



FSS an Iarthair agus an Iarthuaiscirt HSE West and North West



Job Specification & Terms and Conditions

Job Title and Grade	Clinical Midwife Manager 1, Post Natal Ward, Galway University Hospitals, Bainisteoir Cnáimhseach Cliniciúil 1, Barda iarbhreithe, Ospidéal na hOllscoile, Gaillimh (Grade Code 2131)
Campaign Reference	G12734
Applications	Applications must be submitted via Rezoomo only. Applications received in any other way will not be accepted. There will be no exceptions made
Remuneration	The salary scale for the post at (01/06/2026) is: €57,780 €58,828 €60,306 €61,810 €63,305 €64,809 €66,484 €68,046 €70,087LSI Salary Scales are updated periodically and the most up to date versions can be found here: https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html 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. As per HR Circular 012/25 Please note that previous experience working in the public service counts only where the individual was employed directly by the relevant Civil Service/Public Body. It does not apply for temporary assignments with those bodies while engaged as an agency worker and employed by a private sector employment agency. Exemptions can be found at the following link. HSE Guidelines on Terms and Conditions of Employment provides additional information. https://www2.healthservice.hse.ie/organisation/national-pppgs/guidelines-on-terms-and-conditions-of-employment/
Closing Date	10am 21 st October 2026
Proposed Interview Date (s)	Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week's notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up Appointment	To be agreed at job offer stage.
Organisational Area	HSE West & North West.
Location of Post	Clinical Midwife Manager 1 in Post Natal Ward, GUH. Working 37.5 hours per week. The initial post is permanent, wholtime working in the Women's and Children's Directorate, GUH. The successful candidate may be required to work in any service area within the vicinity as the need arises. 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	AnneMarie Grealish DOM 091 544541 annemarie.grealish@hse.ie Or Louise Fitzpatrick ADOM 091 544789 louise.fitzpatrick@hse.ie We welcome enquiries specific to the role.
Details of Service	HSE West and North West is responsible for the provision of all acute and community services across the 6 counties of Galway, Mayo, Roscommon, Sligo, Leitrim and Donegal and is operationally divided into 4 Integrated Health Areas (IHAs) – GalwayRoscommon IHA, Mayo IHA, Sligo/Leitrim/West Cavan/South Donegal IHA and Donegal IHA. Each managed by an Integrated Health Area (IHA) Manager. To support the delivery of high quality, consistent care, Networks of Care are being developed across the region which are multidisciplinary clinically led regional structures, which will provide leadership, set the strategy for the relevant clinical/care area, support quality, risk and safety structures/processes, and help support the regional leadership team in the assurance processes related to the relevant services. The establishment of Networks of Care (NoC) across HSE West and North West, will support the sharing of clinical/specialty/programme expertise, strengthen the operational resilience, and ensure sustainable safe and quality services. Key components for the NoCs include: • The provision of a regional wide clinical/care service under an integrated governance framework and providing the care group lens across the region/nationally. • A standard system of governance; policies, audit meetings, quality assurance, incident reporting, incident management, risk management, oversight of regulation etc., across services in the Region. • Risk stratification of patients to ensure that higher risk patients are dealt with at the most appropriate facility within the NoC. • Quality assurance on the basis of one integrated service, although operating at different geographical sites; this will require data to be pooled across the NoC. • A integrated approach to service delivery which ensures that each Integrated Health Area (IHA) delivers care appropriate to the resources, facilities and services available in that area. • Accountable structures to support high quality education and clinical research, and active engagement with evolving regional academic structures. An integrated approach to service delivery which ensures that each IHA in the Region delivers care appropriate to the population needs, resources, facilities and services available. The NoC will work closely with all stakeholders relevant to Network.
Our Mission	Our mission is to ensure that the people of West and North West: • are supported by accessible health and social care services to live healthier lives, • have access to safe, high quality, compassionate, and integrated care, delivered by highly skilled and valued staff, • can be confident that we will deliver the best health outcomes and value through a culture that supports continuous improvement, excellence in clinical practice, teaching, research and innovation.

