



MRHIH08 Consultant Histopathologist (Locum)
BreastCheck Eccles Unit and Mater Misericordiae University Hospital
Job Specification & Terms and Conditions

Job Title	Consultant Histopathologist										
Campaign Reference	NSS2025138 / MRHIH08										
Closing Date	20 th September 2026 at 12pm										
Proposed Interview Date (s)	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.										
Taking up Appointment	A start date will be indicated at job offer stage.										
Location of Post	This is a specified-purpose appointment to BreastCheck on a Public Only Consultants' Contract 2023 by the Health Service Executive. The initial commitment for this post will be to Breastcheck - Eccles Unit for 20 hours per week and Mater Misericordiae University Hospital for 17 hours. This post may be subject to restructuring in the future to facilitate the reorganisation of acute services in line with new clinical models of acute and community services. It is noted that the post must be congruent with the requirements of, and facilitate implementation of national health policy, the HSE's National Clinical Programmes including commitment to deliver the relevant performance outcomes. *Due to the establishment of the HSE Health regions and the geographic realignments of the CHO Areas/Hospital Groups within these regions, the appointing service may differ from that outlined in the Letter of Approval for this post* A panel may be formed as a result of this campaign from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.										
Informal Enquiries	Name: Dr. Deirdre Timlin, Consultant Histopathologist Email: DeirdreTimlin@mater.ie										
Details of Service	The National Screening Service (NSS), part of the Health Service Executive (HSE), delivers four free, national population-based screening programmes: <table><tr><th>Programme</th><th>Aim</th></tr><tr><td><u>BreastCheck</u></td><td>Detecting breast cancers at the earliest possible stage, when they can be easier to treat.</td></tr><tr><td><u>CervicalCheck</u></td><td>To prevent cervical cancer by finding and treating changes to the cells in the cervix before they develop into cancer. Also to find cervical cancer at an early stage, before symptoms start, when it can be easier to treat.</td></tr><tr><td><u>BowelScreen</u></td><td>To prevent bowel cancer by finding and removing abnormalities in the bowel (polyps). Also to find bowel cancer at an early stage, before symptoms start, when it can be easier to treat.</td></tr><tr><td><u>Diabetic RetinaScreen</u></td><td>Early detection and treatment of sight-threatening retinopathy. When retinopathy is caught early, treatment is effective at reducing or preventing damage to your sight.</td></tr></table>	Programme	Aim	<u>BreastCheck</u>	Detecting breast cancers at the earliest possible stage, when they can be easier to treat.	<u>CervicalCheck</u>	To prevent cervical cancer by finding and treating changes to the cells in the cervix before they develop into cancer. Also to find cervical cancer at an early stage, before symptoms start, when it can be easier to treat.	<u>BowelScreen</u>	To prevent bowel cancer by finding and removing abnormalities in the bowel (polyps). Also to find bowel cancer at an early stage, before symptoms start, when it can be easier to treat.	<u>Diabetic RetinaScreen</u>	Early detection and treatment of sight-threatening retinopathy. When retinopathy is caught early, treatment is effective at reducing or preventing damage to your sight.
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Our mission: We deliver population screening programmes that help prevent, reduce the risk of, and assist the recognition of, disease in Ireland.

Our vision: To work together to save lives and improve people's health through population screening.

Screening programmes aim to reduce morbidity and mortality in the population by identifying those at risk of the condition/pre-condition, allowing free assessment, detection and treatment.

- Population screening can save lives. Evidence shows that detection, survival and death rates are all improved for people who have participated in screening.
- Screening programmes play a significant part in cancer detection; 5% of all cancers in Ireland are detected during screening.
- Services are growing and dynamic, with exciting opportunities in the next 5 years for innovation and further benefits for the >1.5m population eligible.

Our programmes focus on looking for early signs of disease in healthy people, so that we can:

- detect health issues early
- help prevent disease
- ensure that anyone who does develop the disease being screened for has the best chance of early, more effective treatment
- reduce people's risk of developing a disease or its complications
- support people in making informed decisions about their health

The NSS Strategic Plan 2023-2027 Choose Screening: Together we can make a difference sets out our areas of focus:

- Engagement and partnership
- Operational excellence
- Service development
- People and culture
- Governance and quality assurance
- Data and information

On our website www.screeningservice.ie we report regularly on our activity, progress and performance.

