

## Job Specification and Terms & Conditions

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| <b>Job Title &amp; Grade</b>   | <b>Staff Nurse in General Side (Relief Staff)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Campaign Reference</b>      | <b>RQ110</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Closing Date</b>            | Friday 7th August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Proposed Interview Date</b> | Week of 17 <sup>th</sup> August 2026 – at least one week's notice will be provided                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Taking Up Appointment</b>   | As soon as possible                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Informal enquires</b>       | <a href="mailto:jjoseph@peamount.ie">jjoseph@peamount.ie</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Location of Post</b>        | Peamount Healthcare, Newcastle, Co. Dublin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Details of Service</b>      | <p><b><u>Who We Are</u></b></p> <p>Peamount Healthcare is an independent voluntary organisation that operates in partnership with the HSE Health Region, Dublin and Midlands to provide a range of health and social care services. Peamount Healthcare is a registered charity and is directly funded by the HSE under Section 38 of the Health Act 2004. The hospital provides consultant led, multidisciplinary, specialist rehabilitation services to patients at the right time and in the right place, which improve patient outcomes. Peamount Healthcare provides specialist rehabilitation in Neurology, Age-Related, Respiratory and Rheumatology. The services provided also include continuing care services for the older person, adults with neurological disabilities and individuals with intellectual disabilities.</p> <p><b><u>Diversity, Equity and Inclusion Statement</u></b></p> <p>In Peamount Healthcare, we are committed to diversity, equity and inclusion.</p> <p>We welcome applications from all sections of society and different backgrounds as we are committed to creating an inclusive and supportive environment where every colleague is valued and empowered to thrive.</p> <p>Our dedication to these values ensures that we foster a culture of mutual respect, open collaboration, continuous learning, and innovative thinking.</p> <p>Peamount Healthcare is committed to being an equal opportunities employer.</p> <p>Peamount Healthcare is committed to the following values:</p> <p><b>Person centred</b> – seeing each person as unique, giving them a voice and focusing on ability.</p> <p><b>Respect</b> – creating a supportive environment where everyone is given courteous and respectful care and support.</p> <p><b>Excellence</b> – enabling interdisciplinary teams to deliver high quality integrated care, meaningful outcomes with a focus on continuous improvement.</p> |

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|                                                             | <p><b>Team working</b> – fostering an inclusive, healthy working environment where people are valued and recognised for their individual and shared achievements.</p> <p><b>Quality improvement</b> – supporting teams to embed continuous improvement methodology as part of everything we do.</p> <p><b>Education &amp; Research</b> – partnering with academia to support education, learning, research and evidence-based care.</p> |
| <b>Reporting Relationship</b>                               | <p>The post holder:</p> <ul style="list-style-type: none"> <li>Is professionally accountable to the Director of Nursing</li> <li>Will report to the Clinical Nurse Manager 2 and ADON</li> </ul>                                                                                                                                                                                                                                        |
| <b>Purpose of Post</b>                                      | To provide holistic support to service users living in Peamount Healthcare                                                                                                                                                                                                                                                                                                                                                              |
| <b>Eligibility Criteria Qualifications &amp; Experience</b> | <p><b>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 him / her from time to time and to contribute to the development of the post while in office.</b></p>                                                                                                 |

### Eligibility Criteria

| Criteria             | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Desirable                                                                                                                                                                                                                                                             |
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| <b>Qualification</b> | <p>Eligible applicants will be those who on the closing date for the competition:</p> <ul style="list-style-type: none"> <li>Be registered, or be eligible for registration, in the General Nurse Division of the Register of Nurses kept by the Nursing &amp; Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).</li> <li>Post holders must maintain annual registration with NMBI</li> <li><b>Health</b> - Candidates for and any person holding the office must be fully competent and capable of undertaking the</li> </ul> | <p>Candidates must possess the requisite knowledge and ability, (including a high standard of clinical and administrative capacity) for the proper discharge of the duties of the office.</p> <p>Minimum of five years experience in the Irish Healthcare system.</p> |

