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**Physiotherapist, Senior – Early Supported Discharge (ESD) Stroke**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade Code** | Physiotherapist, Senior, ESD Stroke  (Grade code: 3158) |
| **Campaign Reference** | **SLIGO 0521** |
| **Closing Date** | **12 noon on Tuesday 21st January 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/74167/**](https://www.rezoomo.com/job/74167/) |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one 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**  There is currently one permanent, whole-time vacancy for a Senior Physiotherapist, Early Supported Discharge (ESD) Stroke.  A panel will be created for Physiotherapist, Senior, ESD Stroke, Sligo University Hospital, from which permanent or temporary vacancies of full- or part-time duration may be filled.  The successful candidate will be based in Sligo University Hospital but will provide a domiciliary service to Stroke survivors in the catchment areas of Sligo, Leitrim and South Donegal, as part of a consultant-led team of healthcare specialists, working to support the early discharge of patients who meet the criteria for ESD.  The successful candidate may be required to work in any service area within the vicinity as the need arises. |
| **Informal Enquiries** | **Name:** Sheila Kiely  **Job Title**: Physiotherapist, Manager in Charge III, Sligo University Hospital  **Tel:** 071 9136866  **Email:** [**Sheila.kiely@hse.ie**](mailto:Sheila.kiely@hse.ie) |
| **Details of Service** | **Physiotherapy Department, SUH**  The staff of the Physiotherapy department provide a wide range of acute services to the above clinical areas. We are a growing department with a strong commitment to on-going education and training of all members of our team, including students. Strong career progression possibilities exist across the grade spectrum from Staff level to Clinical Specialist grade, with opportunities to work in areas of advanced practice, as appropriate.  Sligo University Hospital has a 10-bedded Acute Stroke unit with a full MDT In-patient Stroke Rehab Team. The successful candidate will collaborate with the In-patient Stroke Rehab team in identifying suitable candidates for Early Supported Discharge. He/She will support the early discharge of patients by providing a domiciliary programme of stroke rehabilitation for a defined period of time.  The successful post holder will be involved in the education of students, physiotherapists and other MDT members.  The post holder will participate in the Department’s on-call emergency out-of-hours service in the evenings and weekends.  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.  **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** | The post holder will report to the SUH Physiotherapist, Manager in Charge III.  Performance and service development will be regularly monitored, evaluated and discussed through regular supervision sessions with the Manager and through senior staff meetings. |
| **Purpose of the Post** | The Physiotherapist, Senior ESD Stroke will:   * Be responsible for the provision of a high-quality Physiotherapy Service to Stroke survivors as part of an Early Supported Discharge framework in accordance with standards of professional practice. * To work to achieve the standards of professional physiotherapy practices that meet and adhere to the most recent, research-based evidence for the clinical management of Stroke survivors. * Work in conjunction with other ESD Stroke multi-disciplinary team members in developing, co-ordinating, delivering, monitoring and expanding the Physiotherapy component of the service to meet the needs of patients who survive a stroke, who present to acute hospital services, within the objectives of the HSE Service plan and Slaintecare Reform programme. * Work collaboratively with the existing team in the Acute Stroke services in Sligo University Hospital to deliver an integrated model of Physiotherapy care. * Work collaboratively with the existing teams in both Acute Operations and Primary and Community Care services to insure continuity of patient care when they are discharged from the acute setting. * 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. * Develop integrated care pathways for stroke survivors within the context of the National Stroke Programme (NSP). * To understand, collect and submit KPI data/metrics at local, hospital group and national level in collaboration with other Stroke services, including NOCA Stroke Audit database. * Carry out clinical and educational duties as required. * Act as a clinical resource in Stroke Rehabilitation as required in Sligo University Hospital * Provide CPD training and participate in in-service training. * Assist in leading and co-ordinating physiotherapy students’ clinical placements in collaboration with Senior and staff grade physiotherapists. |
| **Principal Duties and Responsibilities** | *The Physiotherapist, Senior* **(ESD Stroke) will:**  **Professional / Clinical**   * Communicate and work in co-operation with the Physiotherapist, Manager in Charge III and other Physiotherapists in Stroke, Neurology and Gerontology services, as well as the wider MDT in providing an integrated quality service, taking the lead role as required. * Lead, by example, a professional and punctual team. * Be responsible for the co-ordination and delivery of a quality physiotherapy service in line with best practice and professional standards. * Be a lead clinician in the assigned, allocated clinical areas of responsibility and carry a clinical caseload appropriate to the post. * Lead a team of Staff Grade Physiotherapists and Therapy assistants, as appropriate to the role. * Take on the responsibilities of ESD team co-ordinator as relevant to the role, including team management, case finding, data collection and other management and leadership duties