

Job Specification and Terms & Conditions

Job Title & Grade	Healthcare Assistant – General Side
Campaign Reference	RQHCA
Closing Date	Friday August 14th 2026
Proposed Interview Date	To be confirmed - At least 1 weeks' notice will be provided. Shortlisted candidates are expected to make themselves available for a face-to-face interview.
Taking Up Appointment	As soon as possible. Successful applicant(s) must be available to take up the role within a reasonable timeframe.
Location of Post	Peamount Healthcare, Newcastle, Co. Dublin
Details of Service	Who We Are 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. Diversity, Equity and Inclusion Statement In Peamount Healthcare, we are committed to diversity, equity and inclusion. 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. Our dedication to these values ensures that we foster a culture of mutual respect, open collaboration, continuous learning, and innovative thinking. Peamount Healthcare is committed to being an equal opportunities employer. Peamount Healthcare is committed to the following values: Person centred – seeing each person as unique, giving them a voice and focusing on ability. Respect – creating a supportive environment where everyone is given courteous and respectful care and support. Excellence – enabling interdisciplinary teams to deliver high-quality integrated care, meaningful outcomes with a focus on continuous improvement. Team working – fostering an inclusive, healthy working environment where people are valued and recognised for their individual and shared achievements.

	Quality improvement – supporting teams to embed continuous improvement methodology as part of everything we do. Education & Research – partnering with academia to support education, learning, research and evidence-based care.
Reporting Relationship	The post holder will report to the Clinical Nurse Manager 2 or designated person in charge. The post holder will be Accountable to the Assistant Director of Nursing and the Director of Nursing.
Purpose of Post	To assist with the delivery of rehab resident/older adult care under the supervision and direction of Nursing or other Professional Staff. “Healthcare assistants provide assistance, support and direct personal care to patients and residents in older person/ Rehab settings. They generally work in support, or under delegation, direction and supervision, of health professionals. They support multi-disciplinary teams in the delivery of high-quality care.” - International Standard Classification of Occupations (ISCO).
Eligibility Criteria Qualifications & Experience	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.

Eligibility Criteria

Criteria	Essential	Desirable
Professional Qualification	Candidates must have at the closing date for receipt of applications: - The relevant health skills QQI (formerly FETAC) level 5 qualification. - OR - An equivalent relevant health care qualification or a comparable healthcare qualification as outlined in the Quality and Qualifications Ireland (QQI) NARIC Ireland framework With regard to Criteria, the listing below has been identified as what is considered relevant QQI (formerly FETAC) Level 5* Major	- Completed QQI Level 5 Healthcare Support OR - QQI Level 5 Health Service Skills including all modules below - - Activities of Living Patient Care - Care Skills - Care Support - Infection Prevention & Control - Care of the Older Person - Communications - Safety and Health at Work or Workplace Statutory Policies and Procedures - Work Experience (essential)

	Award in Healthcare qualifications. • QQI Level 5 Healthcare Support • QQI Level 5 Nursing Studies • QQI Level 5 Community Care • QQI Level 5 Health Service Skills • QQI Level 5 Community Health Services *(A full QQI/FETAC 5 Major award requires a minimum of 120 credits/8 Modules - Please note a Component Certificate will not suffice.) 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. Character • Candidates for and any person holding the office must be of good character	
Experience	• Be currently employed as a Health Care Assistant with minimum of 3 years' experience in a healthcare setting. • Candidates must have the personal competence and capacity to properly discharge the duties of the role.	
Skills, Competencies and Knowledge	Demonstrates the following Professional Knowledge • Demonstrates evidence of experience working in a Health or Caring Service	