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|                                                | <p>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</p> <p><b>Character</b></p> <ul style="list-style-type: none"> <li>Candidates for and any person holding the office must be of good character.</li> </ul>                                                                                                                                                                                                                                                                                                                      |  |
| <b>Experience</b>                              | Candidates must possess the requisite knowledge and ability, (including a high standard of clinical and administrative capacity), for the proper discharge of the duties of the office.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>Skills, Competencies and Knowledge</b>      | <p><b>Clinical Judgment</b><br/>Evidence-based decision-making, analytical, and problem-solving skills</p> <p><b>Communication</b><br/>Excellent written and verbal skills, ability to communicate sensitively and assertively.</p> <p><b>Professionalism</b><br/>Empathy, ethical conduct, resilience, and commitment to quality service.</p> <p><b>Attention to Detail</b><br/>Accurate record-keeping and management of supplies/equipment.</p> <p><b>Teamwork</b><br/>Actively participate in multidisciplinary teams, meetings, and case conferences; collaborate with families and external agencies for smooth care transitions.</p> |  |
| <b>Other requirements specific to the post</b> | To be detailed at job offer stage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Principal Duties &amp; Responsibilities</b> | <p><b>Professional Responsibilities</b></p> <p>The Staff Nurse will:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |

- Practice Nursing according to the Code of Professional Conduct as laid down by the Nursing Board (An Bórd Altranais) and Nursing and Midwifery Board of Ireland (Cnáimhseachais na hÉireann) and Professional Clinical Guidelines
- Adhere to Peamount Healthcare guidelines, policies and protocols.
- Work within their scope of practice and take measures to develop and maintain the competence necessary for professional practice
- Maintain a high standard of professional behaviour and be accountable for their practice
- Be aware of ethical policies and procedures which pertain to their area of practice
- Respect and maintain the privacy, dignity and confidentiality of the patient
- Follow appropriate lines of authority within the Nurse Management structure

### **Clinical Practice**

The Staff Nurse will:

- Deliver the nursing care of an assigned group of patients within a best practice / evidence-based framework
  - Manage a designated caseload
- Promote the health, welfare and social wellbeing of patients within our services
  - Actively participate as a multi-disciplinary / inter-disciplinary team member in all aspects of service delivery including case conferences, clinical meetings, team meetings
- Assess, plan, implement and evaluate individual person-centred care programmes within an agreed framework and in accordance with best practice
- Develop and promote good interpersonal relationships with patients, their family / social network supports and the interdisciplinary care team in the promotion of person-centred care
- Ensure that care is carried out in an empathetic and ethical manner and that the dignity and spiritual needs of the patient are respected
- Promote and recognise the patients' social and cultural dimensions of care and the need for links with their local community
- Collaborate and work closely with the patient, their family, the multi-disciplinary / inter-disciplinary team, external agencies and services to facilitate discharge planning, continuity of care and specific care requirements
- Provide appropriate and timely education and information to the patient, their family and be an advocate for the individual patient and for their family
- Report and consult with senior nursing management on clinical issues as appropriate

- Maintain appropriate and accurate written nursing records and reports regarding patient care in accordance with local / national / professional guidelines
- Participate in innovation and change in the approach to patient care delivery particularly in relation to new research findings, evidence-based practice and advances in treatment
- Participate in clinical audit and review
- Participate in community needs assessment and ongoing community delivery of care as appropriate
- Undertake Key Worker role as appropriate
- Promote a positive health concept with patients and colleagues and contribute to health promotion and disease prevention initiatives of Peamount Healthcare
- Delegate to and supervise the work of other grades of staff within the remit of their role, as appropriate
- Demonstrate flexibility by rotating / assisting in other units / care settings as required to meet nursing resource needs
- Refer clients to other services as required

### **Clinical Governance**

The Staff Nurse will:

- Participate in clinical governance structures within the Peamount Healthcare
- Have a working knowledge of HIQA Standards as they apply to the role / care setting, for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.
  - Contribute to ongoing monitoring, audit and evaluation of the service as appropriate
- Accurately record and report all complaints to appropriate personnel according to local service policy
- Participate in the development of policies / procedures and guidelines to support compliance with current legal requirements, where existing, for the safe storage and administration of medicines and other clinical products
  - Participate in the development of policies / procedures and guidelines with health, safety, fire, risk and management personnel and participate in their development in conjunction with relevant staff and in compliance with statutory obligations
  - Observe, report and take appropriate action on any matter which may be detrimental to patient care or well-being
  - Be aware of, and comply with, the principles of clinical governance including quality, risk and health and safety and be individually responsible for clinical governance, risk management / health and safety issues in their area of work
- Participate in the development, promotion and implementation of infection prevention and control guidelines