Read more about some of our work to deliver our strategy:

- Equity in screening
- Quality assurance
- We highlight research that we have published, presented, authored and co-authored in the news section of our website
- Our reports and publications provide more information about our work.

BreastCheck Eccles Unit / Mater Misericordiae University Hospital

This post is based at the BreastCheck Eccles Unit where all pathology specimens are processed in the Department of Cellular Pathology of the Mater Misericordiae University Hospital. As one of the initially designated Breast Screening Centres (following the introduction of the National Screening Programme in 2000) and in line with clinical demands and laboratory development, we now provide a fully comprehensive diagnostic and immunohistochemical service. We also have on site molecular facilities for the identification of oncogenic targets with therapeutic potential (e.g. HER-2/neu). Due to the dedication and commitment of highly skilled personnel we provide a timely high calibre service, which serves as a model for the management of other cancers.

	In addition, the MMUH Pathology Laboratory (INAB Accredited; Reg No: 232MT) processes a wide spectrum of diagnostic histopathology and cytopathology specimens such that we have a high level of expertise in specialist areas including GU;GI, Respiratory, Dermatology, Oncology and Transplantation pathology. The Mater Misericordiae University Hospital is a charitable voluntary hospital and holds a unique place in the delivery of healthcare not only to the community of North Dublin but also to the rest of the country with its tertiary services. The Hospital was established in 1861 under the auspices of Catherine McAuley and the Sisters of Mercy. The Mission and Ethos of the organisation reflect Catherine McAuley's devotion to the sick and elderly in the Dublin of her time. The hospital has two national specialties, cardiothoracic surgery (including transplantation) and spinal injuries. Regional specialties include ophthalmology, dermatology, breast cancer screening and oncology. The hospital also provides services under a range of medical and surgical specialties, including cardiology, renal services, general and vascular surgery, urology and orthopedics. The Mater Campus comprises: • A Medical School affiliated to University College Dublin and the Royal College of Surgeons in Dublin. • A centre for Nurse Education in partnership with the School of Nursing University College Dublin • A School of Physiotherapy affiliated with University College Dublin. • An Institute of Radiological Science offering MSc and PhD programmes. • An Institute of Ophthalmology (UCD). • A Mater College for Postgraduate Education & Research • A Department of Child and Family Psychiatry offering MSc in Child and Family Psychotherapy (UCD). • Professions Allied to Medicine who provide clinical practice for students attending various third level institutions. • An independent private hospital.
Reporting Relationship	In BreastCheck, the reporting relationship is to the Unit Clinical Director and to the CEO of the National Screening Service. In MMUH, the reporting relationship is to the Chief Executive Officer / General Manager / Master of the hospital (or other employing institution) through his / her Clinical Director¹ (where such is in place). The Hospital Group Chief Executive Officer or Chief Officer, Community Health Organisation may require the Consultant to report to him / her from time to time.
Key Working Relationships	The appointee will be one of three pathologists currently employed by BreastCheck with responsibility for delivering the Breast Screening Service (including conference review, data collection and audit). They will also be expected to contribute to the Symptomatic Breast service in addition to the General Histopathology and Cytopathology rotas on a sessional basis. Duties may be reviewed in the light of changing service demands and the interests/expertise of the candidate. BreastCheck has its own multidisciplinary team of Histopathologists, Radiologists, Surgeons, Breast Care Nurses and Radiographers at its dedicated facilities. The working relationship requires co-ordination, liaison and collaboration with other departments within the screening centre and the hospital, other health care professionals, managerial/administrative staff and agencies associated with standards and monitoring of health care provision to patients. The successful candidate will be involved in multidisciplinary meetings (membership as per national guidelines) and should be prepared to be involved in promoting the programme nationally.
Purpose of the Post	This is a locum, specified-purpose post in which the appointee will share duties with the other Breast Pathologist in the National Screening Service and between the programme and Mater Misericordiae University Hospital (including the Symptomatic Breast Service). The candidate will have joint responsibility for the overall coordination of the Unit's quality assurance as related to all pathology aspects of the screening

