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| <b>Job Title &amp; Grade</b>     | HSSD Supervisor<br>Grade IV                                                                                                                                                                                                                                                                                          |
| <b>Campaign Reference #</b>      | 101830                                                                                                                                                                                                                                                                                                               |
| <b>Closing Date</b>              | 19 <sup>th</sup> August 2026 by 5pm                                                                                                                                                                                                                                                                                  |
| <b>Proposed Interview date</b>   | TBC                                                                                                                                                                                                                                                                                                                  |
| <b>Proposed start date</b>       | Based on one start date per month and other KPIs and timelines.                                                                                                                                                                                                                                                      |
| <b>Duration of Post</b>          | Specified Purpose contract                                                                                                                                                                                                                                                                                           |
| <b>Specific T&amp;Cs of post</b> | 35-hour Standard Week<br>28 days Annual Leave<br><br>Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1 <sup>st</sup> June 2026: Grade, Code 0558, starting at Point 1 €36,470 and rising annually in increments: €56,018 LSIS.       |
| <b>Garda Vetting</b>             | Garda Vetting is required for this post                                                                                                                                                                                                                                                                              |
| <b>Location of post</b>          | CHI at Crumlin pending the establishment of and transfer to the new National Children's Hospital. You may be required to transfer to a new location on establishment of the Hospital Campus, including satellite centers.                                                                                            |
| <b>Reporting Arrangements</b>    | Direct reporting to CDU Deputy Manager/Manager / Assistant Director of Nursing                                                                                                                                                                                                                                       |
| <b>Key Working Relationships</b> | <ul style="list-style-type: none"> <li>• CDU Managers, Supervisors and Technicians</li> <li>• ADON</li> <li>• Operating Theatre Management and Nursing Team</li> <li>• Ward/Clinical Managers and staff</li> <li>• Clinical Engineer</li> <li>• Technical services</li> <li>• External Hospital providers</li> </ul> |

