

SOUTH INFIRMARY-VICTORIA UNIVERSITY HOSPITAL
Old Blackrock Road, Cork



Job Description for the post of:

Healthcare Assistant

Permanent/Temporary Full-Time/Part-time

Application Process:

Please apply with an up-to-date Curriculum Vitae for the attention of the Human Resources Manager on the following website:

<https://www.rezooom.com/company/south-infirmary-victoria-university-hospital/>

The latest date for receipt of applications is:

1.00pm, Wednesday 15th October 2026

Please note successful candidates will be required to submit documentary evidence of all qualifications referred to on application when requested to do so post interview.
A panel may be formed.

The South Infirmary -Victoria University Hospital is an equal opportunities employer

The South Infirmary-Victoria University Hospital

We at the South Infirmary-Victoria Hospital are committed to providing the highest quality service to all our patients in a friendly, safe and caring environment. We endeavour to provide an effective, efficient service in a timely manner with equal access for all our patients. We aim to provide individual patient centred care to each patient and their families and promote patient participation in their care. We encourage good interpersonal relationships. We promote staff and service development through education, motivation and encouragement. We are committed to providing an effective learning environment for future health service staff.

We are a 182 bed Voluntary Teaching Hospital affiliated to University College Cork and catering for approximately 40,000 discharges and 95,000 outpatients each year. We are part of the South/South West Hospital Group.

The Hospital is the Regional Centre for E.N.T. and Dermatology Services. The Hospital also plays a very prominent role in Endocrinology and Rheumatology services in the region. Services are continually developing and expanding at the Hospital.

The SIVUH is the regional center of Ophthalmology that will see the Ophthalmology Outpatients Department (OPD) and Eye Casualty at CUH and the OPD from MUH transfer to the new state of the art Ophthalmology OPD and Eye Casualty building at SIVUH with an outreach clinic service in Ballincollig

The following medical disciplines are specialties in the Hospital:

- Anaesthesiology
- Combined Clinic in E.N.T. and Radiotherapy held at regular intervals
- Dermatology
- E.N.T. including an extensive Head & Neck service
- Endocrinology
- General Surgery
- Gynaecology
- Medical Oncology
- Ophthalmology
- Oral & Maxillofacial Surgery
- Orthopaedic Surgery
- Paediatrics - Consultation Service
- Pain Medicine
- Plastic Surgery
- Radiology
- Rheumatology

The SIVUH is primarily an elective hospital with a particular concentration on day surgery, short length of stay and day of surgery admission. There are 11 theatres in total in the complex; 3 General Theatres, 2 ENT Theatres, 2 Orthopaedic Theatres, 1 Day Surgery, 1 Theatre in the Victoria Wing, and 2 Ophthalmology Theatres. In addition there is an Endoscopy Suite, Pain Management Procedure Rooms and a Minor Procedures Room.

The SI-VUH has an extensive Day Surgery service including a Peri-operative Assessment Clinic which is supported by SI-VUH Consultant Anaesthetist staff. In addition there is a Pre-Admission Assessment Unit.

Informal enquires

Can be directed to the relevant Head of Department / Line Manager

Our website is accessible on

www.sivuh.ie

Details of the Post

Title / Grade

The title and grade of the post is Health Care Assistant.

Grade Code

6075

Responsible to

The post holder will be responsible to the Assistant Director of Nursing.

Report to

The post holder will report to the relevant Clinical Nurse Manager in Ward/Department.

Working Relationships

The post holder will liaise with all Nursing, Medical, Allied Health professionals, Heads of Departments, Theatre Support Staff and Management, Clerical/Administrative staff and other Hospitals/Services as required.

Qualifications & Experience

A candidate must, on the latest date for receiving completed applications for the post:

- (i) Have attained such standard of education as to enable them to discharge the duties of the post satisfactorily.
- (ii) Possess the FETAC / Skillvec Level 5 or equivalent course

Desirable Criteria:

- (i) Previous patient care experience

Note: Candidates will be required to undergo such training and ongoing instruction as is deemed necessary.

Note:

If being processed for appointment, **original documentation** will be sought for:

- (i) All qualification requirements for the post.
- (ii) Any additional qualification(s) that you may be awarded marks for at interview.

In the event that a number of years experience is required for a post, you will be requested to:

- (i) Provide documentary evidence that you possess same.