	programme. This will include histopathology and cytopathology EQA, quality assurance, education and training, information technology and research and development in conjunction with MMUH Pathologists. Administrative responsibility may rotate amongst the other consultants who are employed in the delivery of the Programme. The clinical role is diagnostic, investigative, therapeutic and prescriptive, either directly or through others but involving full responsibility for the pathology services without supervision, in clinical matters. The organisational role carries service planning and resource management responsibilities at individual consultant level, at Hospital Department level and at the National Screening Service level. The teaching role arises from the clinical and organisational dimensions of the role and focuses on health, staff training and development. The effectiveness of the role will be seen in the quality of care provided within the parameters of policy/quality assurance guidelines and the optimum use of available resources. The appointee will be required to play a full and constructive role in medical audit and will be expected to participate in continuing medical education.
Principal Duties and Responsibilities	The appointee to the post will work within BreastCheck Eccles Unit and Mater Misericordiae University Hospital. Provision of services will be in accordance with the Public Only Consultants' Contract 2023 by the Health Service Executive with an agreed schedule of commitment and practice plan. Clinical Practice • To participate in the delivery of a fully comprehensive Consultant-delivered Histopathology service to the Eccles Unit, National Breast Screening Programme. • To participate in the delivery of the general Histopathology (including Symptomatic Breast Service) and Cytopathology services at MMUH in line with sessional commitments. • To contribute to a 24 hour on-call roster (as per sessional commitments) • Demonstrate competence and experience in diagnostic breast histopathology. Enrolment in the NHS Breast Pathology EQA scheme is a requirement. • Demonstrate ability to manage a busy histopathology and cytopathology caseload in an efficient time frame. • Demonstrate ability to keep up to date with new developments in histopathology and to modify service delivery in line with international best practice. Risk Management/Health and Safety • Demonstrate an understanding of laboratory Quality Assurance and Accreditation requirements. • To ensure that all relevant operating procedures are updated in line with changing practice. • To participate in a system of professional practice review (including medical audit and multidisciplinary quality assurance) and adherence to the National Screening Service Quality Assurance Guidelines and the National Quality Improvement Programme in Histopathology (led by the Faculty of Pathology). • To participate in accreditation processes as applicable to the Breast Screening service and to the department of Histopathology at MMUH. • To identify and participate in the maintenance of Health and Safety requirements and to devise protocols for safe and high standards of practice.

Administrative/Training

- To share responsibility for the maintenance of appropriate liaison arrangements between the Screening Programme and the MMUH Histopathology Department.
- To assist in the provision, maintenance and verification of all relevant information required by the National Screening Service and the Executive of MMUH. This may include completion of data sheets required for the Quality Assurance aspects, including HIQA and the National Cancer Screening Service.
- Demonstrate evidence of effective planning and organisational skills including awareness of resource management and importance of value for money.
- To assist in the selection and procurement of new equipment as required.
- To participate in the recruitment process for selection and appointment of new staff if required.
- Demonstrate ability to engage with and direct the activities of laboratory scientific and technical staff.
- Demonstrate a commitment to continued involvement in training and research.
- Demonstrate a commitment to training histopathology trainees, scientific, nursing or other relevant staff.
- Demonstrate effective communication skills including the ability to present information in a clear and concise manner.
- Demonstrate awareness and appreciation of the service user.
- Demonstrate leadership and team management skills including the ability to work with consultant colleagues, histopathology trainees and with multidisciplinary team members.
- Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.