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|                                              | <i>Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning &amp; transitioning to steady state.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Purpose of the Role</b>                   | The HSSD Supervisor is responsible for assisting in the planning and co-ordination and provision of centralized decontamination services within the hospital in collaboration of the CDU Manager. Confidentiality regarding patient information and other hospital data is essential.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Principal Duties and Responsibilities</b> | <p>To oversee the production of sterilised medical devices for use in all clinical and other assigned areas including Medical Decontamination Unit designated by the hospital.</p> <p><b>Specific Duties:</b></p> <ul style="list-style-type: none"> <li>• The post holder will be expected to live CHI values and be child-centered, compassionate, and will act with respect, excellence and integrity.</li> <li>• Assist in all areas of the decontamination life cycle, cleaning, disinfection, inspection, tray assembly, packaging, sterilization, collection, storage and delivery of medical devices in keeping with the Quality Standards of the Decontamination Unit ISO 13485:2016.</li> <li>• An understanding of documentation pertaining to CDU Quality System i.e. procedures, process and associated duties must be countersigned by CDU Management or Senior Staff Member as deemed necessary.</li> <li>• Oversee the Collecting, processing, issuing and delivering used RIMD from/to Theatres, wards and departments</li> <li>• Oversee the Cleaning and assemble of equipment as required in the CDU in line with standard operational procedures and the quality management system.</li> <li>• Responsible for operating mechanical processing equipment associated with CDU to support the decontamination of medical devices and in line with the Quality Management System.</li> <li>• Perform inspection, functional testing, and packing of medical devices for theatres, wards, clinical departments, and loan instrument providers.</li> <li>• Reporting non-conformances or faults to CDU Management.</li> <li>• Stocking shelves of sterile supplies, non-sterile disposable items and assisting with stock control and requisitioning</li> <li>• Maintenance of manual and electronic records in line with departmental policy.</li> <li>• Handling and storage of raw material components</li> <li>• Taking, recording and delivering phone, electronic or verbal messages as required</li> <li>• Keeping abreast of shared information on communication and quality boards</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Attending mandatory training as directed by the CDU Manager</li> <li>• Investigate and Manage queries/Complaints between CDU and end users of the service</li> <li>• Follow up and report any non-conformances and provide communications relevant to continuous quality improvement initiatives.</li> <li>• Evaluate the quality control performance in the department and participate in decision-making processes.</li> <li>• Ensure organisational and departmental policies/procedures are adhered to.</li> <li>• Directly supervise all staff employed within the unit.</li> <li>• Be committed to continuous professional development.</li> <li>• Be committed to promoting staff education and training.</li> <li>• Provide on-going support to all CDU staff acting as a mentor/preceptor and facilitating their development through challenge and support.</li> <li>• Communicate and liaise between decontamination personnel, customers and other members of healthcare staff in a professional manner.</li> <li>• To inform effectively at any staff hand-over and attend and actively participate in the Department's meetings.</li> <li>• Report behavior outside acceptable limits to include conflict, grievance, discipline, absenteeism, etc. in accordance with Hospital and Board policy</li> <li>• Stock shelves and assisting with stock control and requisitioning as required</li> <li>• Maintenance of records in line with departmental policy.</li> <li>• Maintain compliance to all statutory and mandatory training as defined by the organisation and service needs.</li> <li>• Comply with the Department's training programme and undertake any training programmes in line with the development of the post, as agreed with line Manager.</li> <li>• Be able to use and train others on the National Track and Trace system of patient information.</li> <li>• IT skills, keyboard skills, including basic word processing skills, to enable the post holder to assist in the production of standard operating procedures.</li> <li>• Excellent administration and organisational skills</li> <li>• Ability to work to strict standards of quality and safety and maintain a professional manner at all times</li> <li>• Participate in staff probation, appraisal and counselling meetings as required.</li> <li>• Enthusiastic and have the ability to motivate others</li> <li>• Quality, Risk and Safety Responsibilities · It is the responsibility of all staff to:               <ul style="list-style-type: none"> <li>· Participate and cooperate with legislative and regulatory requirements regarding Quality, Risk and Safety</li> </ul> </li> <li>• Participate and cooperate with the CHI's Quality and Risk and Safety initiatives as required.</li> </ul> |
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|                                                            | <ul style="list-style-type: none"> <li>• Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to, The National Hygiene Audit, National Decontamination Audit, Health and Safety Audits and other audits specified by the HSE or other regulatory authorities. ·</li> <li>• To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospital's quality, risk and safety requirements.</li> <li>• It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/ department.</li> <li>• There is a risk of exposure to blood/contaminated body fluids, mucus, bioburden and odours from contaminated sets/instruments.</li> <li>• There is a risk of exposure to process chemicals through normal use and/or spillage.</li> </ul> <p><i>The above 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.</i></p> |
| <b>Eligibility criteria, qualifications and experience</b> | <p><b><u>Essential Criteria:</u></b></p> <ul style="list-style-type: none"> <li>• Management qualification or commitment to undertake Supervisory Management QQI Level 6 or equivalent within 2 years of appointment.</li> <li>• Level 6 Minor Award in Decontamination of Reusable Invasive Medical Devices (RIMD)</li> <li>• Minimum 2 years experience in a CDU setting working with invasive medical devices.</li> <li>• Thorough knowledge of HSE Standards and Recommended Practices for Central Decontamination Units.</li> <li>• Understanding of infection prevention and control, sterilisation processes, quality management systems, and standard operating procedures.</li> </ul> <p><b><u>Desirable Criteria:</u></b></p> <ul style="list-style-type: none"> <li>• Supervision experience within a healthcare setting within the past 3 years</li> <li>• Experience in implementing and maintaining quality initiatives</li> <li>• Ability to work on own initiative.</li> <li>• Enthusiastic and can motivate others</li> </ul>                                                                                                                                                                                                                                           |
| <b>Competition Specific</b>                                | <p>Applications for this post <u>must be accompanied by a cover letter</u>, setting out relevant experience that illustrates how the essential criteria listed above is met.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| <p><b>Selection Process</b></p> <p><b>How to Apply &amp; Informal Enquiries</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>The criterion for short listing is based on the requirements of the post, as outlined in the eligibility criteria.</p> <p>The closing date for submissions of CV's and cover letter is <b>19<sup>th</sup> August 2026 by 5 pm</b>. Applications must be completed through the advertised post on <b>CHI.jobs</b> by clicking '<b>Apply for Job</b>'.</p> <p><b>Applications will not be accepted through direct email or any other method.</b></p> <p>For informal enquiries for this specialty/department, please contact <a href="mailto:maria.flynn@childrenshealthireland.ie">maria.flynn@childrenshealthireland.ie</a></p> <p>For other queries relating to this recruitment process, please contact <a href="mailto:taurai.machuwe@childrenshealthireland.ie">taurai.machuwe@childrenshealthireland.ie</a></p> <p><b>PLEASE NOTE:</b></p> <p>CHI has transitioned to a process of a one commencement day per month for all new employees, CHI internal transfers and Secondments. This update to our Onboarding process is aligned to changes in our monthly/fortnightly payroll and with the launch of our new corporate induction program. This process enhancement ensures that we can thoroughly prepare for your arrival and facilitate a smooth transition in your onboarding journey.</p> <p><b>It is important for you to note that if you do not have your pre-employments and mandatory training completed in time, your commencement date will be deferred to the next available date.</b></p> <p>Below, you'll find the list of <b>commencement dates for 2026</b> for your information.</p> <ul style="list-style-type: none"> <li>• November 9<sup>th</sup>, 2026</li> <li>• December 7<sup>th</sup>, 2026</li> </ul> |
| <p><b>Information on "Non-European Economic Area Applicants" is available from <a href="https://dbei.gov.ie/en/">https://dbei.gov.ie/en/</a></b></p> <p>Children's Health Ireland is legally required to verify that all staff <b>have the right to work in Ireland before they begin employment</b>, regardless of nationality or immigration status. This right-to-work check is also necessary when an individual re-joins CHI or when their immigration permission or employment permit is due to expire.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

Permit holders can change their permit employer to CHI after a period of nine months has passed since commencing their first employment permit in the State. The change of employer applies to the [General Employment Permit \(GEP\)](#) and to the [Critical Skills Employment Permit \(CSEP\)](#). The change is required to be completed as part of pre-employment clearance.

All Permits and Change of Employer applications are processed on the [Employment Permits Online](#).

Some recruitment campaigns may be open to candidates who are not citizens of the EEA, Switzerland, or United Kingdom. You can consult the [Critical Skills Occupational List](#) see if your profession is currently eligible under this route.

**The programme outlined for Children's Health Ireland may impact on this role and as structures change the job description may be reviewed.**

**Children's Health Ireland is an equal opportunities employer.**