Our Values	The HSE's values of Care, Compassion, Trust and Learning, influence everything the Health Regions do. All HSE Health Regions encourage a culture where all staff live by these values every day, as they interact and deal with colleagues and members of the public.
Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email recruit.GUH@HSE.ie , Recruitment Department.
Reporting Relationship	Reporting directly to Clinical Nurse Manager / Clinical Midwifery Manager 2 / Assistant Director of Midwifery as relevant to the post / as appropriate. Accountable to Director of Midwifery.
Purpose of the Post	Galway University hospital is the territory referral for the West and North West group. Since 2025, GUH Maternity have been involved in a quality initiative, supporting Portiuncula University Hospital. Therefore, our patient co-hort is changing, the workload and level of acuity is increasing to established pathways for the transfer of care for women with high-risk pregnancies from PUH to GUH. The primary role of the CMM 1 will be to support the duties of the CMM2. The CMM1 will support clinical and professional leadership and development in the midwifery team, including the development of staff by means of in-service training, orientation of new staff and arranging for clinical experience and supervision of students where appropriate. To be responsible for the management, care and treatment of service users, to ensure that the optimum standard of care is provided within the designated area(s) of responsibility. The Post Natal ward has thirty beds inclusive of both 4-bedded bays and single rooms. The Infant feeding specialists are based on the ward. The Early discharge home team has close links with the ward. Midwives are supported and trained in doing Examination of New-borns. There are Consultant Obstetrician and Consultant Neonatologist ward rounds daily. Our aim is to provide a service that is planned to meet the needs of mothers and their families. Good communication and continuity of care enables us to provide them with the support they need to meet the challenges of this special time.
Principal Duties and Responsibilities	The post holder will support the principle that care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree. • Maintain throughout the Group's awareness of the primacy of the patient in relation to all hospital activities. • Performance management systems are part of the role and you will be required to participate in the Group's performance management programme. In collaboration with the CMM2, the post holder will: <u>Professional/Clinical</u> • Be responsible for the co-ordination, assessment, planning, implementation and review of care for service users. • Provide safe, comprehensive midwifery care to service users within the guidelines laid out by the Nursing and Midwifery Board of Ireland. • Participate in education and training of midwives to ensure competency of midwives resulting in quality service. • Provide mentorship and supervision for student midwives working in the department. • The CMM 1 will Practice midwifery according to: • Professional Clinical Guidelines. • National and Area Health Service Executive (HSE) guidelines. • Local policies, protocols and guidelines. • Current legislation.

- Manage own caseload in accordance with the needs of the post.
- Encourage evidence-based practice, using a care planning approach to midwifery care.
- Participate in teams as appropriate, communicating and working in co-operation with other team members.
- Collaborate and communicate with service users, family and other staff in the treatment / care planning and in the provision of support and advice during antenatal period, in labour and postnatal period.
- Communicate verbally and/or in writing results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy.
- Participate and lead a culture of learning through the use of risk management and incident management.
- Actively participate in the CMM / ADOM/DOM directorate management meetings.
- Plan discharge or transfer of the service user between services as appropriate.
- Assist in providing positive attitude, which is conducive to good staff relations and positive working environment.
- Ensure that service users and others are treated with dignity and respect.
- Maintain midwifery records in accordance with local service and professional standards.
- Contribute to the development and maintenance of midwifery standards, protocols and guidelines consistent with the approved standards of patient care.
- Maintain professional standards in relation to confidentiality, ethics and legislation.
- Participate in management and use of assurance systems for safe quality patient care.
- In consultation with CMM2 and other disciplines, implement and assess quality management programmes or initiatives i.e. BCG, RSV.
- Participate in clinical audit and metrics as required.
- Devise and implement Health Promotion Programmes for service users as relevant to the post.
- Lead and implement change, with particular reference to recommendations of the Commission on Nursing and the health service reform programme.
- Operate within the Scope of Practice - seek advice and assistance from his / her manager with any cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance.

Health and Safety

- Play a central role in maintaining a safe environment for service users, staff and visitors e.g., by contributing to risk assessment.
- Assist in observing and ensuring implementation and adherence to established policies and procedures e.g., health and safety, infection control, storage and use of controlled drugs etc.
- Observe, report and take appropriate action on any matter which may be detrimental to service user care or well-being / may be inhibiting the efficient provision of care.
- Report any incident / near miss using the local reporting system.
- Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Better Healthcare Standards, 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.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Education and Training

- Engage in continuing professional development by keeping up to date with midwifery literature, recent midwifery research and new developments in midwifery management, education and practice and to attend staff study days as considered appropriate.
- Provide a high level of professional and clinical leadership.
- Provide supervision and assist in the development of knowledge, skills and attitudes of staff and assigned students.
- Be familiar with the curriculum training programme for student midwives and nurses and be aware of the clinical experience required to meet the needs of the programme.
- Participate in the assessment of student midwives' proficiency in clinical midwifery skills as part of his/her role as preceptor.
- Engage in performance review processes including personal development planning as appropriate.
- Assist the CMM2 in monitoring and compliance of staff in your area of responsibility in meeting mandatory and recommended training in line with professional, national and local policy.

Management

- Exercise authority in the running of the assigned area(s) as deputised by the CMM2.
- Provide the necessary co-ordination and deployment of midwifery and support staff in designated area(s) of responsibility, ensuring that skill mix takes account of fluctuating workloads and ensuring maximisation of available resources.
- Assess and monitor trends through collection and analysis of activity and data and keeping CMM2 and senior midwifery management informed of changing work patterns which may require increased resource allocation.
- Collaborate with the CMM2 in preparing, implementing and evaluating budget and service plans for the clinical area.
- Co-operate in managing all resources – including midwifery and non-midwifery staff within an agreed budget.
- Promote a culture that values diversity and respect in the workplace.
- Assist in maintaining the necessary clinical and administrative records and reporting arrangements / contribute to quality assurance by assisting in data collection.
- Ensure that patient care equipment is maintained to an appropriate standard.
- Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters.
- Participate in acting up for the CMM2 if / when required.
- Engage in IT developments as they apply to service user and service administration.