	• Demonstrates awareness of person-centered approach • Demonstrates awareness of role of the Nurse • Demonstrate knowledge of Health & Safety regulations • Demonstrate knowledge of Health Services and role of Health Care Assistant <u>Planning & Organising</u> • Demonstrates evidence of effective planning and organizing skills • Demonstrates flexible approach to work • Demonstrates ability to work on own initiative • Demonstrates good organizational ability with practical competence <u>Teamwork</u> • Demonstrates ability to work as a member of team and make positive contributions to that team • Demonstrates an understanding of one's own role and the roles of others within the team • Demonstrates respect for other team members • Demonstrates a willingness to participate in change initiatives • Understands the need to be flexible and actively adapt within one's own role. <u>Resident/client/Customer Focus</u> • Demonstrates ability to work in a resident/client/customer focused environment • Demonstrates evidence of ability to empathize with and treat residents/older adults, babies, relatives and colleagues with dignity and respect. • Demonstrates an understanding of the diversity and cultural and ethnic needs of the service users. <u>Communication & Interpersonal Skills</u> • Demonstrates effective communication skills both written and verbal
Other requirements specific to the post	To be detailed at job offer stage.
Principal Duties & Responsibilities	The health care assistant, under the direction/supervision of the Nurse, will work as part of a multidisciplinary team to assist in providing high standards of health and social care to residents/older adults. The Health Care Assistant will carry out assigned and delegated responsibilities involving direct and indirect care with all activities of daily living under the supervision of a registered Nurse, e.g. to assist residents/older adults with personal hygiene, dietary intake, physical, mental, social health and wellbeing care needs. The health care assistant will support residents/older adults in directing their own lives, choices and preferences, in accordance with their cognitive and physical abilities. Care will be provided in an environment that reflects the comforts of home.

The Health Care Assistant role involves:

- The duties outlined hereunder
- Any other duties that may be necessary in the context of specific unit situations.

Core Responsibilities

The Health Care Assistant will:

- Assist in the provision of quality service under the direction of the CNM1 & 2 / Registered Nurse by promoting and adopting the Peamount's philosophy of care, working in line with national and locally devised policies and regulations.
- Ensure the provision of a high standard of care to the patient and families is consistent with the Mission, Vision and Values of the Peamount Healthcare
- Maintain throughout Peamount awareness of the privacy and dignity of the patient in relation to all our activities
- Demonstrate motivation and appreciate the importance of providing a quality service for rehab residents and older person's adults
- Respect rehab residents/older person's adults, their families and colleagues as individuals showing dignity, courtesy and professionalism at all times.
- Act as an advocate for rehab residents/older person' adults.
- Actively promote the participation of rehab residents/older person' adults in their own care and encourage as much independence as possible.
- Maintain the confidentiality of all information made available to them during their work.
- Demonstrate good interpersonal skills and be able to work as part of a team.
- Promote a culture that values diversity and respect in the workplace.

Quality and Safety

The Health Care Assistant will:

- Support the implementation and evaluation of quality standards and improvement initiatives
- Work within own role, adhering to current legislation, policies, procedures protocols and guidelines
- Undertake duties as assigned by the CNMs/Registered Nurse in such a way as to ensure that care is of a high standard
- Report all complaints in accordance with service policy
- Ensure all actions support the enhancement of a person-centred service and a person-centred culture within the team
- Co-operate with quality reviews /service evaluations and assists with the implementation of any necessary corrective action.

Health & Safety including Maintaining a Safe Environment:

The Health Care Assistant will:

- In accordance with Health and Safety at Work policy, observe all rules relating to Health and Safety and Conduct at Work and to use any equipment provided in a safe and responsible manner.
- Understand and adhere to all relevant Peamount Healthcare policies, guidelines, and procedures, comply with health and safety, infection control and risk management procedures, comply with statutory obligations.
- Report any accidents, near misses, incident or potential incident to the person in charge which may compromise the health and safety of rehab residents/older person's adults, staff or visitors and take appropriate action including completion of near miss / incident forms.
- Attend training courses as required. Only undertake any duty related to rehab residents/older person's adults care for which he / she is trained.
- Maintain a strict code of personal and general hygiene in the workplace as per work schedules and existing policies and procedures.
 - Present to work wearing the agreed attire, footwear, and identification, having regard to the highest standard of attire and personal hygiene. This includes not having possession of personal mobile phones while delivering resident/older adult care.
- Conduct his / herself in a manner that ensures safe rehab resident/older person care. Participates in maintaining a safe environment for rehab residents/older person's adults, visitors and staff by ensuring vigilance in identifying potential hazards and by taking the necessary steps to remove such hazards.