as appropriate. * 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 effectively with and provide instruction, guidance and support to, staff clients, family, carers etc. * Collaborate with our Community and Primary Care colleagues in a timely and professional manner that insures an integrated approach to healthcare provision that puts the needs of the patient at the centre of all our decisions. * Work as a key worker for particular cases, if required. * 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. * Keep abreast of national changes and updates to National Clinical Care programmes and audit databases relevant to this area, to inform the Physiotherapist, Manager in Charge III of these changes and be a source of information dissemination and a champion for implementing any/all relevant changes at local level. * 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 Stroke & Neurological 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 clinical placements in partnership with universities and clinical educators. * Manage, participate and play a key role in the practice education of student therapists. 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.   **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 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 this 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.   **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** | **1. Statutory Registration, Professional Qualifications, Experience, etc**  (a) **Candidates for appointment must:**  (i) Be registered, or be eligible for registration, on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU.  **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.**  **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).  **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.  **Note 1\*: Section 91 candidates are individuals who qualified before 30 September 2016 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 30th September 2011 and 30th September 2016 are considered to be Section 91 applicants under the Health and Social Care Professionals Act 2005.** |
| **Post Specific Requirements** | The Physiotherapist, Senior, ESD Stroke will:   * Demonstrate a high level of experience and knowledge in the management of Stroke patients in the acute hospital setting, including the management of patients who meet the criteria for ESD, supported by relevant CPD. * Demonstrate recent experience of leading and working as part of a multi-disciplinary team in the provision of direct clinical patient care. |
| **Other requirements specific to the post** | The post holder must have access to his or her own transport as this service is domiciliary in nature and travel is a major component of the role.  The post holder will also participate in our on-call rota. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * Demonstrate 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, specific to the clinical area of stroke rehabilitation. * 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. * Demonstrates 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**   * Demonstrates the ability to plan activities and co-ordinate resources to ensure value for money and maximum benefit for the organisation. * Demonstrates ability to prioritise the most important tasks on an ongoing basis to meet the KPIs associated with the post of Senior Physiotherapist, ESD, Stroke, especially during periods of competing demands on your time. * Demonstrates 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)**   * Demonstrates 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 and collaborate well with others. * Demonstrates the 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. * Demonstrates innovation in the provision of person-centred care and in overcoming resource limitations. * Ensures 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. * Works at an operational level to build alliances and learn how to best position service delivery to meet the needs of its service users. * Is open to change and supports 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. * Explains the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach. * Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties. Recognises how service constraints impact on service delivery.   **Communications and Interpersonal Skills**   * Display effective communication skills (verbal & written). * Tailors the communication method and the message to match the needs of the situation and environment; demonstrates active listening skills. * Demonstrates effective interpersonal skills including the ability to collaborate in partnership with others. * Demonstrates sensitivity, diplomacy and tact when dealing with others; is patient and tolerant when dealing with conflict situations. * Demonstrates 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 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 HSE 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 <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <https://www.cpsa.ie/>. |
| 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. | |

**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 01/10/2024) for the post is:  €62,038 - €63,362 - €64,726 - €66,077 - €67,430 - €68,854 - €70,853 - €71,848 - €73,048  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. |
| **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 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 for Persons Reporting Child Abuse Act 1998** | 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. |
| **Mandated Person Children First Act 2015** | 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.   You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **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 & afety** | 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, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)