Character

A candidate for and any person holding the office must be of good 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. For the purpose of satisfying the requirements as to health, the successful candidate, before being appointed, shall undergo a pre employment health assessment. The Medical Examination will be provided by the Hospital.

Purpose of the Post

Patients require assistance in some or all activities of daily living. It is the duty of the nurse to assess, plan, implement and evaluate the care required by the patient. The primary role of the Health Care Assistant (HCA) is to assist the nurse in the implementation of the care plan as determined by the registered nurse. Duties assigned to the Health Care Assistant will vary depending on the care setting

The role involves collaborating with the nursing staff, in assisting patients with the activities of daily living, and collaborating with all members of ward staff in creating an efficient, safe and friendly environment for care delivery.

Main Duties & Responsibilities

- Weighing patients and reporting to nursing staff
- Feeding patients, as directed
- Cutting up food for patients, as directed
- Tidying patients after meals and at other times
- Shaving male patients (facial)
- Washing patients in bed, shower or bath, as directed, or assisting a nurse with same
- Assisting a nurse with bed baths
- Supervising patients in toilets and bathroom, and assisting with associated hygiene
- Helping patients to wash teeth and dentures
- Assisting the nursing staff with the cleaning and care of incontinent, colostomy and ileostomy patients
- Caring for patients' hair and nails, as directed
- Giving and removing bed-pans and urinals, as directed, or assisting a nurse with same, and assisting with associated hygiene.
- Assisting nurses with placing patients on commodes, and assisting with associated hygiene
- Assisting nurses with procedures when requested
- Measuring urinary output in urinal, bedpan or commode when requested and notify nursing Staff
- Measuring urinary output in urinal, bedpan or commode when requested and notify nursing Staff
- Giving and removing emesis containers, as directed
- Giving and removing sputum cartons, as directed
- Assisting the nursing staff with pressure sore prevention and care
- Encouraging intake of oral fluids, as directed
- Assisting with Manual Handling and moving patients, as directed or assisting nursing staff with same
- Turning and repositioning patients, as directed, or assisting nursing staff with same.
- Assisting a nurse in making occupied beds and cots, as directed
- Helping patients to dress, as directed or assisting nursing staff with same
- Mobilising patients, as directed or assisting nursing staff with same.
- Making patients comfortable in beds and in chairs
- Assisting nursing staff with all moving and handling
- Helping patients to exercise, as directed
- Delivering and collecting equipment etc., as requested.
- Dealing with laboratory specimens
- Escorting patients, as directed within and in some circumstances outside the Hospital
- Assisting, as requested, with Last Offices
- Dealing with the deceased in accordance with Hospital Policy and as directed
- Reporting to nursing staff any requests from patients or relatives
- Reporting to nursing staff any complaints of pain, distress etc. expressed by patients
- Assist with transferring patients within the unit if and when required.
- Recording of food chart

Duties associated with catering:

- Preparation of special drinks, as directed
- Making tea/Coffee and light refreshments as requested and distributing same.
- Distributing and collecting menus when necessary, and assisting patients to complete menu cards, when necessary

Duties associated with Theatre

- Escort Parent/Guardians from the anaesthetic room to the reception area following anaesthesia for children or patients with an intellectual disability.
- Assist with the morning preparation in Theatre to include damp dusting and stocking.
- Assist with set up of necessary equipment, positioning of patient and positioning of operating lights as directed by CNM/RGN
- Assist in the decontamination processes between cases to include changing of bags, suction liners & tubing, decontamination of operating table and equipment.
- On completion of case return specialist equipment to appropriate storage areas
- Perform any other supportive duties that may be necessary in the context of specific Theatre situations as directed by the CNM/RGN

Duties associated with cleaning and housekeeping:

- Linen Management in accordance with Hospital Policy
- Dealing with spillage
- Cleaning and disinfecting beds and ward furniture as instructed.
- Making unoccupied beds and cots
- Cleaning bedside lockers
- Ensure patient's bedside areas are tidy.
- Correct storage of all equipment and furniture
- Cleaning of ward equipment, not in use as directed
- Dealing with patients' personal property, as directed and in accordance with Hospital Policy
- Cleaning & decontaminating reusable invasive medical devices as per hospital policy
- Transportation of instruments to H.S.S.D. as per hospital policy
- Replenish alcohol solution on Ward as necessary
- Report any defects of equipment to the Staff Nurse/ Maintenance as appropriate