These steps will include:

- Report broken or unsafe items that need repair and take them out of circulation as required
- Move, or assist in moving, equipment and/or furniture as necessary.
- Attending to the hygiene (disinfecting and cleaning) of equipment such as I.V. stands, infusion pumps, hoists, beds, patient chairs, commodes or other ward equipment.
- Be responsible for the appropriate storage and infection prevention of rehab resident/older person's adults' equipment on the ward.
- Assist in keeping all ward areas clean and tidy.
- Assist in the disposal of clinical waste according to Peamount hospital policy.
- Washing and making up beds and bed side chairs and tabletop when necessary.
- Prepare ward and bed areas for the reception of new resident/older adult.
- Returning trays and equipment to proper storage areas.
- Attend to spillages, when necessary, as quickly as possible to prevent accidents.

- Provide support to rehab residents/older adults in maintaining the living environment, preparation of meals and activities of daily living¹.
- Be aware of fire risks and minimise same where possible. Be aware of fire exits, keep free from obstructions, attend mandatory fire training and participate in fire drills. Maintain bed fire sheets on all beds as appropriate and document monthly.
- Escort/transport patients within or outside the hospital when necessary.
- Assist rehab residents/older person's adults with mobility and reduce the risks for residents/older adults who are disorientated when moving around the ward.
- Assist visitors on the ward to prevent them falling or injuring themselves.
- Assist with the safekeeping of rehab residents /older person adult's personal property (collaborate with nursing staff in dealing with money, valuables and medication) and document as per Peamount's policy.

Education & Training

The Health Care Assistant will:

- Attend induction and mandatory in-service education.
- As requested, participate in the induction of new staff.
- Participate in team-based development, education, training and learning.
- Participate in appraisal and the development of a personal development plan in conjunction with their line manager.
- Ensure knowledge and skills are updated to maintain safe standards of care for residents/older adults

Communication and Teamwork:

Effective communication is a core skill required by Health Care Assistants at Peamount Healthcare. These skills will be used to provide a caring service to the residents and patients in a courteous and effective manner.

The Health Care Assistant will:

- Operate in accordance with the values of the Peamount Healthcare. These values include integrity and openness, respect and support, caring and loyalty to the organisation (Dignity at work Policy).
- Deal courteously with rehab residents/older person's adults, their family, with visitors, other healthcare workers and with anyone whom they come in to contact in the course of their duties.
- Demonstrate a range of listening skills appropriate to the context of resident/older adult, visitor and ward situations. Be perceptive in interpreting non-verbal communication. Communicate effectively with

rehab residents/older person's adults considering their differing levels of ability to understand and their condition.

- Use a range of communication methods to exchange information with nursing staff. Direct all enquiries about a rehab resident/older person adult's condition to a member of the nursing staff. This includes both telephone and verbal inquiries. Report to nursing staff any requests from rehab residents/older person's adults or relatives and any complaints of pain and distress expressed by the rehab residents/older person's adults. Complete records accurately.
- Communicate effectively with all grades of staff and disciplines contributing to effective team working. Respect culture and diversity within the team. Strive to foster good working relationships within the team including handling conflict. Work effectively and co-operatively with colleagues in all disciplines. Develop and maintain good interpersonal relationships.
- Participate and contribute to the team including handovers/meetings /care planning, as appropriate on service-related issues.
- Participate in maintaining a physical environment that communicates peace, comfort and caring to residents/older adults and their families.

The HCA has important obligations in relation to maintaining confidentiality. This applies to information accessed through interactions with patients and their relatives or through interactions with other staff. However, there is also an obligation to report to the Nurse, or other relevant authority any information that may indicate the potential of harm occurring to any person.

Breathing:

The Health Care Assistant will:

- Recognise and report any signs of distress or change in the rehab residents/older person's adults breathing pattern to the Nurse immediately. Required training in Activities of Living Patient Care minor module must be completed.
- Assist with positioning the rehab resident/older person's adult to make breathing easier and more effective.
- Locate and bring oxygen-supplying equipment to the bedside as directed by the Nurse.
- Help rehab residents/older person's adults conserve their oxygen supply and reduce their demands for oxygen by positioning personal items such as drinks, tissues and reading material within easy reach.
- Maintain the bedroom in a well-ventilated condition, and in the condition perceived by the rehab resident/older person's adult as being most comfortable.