- Adhere to organisational dress code
- Assume responsibility for and coordinate the management of the unit / care setting in the absence of the Clinical Nurse Manager

### **Education Training & Development**

The Staff Nurse will:

- Take responsibility for own competency and learning and development needs and actively contribute to the learning and development of the interdisciplinary team
- Complete all mandatory training as deemed necessary by the Director of Nursing and NMBI
  - Participate in performance evaluation / review with their line manager, identifying areas for improvement and appropriate plans / measures to achieve them
- Provide feedback to the Clinical Nurse Manager or the designated officer with regard to compilation of proficiency assessments for students in the clinical setting
- Develop and use reflective practice techniques to inform and guide practice as part of their daily work
- Identify and contribute to the continual enhancement of learning opportunities within a population health framework
- Participate in the clinical / workplace induction of all new nursing and support staff
  - Contribute to the identification of training needs pertinent to the clinical area
- Develop teaching skills and participate in the planning and implementation of orientation, training and teaching programmes for nursing students and other health-care staff as appropriate
- Having undergone appropriate training, act as a mentor / preceptor or clinical assessor for students
  - Participate in the development of performance indicators in conjunction with the Clinical Nurse Manager
- Participate in innovation and change in the approach to service user care delivery, and contribute to the service planning process, based on best practice and under the direction of Nurse Management / Nurse Practice Development, particularly in relation to new research findings and advances in treatment

### **Administration**

The Staff Nurse will:

- Ensure that records are safeguarded and managed as per Peamount Healthcare policy and in accordance with relevant legislation

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|                                             | <ul style="list-style-type: none"> <li>• Work closely with colleagues across the integrated services programme to provide a seamless service delivery to the client within the integrated services programme</li> <li>• Maintain records and submit activity data / furnish appropriate reports to the Director of Nursing as required             <ul style="list-style-type: none"> <li>• Contribute to policy development and formulation, performance monitoring, business planning and budgetary control</li> <li>• Maintain professional standards including patient and data confidentiality</li> <li>• Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements</li> </ul> </li> <li>• Contribute to ongoing monitoring, audit and evaluation of the service as appropriate</li> <li>• Ensure that the care setting is maintained in good order using appropriate models, that supplies are adequate and that all equipment is in good working order and ready for immediate use             <ul style="list-style-type: none"> <li>• Ensure that equipment is safe to use and report any malfunctions in a timely manner</li> </ul> </li> <li>• Assist with ordering of supplies as required and ensure the appropriate and efficient use of supplies is made and exercise economy in the use of consumables             <ul style="list-style-type: none"> <li>• Undertake other duties as required by the Director of Nursing or his / her designate</li> </ul> </li> </ul> <p><b>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 him / her from time to time and to contribute to the development of the post while in office.</b></p> |
| <b>Campaign Specific<br/>Selection Post</b> | <p>A ranking and or short-listing exercise may be carried out on the basis of information supplied in your CV. The criteria for ranking and or short listing 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.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>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 depending on the service needs of the organisation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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| <b>Annual registration</b>                                                                                                                                                                                              | On appointment, practitioners must maintain live annual registration on the General Nurse Division of the Register of Nurses & Midwives maintained by Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann). And Practitioners must confirm annual registration with the NMBI to the Peamount Healthcare by way of the annual Patient Safety Assurance Certificate (PSAC). |
| <b>The reform programme outlined for the Health Service may impact on this role and as structures change the job description may be reviewed.</b>                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>The job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive or restrictive and is subject to periodic review with the employee concerned.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                     |