Duties associated with ward administration:

- Answering telephones and locating appropriate personnel
- Transferring telephone calls to patients, as directed
- Assisting patients to make telephone calls, as directed
- Making telephone calls, as directed
- Ensuring Patient Confidentiality
- Stocktaking and stock maintenance, as directed
- Undertaking errands, as directed

Duties associated with Safety, Health and Welfare:

- Take all steps possible to safeguard the welfare and safety of patients, staff and any other persons
- Maintain dignity and privacy of patient at all times
- Respond to patients, colleagues and visitors appropriately, record all information accurately and report all relevant information
- Assist in ensuring a safe working environment
- Work as a member of a team
- Maintain own awareness of and comply with policies and procedures relating to Safety, Health and Welfare
- It is the responsibility of staff to adhere to infection, prevention & control, including standard and transmission based precautions, hand hygiene, environmental management, waste management etc.
- Reporting equipment/furniture requiring repair
- Exercise control of equipment and consult the appropriate people regarding the proper care and maintenance of such equipment. It is the responsibility of all staff to facilitate and participate in internal and external audit and review.

Training & Development:

- Attend Mandatory Training Programmes as per hospital policy

- Maintain, update and develop knowledge and skills by attendance at training sessions relevant to job description
- Participate in the induction of new Health Care Assistants as required
- It is the responsibility of all staff to facilitate and participate in internal and external audit and review.

General

- Different rosters will be in operation between wards and department.
- Internal rotation between wards and departments will be in operation.
- Internal rotation between day and night duty will be in operation.
- Annual leave is requested through the relevant CNM2 and Assistant Director of Nursing.
- Report on and off duty, going to meals etc., to the Clinical Nurse Manager 2 / Deputy.
- In the case of illness:
 - (a) On duty - report to the Clinical Nurse Manager 2 / Deputy.
 - (b) Off duty - report to the Director of Nursing/Deputy. Adequate notice must be given if not coming on duty through illness.
- There is a responsibility on all staff to adhere to all hospital guidelines, policies & procedures and best practise. This includes infection control guidelines, waste management, and environmental management etc.
- Be approachable and courteous to patients and other staff members and visitors to SIVUH
- To work in a manner with due care and attention to safety of self, patients, staff and other persons in the workplace with reference to the Health, Safety & Welfare at Work Act 2005.
- To report immediately to Line Managers/nominated persons, any accidents or incidents involving patients, staff and/or members of the public in line with hospital policy.
- To comply and be familiar with all hospital policies and procedures and in particular those relating to Safety, Health and Welfare, Infection Prevention & Control, Hygiene, Risk Management and Decontamination
- Any other duties which may be assigned from time to time by the designated line manager, Director of Nursing, Chief Executive or deputy on his behalf.
- There is a responsibility on all staff to participate in internal and external audits and review as appropriate.
- To work in a manner with due care and attention to safety of self, patients, staff and other persons in the workplace with reference to the Health, Safety at Work Act 2005.
- To report immediately to Line Managers/ nominated persons, any accidents or incidents involving patients, staff and/ or members of the public in line with hospital policy.
- To comply and be familiar with all hospital policies and procedures and in particular those relating to safety, health and Welfare, Infection Control, Hygiene, Risk Management and Decontamination.
- Demonstrate flexibility rotating/assisting in other clinical areas/care settings as required
- Any other duties which may be assigned from time to time by the Assistant Director of Nursing, Clinical Nurse Manager II, Chief Executive or other designated officer.

Particulars of the Post

1. Remuneration

Salary Scale: €36,651 - €45,939 per annum.

Salary payment frequency will be fortnightly. Incremental credit may be granted in respect of recognised experience. Recognisable experience refers to “previous service in a similar grade in the Civil Service, Local Authority Service, Health Service and other public service bodies or agencies, in Ireland or abroad”. New employees wishing to claim incremental credit for previous employment/s must submit a Salary Confirmation form within the first year of their employment to the Wages & Salaries Department, SI-VUH, otherwise the Hospital will not be liable for retrospective payments. New employees experiencing difficulty with a previous employer in obtaining any documentation in this regard should notify the Wages & Salaries Department as soon as possible within the first year of employment.

