and a knowledge of the implications of outcomes to service users. * Demonstrate the knowledge, abilities and technical skills required to provide safe, efficient and effective service in the area of practice. * Demonstrate a willingness to engage and develop IT skills relevant to the role.   **Planning and Managing Resources**   * Demonstrate the ability to plan activities and co-ordinate resources to ensure value for money and maximum benefit for the organisation. * Demonstrate the ability to prioritise the most important tasks on an ongoing basis. * Demonstrate flexibility and adaptability in response to workforce demands. * Demonstrate ability to take initiative and to be appropriately self-directed.   **Managing and Developing (Self and Others)**   * Demonstrate ability to lead by example and adapts leadership style to suit the demands of the situation and the people involved. * Demonstrate an ability to manage and develop self and others in a busy working environment. * Demonstrate the ability to work independently as well as part of a team, collaborates well with others. * Demonstrate ability to react constructively to setbacks and to both give direction / feedback, and take direction / feedback, from others. * Demonstrate a commitment to continuous professional development and knowledge sharing.   **Commitment to providing a Quality Service**   * Demonstrate a commitment to and the ability to lead on the delivery of a high-quality, person-centred service. * Demonstrate innovation in the provision of person-centred care and in overcoming resource limitations. * Ensure that all service users are treated with dignity and respect and ensures that the welfare of the service user is a key consideration at all times. * Work at an operational level to build alliances and learn how to best position service delivery to meet the needs of its service users. * Be open to change and support the implementation of change.   **Evaluating Information and Judging Situations**   * Demonstrate the ability to evaluate information and make effective decisions in relation to service user care. * Explain the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach. * Regularly quantify and evaluate activities against service plans and take timely action to correct potential difficulties. Recognise how service constraints impact on service delivery.   **Communications and Interpersonal Skills**   * Display effective communication skills (verbal & written). * Tailor the communication method and the message to match the needs of the audience; demonstrates active listening skills. * Demonstrate effective interpersonal skills including the ability to collaborate in partnership with others. * Demonstrate sensitivity, diplomacy and tact when dealing with others; is patient and tolerant when dealing with conflict situations. * Demonstrate strong negotiation skills; remains firm but flexible when putting forward a point of view. |
| **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. | |

**Physiotherapist, Senior Women’s Health & Continence Services**

**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. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **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.  All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998.  Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities.  You should check if you are a [Mandated Person](hhttps://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/) 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. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)