KPI's

- The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital's service plan targets.
- The development of Action Plans to address KPI targets.
- Driving and promoting a Performance Management culture.
- In conjunction with line manager assist in the development of a Performance Management system for your profession.
- The management and delivery of KPIs as a routine and core business objective.

PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:

- Employees must attend fire lectures periodically and must observe fire orders.
- All accidents within the Department must be reported immediately.
- Infection Control Policies must be adhered to.
- In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits.

- In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.
- Hospital uniform code must be adhered to.
- Provide information that meets the need of Senior Management.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Risk Management, Infection Control, Hygiene Services and Health & Safety

- The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
- The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
- The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
 - Continuous Quality Improvement Initiatives
 - Document Control Information Management Systems
 - Risk Management Strategy and Policies
 - Hygiene Related Policies, Procedures and Standards
 - Decontamination Code of Practice
 - Infection Control Policies
 - Safety Statement, Health & Safety Policies and Fire Procedure
 - Data Protection and confidentiality Policies
- The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group's Risk Management Incident/Near miss reporting Policies and Procedures.
- The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
- The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.
- The post holders' responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager.
- The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
- The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
- The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
- It is the post holder's responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.

	Risk Management, Quality, Health & Safety • Adequately identifies, assesses, manages and monitors risk within their area of responsibility. • 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. Education & Training • Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. The above Job Description 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 Qualifications and/ or experience	Candidates must on the closing date: 1. Statutory Registration, Professional Qualifications, Experience, etc <i>(a) Eligible applicants will be those who on the closing date for the competition:</i> (i) Are registered in the relevant division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered. And (ii) Have at least 3 years post registration fulltime experience (or an aggregate of 3 years post registration full time experience) of which 1 year post registration full time experience (or an aggregate of 1 year's post registration full time experience) must be in the speciality or related area. And (iii) Have the clinical, managerial and administrative capacity to properly discharge the functions of the role. And (iv) Candidates must demonstrate evidence of Continuing Professional Development. 2. Annual registration (i) On appointment, Practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann). And (ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). 3. Health A candidate 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. 4. Character Each candidate for and any person holding the office must be of good character.

Post specific Requirements	Demonstrate depth and breadth of experience in general maternity care as relevant to the role.
Other requirements specific to the post	Will be included at expression of interest stage, if applicable.
Skills, competencies and/or knowledge	Professional Knowledge & Experience • Demonstrate practitioner competence and professionalism. • Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the clinical / designated area. • Demonstrate the ability to relate nursing research to nursing practice. • Demonstrate an awareness of HR policies and procedures including disciplinary procedures. • Demonstrate an awareness of relevant legislation and policy e.g., health and safety, infection control etc. • Demonstrate a commitment to continuing professional development. • Demonstrate a willingness to develop IT skills relevant to the role. Organisation and Management Skills • Demonstrate the ability to plan and organise effectively. • Demonstrate the ability to manage deadlines and effectively handle multiple tasks. • Demonstrate an awareness of resource management and the importance of value for money. • Demonstrates flexibility and adaptability in their approach to work. Building and Maintaining Relationships (<i>including Team Skills and Leadership Potential</i>) • Demonstrate the ability to work on own initiative as well as part of a team. • Adopts a collaborative approach to patient care by co-ordination of care / interventions and interdisciplinary team working. • Demonstrate strong interpersonal skills including the ability to build and maintain relationships. Fosters good professional work relationships between colleagues. • Demonstrates the ability to lead on clinical practice. Commitment to providing a Quality Service • Demonstrates a strong commitment to the delivery of quality service. • Display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect. • Demonstrates integrity and ethical stance. • Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change. Analysis, Problem Solving and Decision-Making Skills • Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability. • Shows sound professional judgement in decision-making. • Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions. • Uses a range of information sources and knows how to access relevant information to address issues. • Demonstrate resilience and composure in dealing with situations. Communication Skills • Demonstrate strong communication skills - presents written information in a concise, accurate and structured manner. • Demonstrates the ability to influence others effectively.

	Anticipates and recognises the emotional reactions of others when delivering sensitive messages.
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.
Campaign Specific Selection Process Ranking/Shortlisting/Interview	A ranking and or short-listing exercise may be carried out on the basis of information supplied in your application form. 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. <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 / Public Appointments Service will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to

	allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, information for candidates". Codes of practice are published by the CPSA and are available on www.cpsa.ie
The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed. This job description 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.	

Terms and Conditions of Employment

Tenure	The current vacancy available is permanent 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 Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Remuneration	The salary scale for the post is: €57,780 €58,828 €60,306 €61,810 €63,305 €64,809 €66,484 €68,046 €70,087LSI 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 37.5 hours per week. Your normal weekly working hours are 37.5 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. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.
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. * <i>Public Servants not affected by this legislation:</i> 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. All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998. Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities. You should check if you are a Mandated Person and be familiar with the related roles and legal responsibilities. Visit HSE Children First for further information, guidance and resources.
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.

¹ A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages

	• 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.
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² See link on health and safety web-pages to latest Incident Management Policy