Standard Duties and Responsibilities

- To participate in development of and undertake all duties and functions pertinent to the Consultant's area of competence, as set out within the Clinical Directorate Service Plan and in line with policies as specified by the Employer.
- To ensure that duties and functions are undertaken in a manner that minimises delays for patients and possible disruption of services.
- To work within the framework of the hospital / agency's service plan and / or levels of service (volume, types etc.) as determined by the Employer. Service planning for individual clinical services will be progressed through the Clinical Directorate structure or other arrangements as applicable.
- To co-operate with the expeditious implementation of the Disciplinary Procedure.
- To formally review the execution of the Clinical Directorate Service Plan with the Clinical Director / Employer periodically. The Clinical Directorate Service Plan shall be reviewed periodically at the request of the Consultant or Clinical Director / Employer. The Consultant may initially seek internal review of the determinations of the Clinical Director regarding the Service Plan.
- To participate in the development and operation of the Clinical Directorate structure and in such management or representative structures as are in place or being developed. The Consultant shall receive training and support to enable him / her to participate fully in such structures.
- To provide, as appropriate, consultation in the Consultant's area of designated expertise in respect of patients of other Consultants at their request.
- To ensure, in consultation with the Clinical Director, that appropriate medical cover is available at all times having due regard to the implementation of the European Working Time Directive as it relates to doctors in training.
- To supervise and be responsible for diagnosis, treatment and care provided by non-Consultant Hospital Doctors (NCHDs) treating patients under the Consultant's care.
- To participate as a right and obligation in selection processes for non-Consultant Hospital Doctors and other staff as appropriate. The Employer will provide training as required. The Employer shall ensure that a Consultant representative of the relevant specialty / sub-specialty is involved in the selection process.

	• To participate in clinical audit and proactive risk management and facilitate production of all data / information required for same in accordance with regulatory, statutory and corporate policies and procedures. • Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. • Demonstrate pro-active commitment to all communications with internal and external stakeholders. The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.
Eligibility Criteria Qualifications and/ or experience	Qualifications & Professional Requirements Professional Qualifications a) Registration as a specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland in the specialty of histopathology Entry to competition / recruitment process and subsequent appointment No candidate will be appointed as a Medical Consultant unless (s)he is registered as a Specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland. The successful interviewee must be registered as a Specialist in the relevant specialty on the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland before taking up appointment. The candidate will be allowed a max of 180 calendar days from date of interview to secure this registration and produce evidence of special interest training where relevant. Should the successful candidate not be registered as a Specialist at that time, the post may be offered to the next suitable candidate (or, in the case of HSE posts, the Public Appointments Service may choose not to recommend that candidate to the employer). Should no suitable candidate exist, a further recruitment process may be initiated. Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by The Medical Council of Ireland. Desirable criteria • Possess the FRCPATH or an equivalent qualification. • Six years satisfactory postgraduate training and experience in the medical profession, including not less than four years satisfactory experience in Histopathology and Morbid Anatomy. • Experience in Breast Pathology
Other requirements specific to the post	• Access to appropriate transport to fulfil the requirements of the role.
Additional eligibility requirements:	Citizenship Requirements Eligible candidates must be: (i) EEA, Swiss, or British citizens OR

	(ii) Non-European Economic Area citizens with permission to reside and work in the State Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status. To qualify candidates must be eligible by the closing date of the campaign.
Skills, competencies and/or knowledge	Clinical Competence – Delivering Clinical Expertise (incorporating clinical knowledge & skills, clinical experience, Continuous Practitioner Development) • Possesses a detailed knowledge and understanding of the relevant specialist domain • Has a clear understanding of the clinical challenges facing relevant population groups • Demonstrates leadership skills to enhance patient care and safety • Applies knowledge effectively to make clear and proactive decisions • Anticipates rather than reacts; maintains knowledge of current research and practice • Recognises and responds to the complexity, uncertainty and ambiguity inherent in medical practice • Has track record of doing things thoroughly in challenging cases / complex referrals • Adopts a patient-centred approach to understanding patient needs and delivering their care • Makes a clear and decisive contribution within the multi-disciplinary team • Regularly engages in further education to develop self and practice Organisational Competence – Leading & Governance (Incorporating clinical leadership & accountability, clinical service planning) • Sees self as accountable for relevant issues related to clinical outcomes, patient safety, risk, quality, stewardship of resources and change management • Manages people by providing direction, reviewing performance, motivating others and promoting equality and diversity • Recognises respective areas of accountability of the CEO, General Manager / Service lead and others • Efficient and organised; employs effective processes to manage and prioritise workload • Open and honest; willing to admit mistakes and learns from experiences • Is aware of resources available and manages these appropriately to ensure the delivery of safe and efficient services Contributes to the development of business and service plans to achieve service goals • Reviews and monitors service provision • Adequately identifies, assesses, manages and monitors risk within their area of responsibility Interpersonal Competence – Engaging Staff, Patients & Family (Incorporating communication & listening skills, dealing with emotional situations, teamwork & collaboration, motivating and supporting others) • Listens attentively and accurately to others and tailors his/her communication to suit the individual and the situation (oral and written) • Encourages people to collaborate towards a common goal or vision • Helps people to identify and develop their strengths, supports people when things go wrong • Demonstrates self-awareness; understands own limitations • Manages own emotions and is resilient, remains calm under pressure