2. The posts are **temporary and permanent, full-time / part-time** and **pensionable**. The post holder must comply with immigration requirements and hold the correct permissions in respect to residing and working in Ireland.
3. **Annual Leave**
Annual leave and public holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997 and in conjunction with Hospital policy and in compliance with national circulars governing leave. Public holidays are dealt with in accordance with the provisions of the Organisation of Working Time Act, 1997 as reflected in the Annual Leave and Public Holiday policy. The annual leave entitlement is 23 days per annum – pro-rata.
4. **Working Hours**
Full-time hours are 39 hours per week. Flexibility in consideration of service needs is required. You will be required to work the agreed roster/ on call arrangements advised to you by your line manager. Work patterns may include day or night duty and shift work. Your contracted hours of work between the hours of 8 am to 8 pm may be liable to change over seven days to meet the requirements for extended day services as may be introduced by the hospital.
5. **Superannuation**
There are various Superannuation Schemes in operation. You will be a member of the scheme relevant to you based on your entry date to the public service and previous service if any. You will be issued with the relevant superannuation information directly from the Superannuation Section, Wages & Salaries Department in due course.
6. **Probation**
The appointment shall be made subject to the conditions that: The person appointed shall hold the appointment for a probationary period of 9 months which the South Infirmary-Victoria University Hospital may, in exceptional circumstances, extend by a maximum of 6 weeks. The specific reasons for the extension shall be made known in writing to the person appointed. Performance and conduct of the person appointed will be monitored on an ongoing basis within the probationary period, with written reviews every 3 months, to determine suitability for continued employment. Termination of the appointment within or at the end of the probationary period will be at the sole discretion of the South Infirmary-Victoria University Hospital. At the end of a satisfactory probationary period, the South Infirmary-Victoria University Hospital shall certify that the Service has been satisfactory and confirm the appointment on a permanent basis.
7. **Notice**
When resigning, the post holder is required to give four week's notice in writing prior to resigning the post, or in default, to forfeit one month's amount of salary, to be deducted as liquidated damages from any remuneration due at the time of such resignation.
8. **Healthcare Insurance**
VHI / LAYA Healthcare Insurance details are available on the Intranet Human Resources page / HR General. Salary deduction for healthcare insurance can be facilitated for long term temporary (12 months or longer) or permanent employees only.
9. **Confidentiality**
In the course of their employment, the person appointed may have access to, or hear information concerning the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised

persons can obtain access to them and must be kept in safe custody / destroyed in accordance with policy, when no longer required.

10. **Safety, Health & Welfare at Work**

The South Infirmary-Victoria University Hospital is committed to ensuring the safety, health and welfare of all employees. In line with the Safety, Health and Welfare at Work Act, 2005, a Safety Statement is provided by the Hospital and all staff must comply with Hospital safety regulations. The post holder has personal responsibility for Health and Safety in the workplace.

11. **Hospital Policies & Procedures (PPPGs)**

Details of the Hospital's policies and procedures, including the Grievance and Disciplinary Procedure will be issued to the post holder upon commencement of employment. All hospital policies and procedures are available on the intranet (hard copy can be accessed via the hospital library) and employees are obliged to read and familiarise themselves and adhere to same at all times.

12. **Personal and Hospital Property**

Management does not accept responsibility for property lost, stolen or damaged on hospital premises, whether by fire, theft or otherwise. The right to search your person and/or property (including your motor vehicle) while on or departing from the premises is reserved by Management. Where you are found to be in unauthorised possession of articles which are the property of the hospital, the property of an employee, a patient, a visitor, a contractor or a client of the hospital, you may be liable to sanction up to and including dismissal and may also be prosecuted. A witness, i.e. union representative/colleague (whoever is available) may be present during any such search. Please note CCTV is in operation throughout the Hospital.

13. **Garda Vetting**

Garda Vetting is sought for all South Infirmary-Victoria University Hospital employees, who may have significant interaction with children and/or vulnerable adults in the course of their duties, either while in the Hospital or in the community. This is done for the protection of these vulnerable groups. Garda Vetting will be sought for the successful candidate(s). Candidates must comply fully with this process. Failure to comply with this process or to provide false or misleading information will result in exclusion from the recruitment process.

This document sets out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information. It is subject to review and amendment as required.

Job Description – Health Care Assistant – September 2026