Eating and Drinking

The Health Care Assistant has a significant contribution to make in helping rehab residents/older person's adults meet their needs for food and drink (nutrition and hydration).

In the context of resident/older resident care under the direction of the Nurse the Health Care Assistant will:

- Where required/requested assist the rehab resident/older person's adult in choosing from the menu and completing the menu card as per local policy
- Prepare the eating environment by removing any clutter prior to meals and making it as aesthetically pleasant as possible as per local policy.
- Offer the resident/older adult with the opportunity to clean teeth/dentures, to use toilet facilities and or to wash their hands, as appropriate.
- Assist rehab residents/older person's adults with their diet and fluids in accordance with care plan.
- Assist rehab residents/older person's adults with cutting or arranging their food so it can be easily eaten.
- Observe and record the amount of food and liquids consumed by residents/older adults who need special monitoring in this area and document appropriately as per local policy
- Make rehab residents/older person's adults comfortable after their meals (for example repositioning them or offering opportunities to clean their teeth or dentures)
- In the absence of catering staff, assist with preparation and serving of meals, nutritional drinks and light snacks in limited circumstances i.e. out of hours or in emergency situations.

Elimination:

Eliminating waste from the body is an essential process for human-being. It is a function of nursing to assist people in this activity of daily living when assistance is required. The Health Care Assistant will assist with residents/older adults elimination needs, as appropriate.

The Health Care Assistant will:

- Supervise rehab residents/older person's adults in the toilet and bathrooms when this is necessary and appropriate
- Assist rehab residents/older person's adults on bedpans or commodes
- Attend to residents/older adults post elimination hygiene needs and promote good hand washing.
- Assist the rehab resident/older client with incontinence wear as required.
- Measure and record volume of urine eliminated as directed by nursing staff.
- Assist rehab residents/older clients to the bathroom as required
- Record bowel elimination using the Bristol Stool Score
- Empty urinary drainage bags record/report volume, colour, odour and any abnormalities as appropriate
- Dispose of used sputum containers and report any abnormalities or changes, as appropriate. Strictly adhere to the universal precautions identified in the infection control policy to prevent spread of infection when dealing with human waste products

Personal Cleansing and Dressing:

The Health Care Assistant contributes to resident/older adult's comfort and the maintenance of their personal dignity by assisting them, when necessary, with personal cleansing/intimate care and dressing activities.

These may include:

- Bed-bathing or assisting the resident/older client to shower/bathe in accordance with the rehab resident/older adult's needs, wishes and consent.
- Observe the rehab resident/older adult's skin condition and document/report any abnormalities/changes to nursing staff.
- Assist the resident/older adults with their oral hygiene, as per care plan.
- Helping residents/older adults to dress and groom according to their wishes

Controlling Body Temperature:

People's comfort and indeed survival depend on their body temperature being maintained within a normal range. The HealthCare Assistant will assist in maintaining rehab resident/older person's adults' comfort and body temperature within normal ranges in the following ways.

- Offering extra blankets or removing them as requested by the rehab resident/older persons' clients or nursing staff
- All changes in the rehab resident/older person adult's temperature or condition and any subsequent interventions must be immediately reported to the Nurse.

Mobilising:

The Healthcare Assistant will, in accordance with the care plan, assist residents/older adults to maintain or regain their independence by assisting them to mobilise in the following ways:

- Promote independence with mobilising, as appropriate
- Provide rehab residents/older person's adults with the aids that have been provided to enhance opportunities for mobility in consultation with the nursing staff.
- Assist rehab residents/older person's adults with walking when it is appropriate, in line with their moving and handling assessment
- Assist with repositioning the resident/older adult when in bed
- Assist residents/older adults with aids that enhance opportunities for mobility
- Participate in moving or handling residents/older adults as directed by nursing staff and according to moving and handling policy
- Report all falls, near misses or other untoward events to the nursing staff and record in the National Incident Reporting Form (NIRF).