	- Adopts an inclusive, collaborative approach / understands and respects others' roles within the wider multi-disciplinary team / treats people with respect at all times - Sees self as a team member; is willing to take as well as give direction / works within teams to deliver and improve services - Effectively influences and persuades others Future Focused Competence – Improving Future Care (Improving healthcare quality, Teaching & Research) - Identifies the contexts for change, demonstrating awareness of the political, social, technical, economic, organisational and professional environment - Encourages improvement and innovation, creating a climate of continuous service improvement. - Applies knowledge and evidence, gathering information to produce an evidence-based challenge to systems and processes in order to identify opportunities for service improvement - Makes sound evidence-based decisions consistent with the values and priorities of the organisation and profession - Measures and evaluates outcomes taking corrective action where necessary and is accountable for decisions - Contributes to an ongoing process to improve health in the community / population s/he serves, with a strong appreciation of the service user - Shares learning with colleagues via formal and informal methods (thinking aloud) - Makes time to coach and support others; shows empathy for the concerns of learners, promotes a safe learning environment Health and Character Health A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. Character A candidate for and any person holding the post must be of good character
Campaign Specific Selection Process Ranking/Shortlisting / Interview	A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. <u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u> Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.
Diversity, Equality and Inclusion	The HSE is an equal opportunities employer. Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.

	The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at https://www.hse.ie/eng/staff/resources/diversity/
Code of Practice	The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process. The CPSA Code of Practice can be accessed via https://www.cpsa.ie/.
The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed. This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.	

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Consultant Histopathologist

Terms and Conditions of Employment

Tenure	The current vacancy available is temporary and whole time. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Remuneration	The Salary scale for the post is: (as of 01/06/2026) €238,221 - 251,098 - 264,691 - 271,846 - 278,998 - 286,151 New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.
Working Week	The standard weekly working hours of attendance for your grade are 37 hours per week. Your normal weekly working hours are 37 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. You are required to work agreed roster/on-call arrangements advised by your Reporting Manager.
Annual Leave	The annual leave associated with the post will be confirmed at Contracting stage.
Superannuation	This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004.
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. * <u>Public Servants not affected by this legislation:</u> Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.

	Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
Protection of Children Guidance and Legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities. For further information, guidance and resources please visit: HSE Children First webpage.
Infection Control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
Health & Safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include: • Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.

¹A template SSSS and guidelines are available on [writing your site or service safety statement](#).

² Structures and processes for effective [incident management](#) and review of incidents.

Ethics in Public Office 1995 and 2001	Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below; A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year. B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer. C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website http://www.sipo.ie/ The Standards in Public Office Commission oversees compliance with the tax clearance provisions. We will provide details of your appointment and contact details to the Commission. Non-compliance will be investigated by the Commission. A report will be furnished to the HSE and laid before each House of the Oireachtas, at which point it will be made public. Any continuing non-compliance will also be noted in the Commission's Annual Report Under the Standards in Public Office Act 2001, the post holder must within nine months of the date of appointment provide the following documents to the Standards in Public Office Commission at 18 Lower Lesson Street, Dublin 2: 1. A Statutory Declaration, which has been made by the post holder not more than one month before or after the date of the appointment, attesting to compliance with the tax obligations set out in section 25(1) of the Standards in Public Office Act and declaring that nothing in section 25 (2) prevents the issue to the post holder of a tax clearance certificate 2. and either (a) a Tax Clearance Certificate issued by the Collector-General not more than 9 months before or after the date of the appointment or (b) an Application Statement issued by the Collector-General not more than 9 months before or after the date of the appointment.
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