**Terms & Conditions of Employment**  
**Peamount Healthcare, Newcastle, Co. Dublin.**

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| <b>Tenure</b>       | <p>The current vacancy available is on a Relief basis.</p> <p>The post is pensionable.</p> <p>Appointment as an employee of Peamount Healthcare is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Remuneration</b> | <p>Remuneration is in accordance with the salary scale approved by the Department of Health: Staff Nurse (2135)</p> <p>Current salary scale with effect from 1<sup>st</sup> June 2026: €38,166 (point 1) to €56,592 (point 13 LSI).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Working Week</b> | <p>This post is allocated relief hours ranging from 0 to 37.5 per week, depending on availability and service need.</p> <p>The allocation of these hours will be at the discretion of the Department Head and in accordance with the needs of the service.</p> <p>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 16<sup>th</sup>, 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</p> |
| <b>Annual Leave</b> | As per Health Service Executive (HSE)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Probation</b>    | <p>All employees will be subject to a probationary period as per the probation policy. This policy applies to all employees irrespective of the type of contract under which they have been employed. A period of 6 months’ probation will be served:</p> <ul style="list-style-type: none"> <li>• On commencement of employment.</li> <li>• Fixed term to permanent contract.</li> <li>• Permanent employees commencing in promotional posts will also undertake a probationary period relating to their new post.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Pension</b>      | <p>Employees of Peamount Healthcare are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment.</p> <p>If you are being rehired after drawing down a public service pension your attention is drawn to Section 52 of the Public Services Pension (Single and Other Provisions) Act 2012. The 2012 Act extends the principle of abatement to retired public servants in receipt of a public</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|                                                      | service pension who secure another public service appointment in any public service body.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Maternity</b>                                     | Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Sick Leave</b>                                    | Peamount Healthcare operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31 <sup>st</sup> March 2014.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Pre-Employment Health Assessment</b>              | Prior to commencing in this role, a person will be required to complete a form declaring their health status which is reviewed by the hospital's Occupational Health Service and if required undergo a medical assessment with this department. Any person employed by Peamount Healthcare 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.                                                                                                                                                                           |
| <b>Validation of Qualifications &amp; Experience</b> | Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>References</b>                                    | Peamount Healthcare will seek up to two written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.                                                                                                                                                                                                                                                                                                                                                          |
| <b>Garda Vetting</b>                                 | <p>Peamount Healthcare will carry out Garda vetting on all employees in relevant roles. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees.</p> <p>Please note that, in the event of a provisional job offer for a relevant role that requires Garda Vetting, successful candidates will be required to attend in person to verify their identity. This step is mandatory in accordance with the legislative requirements of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012.</p> |
| <b>Character</b>                                     | Candidates for and any person holding the office must be of good character.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Health &amp; Safety</b>                           | These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department's safety statement, which must be read and understood.                                                                                                                                                                                                                            |

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|                                                             | <p>Comply with and contribute to the development of policies, procedures, guidelines, and safe professional practice and adhere to relevant legislation, regulations and standards. Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to Peamount. Protection and Care and comply with associated Peamount protocols for implementing and maintaining these standards as appropriate to the role. To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Quality, Risk &amp; Safety Responsibilities</b>          | <p><i>It is the responsibility of all staff to:</i></p> <ul style="list-style-type: none"> <li>• Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety.</li> <li>• Participate and cooperate with external agencies on safety initiatives as required.</li> <li>• Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to:               <ul style="list-style-type: none"> <li>➢ National Standards for Safer Better Healthcare.</li> <li>➢ National Standards for the Prevention and Control of Healthcare Associated Infections.</li> <li>➢ HSE Standards and Recommended Practices for Healthcare Records Management</li> <li>➢ Safety audits and other audits specified by the HSE or other regulatory authorities.</li> </ul> </li> <li>• To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospital's continuous quality improvement programme.</li> </ul> <p><i>It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department.</i></p> |
| <b>Education and Training</b>                               | <p>Participate in mandatory training programmes. Pursue continuous professional development in order to develop professional knowledge and keep updated with current and legislation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Specific Responsibility for Best Practice in Hygiene</b> | <p>Hygiene in healthcare is defined as <i>"the practice that serves to keep people and the environment clean and prevent infection. It involves preserving one's health, preventing the spread of disease and recognizing, evaluating and controlling health hazards."</i></p> <ul style="list-style-type: none"> <li>• It is the responsibility of all staff to ensure compliance with hospital hygiene standards, guidelines and practices.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|  | <ul style="list-style-type: none"><li>• Department heads/ managers have overall responsibility for best practice in hygiene in their area.</li><li>• It is mandatory to complete hand hygiene training every 2-years and sharps awareness workshops yearly.</li></ul> |
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