End of Life Care:

Addressing issues relating to death and dying constitutes an important part of the Health Care Assistant role. This may include:

- Establishing a quiet, comfortable and dignified environment for the dying person and family members to share
- Listening with respect and with empathy to relatives
- Providing comforting and refreshing drinks or snacks to relatives who may be spending long periods both day and night with their dying family member.
- Providing comfort measures for the resident/older adult as directed by the nursing staff. These may include frequent small sips of fluid or adjusting pillows or bedclothes or sitting with the resident/older adult, where required.
- Assisting with the preparation of the resident/older adult's remains for its removal to the mortuary
- Organisation of the deceased person's belongings for their return to the family in line with local policy and procedures.

Collaboration in Other care /care area Activities

The efficiency and effectiveness with which a care provider can meet the needs of its residents/older adults depends on how well all the staff work together as a team. The Health Care Assistant is a key member of the care team and may be requested to undertake some activities that are indirectly related to resident/older adult care.

They may include:

- Working as part of multidisciplinary team and contribute to the development of care plans.
- Taking and recording of residents/older adults' clinical observations as directed by the Nurse and reporting abnormalities as per training and delegation.
- Assisting the Nurse in the provision of quality nursing service.
- Accepting guidance and assisting the Nurse in duties associated with the delivery of care and management of the environment and other support duties as appropriate.
- Support the implementation and evaluation of quality standards and improvement initiatives
- Checking care /care area stocks and listing those that need reordering
- Restocking as required
- Maintaining orderly storage of supplies
- Delivering specimens as required
- Provide and participate in meaningful activities to the residents/older adults, document these, find out what is important to the residents/older adults
- Provide individualised and group activities

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Campaign Specific Selection Post	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. 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 depending on the service needs of the organisation.
Annual registration	
The reform programme outlined for the Health Service may impact on this role and as structures change the job description may be reviewed. 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.	

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

Tenure	The current vacancies available are on a Full Time Permanent and Part Time Permanent basis. The post is pensionable. Appointment as an employee of Peamount Healthcare is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.
Remuneration	Remuneration is in accordance with the salary scale approved by the Department of Health: Healthcare Assistant (6075) Current salary scale with effect from 1st June 2026: €36,651 (point 1) to €45,939 (point 9 LSI).
Working Week	The hours allocated to this post are 39 hours per week (Full-Time)/19.5 hours (Part Time). The allocation of these hours will be at the discretion of the Department Head and in accordance with the needs of the service. 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	As per Health Service Executive (HSE)
Probation	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: • On commencement of employment. • Fixed term to permanent contract. • Permanent employees commencing in promotional posts will also undertake a probationary period relating to their new post.
Pension	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. 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 service pension who secure another public service appointment in any public service body.

Maternity	Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.
Sick Leave	Peamount Healthcare operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31st March 2014.
Pre-Employment Health Assessment	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.
Validation of Qualifications & Experience	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.
References	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.
Garda Vetting	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. 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.
Character	Candidates for and any person holding the office must be of good character.
Health & Safety	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. 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.
Quality, Risk & Safety Responsibilities	It is the responsibility of all staff to: Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety.

	• Participate and cooperate with external agencies on safety initiatives as required. • Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to: ➤ National Standards for Safer Better Healthcare. ➤ National Standards for the Prevention and Control of Healthcare Associated Infections. ➤ Peamount Standards and Recommended Practices for Healthcare Records Management ➤ Safety audits and other audits specified by the Peamount or other regulatory authorities. • To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospital's continuous quality improvement programme. It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department.
Education and Training	Participate in mandatory training programmes. Pursue continuous professional development in order to develop professional knowledge and keep updated with current and legislation.
Specific Responsibility for Best Practice in Hygiene	Hygiene in healthcare is defined as “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.” • It is the responsibility of all staff to ensure compliance with hospital hygiene standards, guidelines and practices. • Department heads/ managers have overall responsibility for best practice in hygiene in their area. • It is mandatory to complete hand hygiene training every 2-years and sharps awareness workshops yearly.