



**Endoscopy Operative (Band 1)**  
**Cork University Hospital**  
**Job Specification & Terms and Conditions**

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| <b>Job Title, Grade Code</b>       | <b>Oibrí Inchríneolaíochta (Banda 1) (Grád Cód: 6017)</b><br><b>Endoscopy Operative (Band 1) (Grade Code: 6017)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Remuneration</b>                | <p>The salary scale for the post (as at 01/06/2026) is:</p> <p><b>€42,033 – €43,117 – €44,273 – €45,382 – €46,569 – €47,790 – €49,050</b></p> <p>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.</p>                                                                                                                                                                                                                                                                                       |
| <b>Campaign Reference</b>          | CUHG105034                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Closing Date</b>                | <b>12 noon on the 27<sup>th</sup> of October 2026</b><br>Please note late applications will not be accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Proposed Interview Date (s)</b> | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Taking up Appointment</b>       | A start date will be indicated at job offer stage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Location of Post</b>            | <p><b>Ospidéal na hOllscoile, Corcaigh</b><br/><b>Cork University Hospital</b></p> <p>There is currently one wholetime permanent vacancy available in the Surgical Hub in Cork University Hospital.</p> <p>A panel may be formed as a result of this campaign for Cork University Hospital Surgical Hub / H.S.S.D. (Hospital Sterile Services Department) / Endoscopy Department from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.</p>                                                                                                                                                                                                                                                                                                                                                |
| <b>Informal Enquiries</b>          | <p>We welcome enquiries about the role.</p> <p>Contact Marie Horgan, Clinical Nurse Manager 3, Surgical Hub, Cork University Hospital<br/><b>Email:</b> <a href="mailto:Marie.Horgan2@hse.ie">Marie.Horgan2@hse.ie</a><br/><b>Tel:</b> 087 440 3474<br/>For further information about the role.</p> <p>Contact Sinead Ryan, Administrative Officer, People SouthWest<br/><b>Email:</b> <a href="mailto:Sinead.Ryan22@hse.ie">Sinead.Ryan22@hse.ie</a><br/><b>Tel:</b> 087 067 2626<br/>For enquiries relating to the recruitment process.</p>                                                                                                                                                                                                                                                                                                             |
| <b>Details of Service</b>          | <p>Cork University Hospital (CUH) has approximately 800 beds and this will increase further to 1,000 beds on completion of the transfer of additional services to the CUH campus. CUH currently employs approximately 4,571 (WTE) staff of multiple professions and is the primary teaching hospital for the Faculty of Health and Science in University College Cork (UCC). UCC is the Academic partner of the HSE South West. CUH has very strong relationships with each of the six schools within the Science Faculty of UCC and this is a key area for future development to maximise the opportunities for both the service and academia.</p> <p>CUH is a recommended Major Trauma Centre for the Republic of Ireland due to the wide range of specialties delivered by the hospital – including Neurosciences, Cardiac Services, Orthopaedics,</p> |



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|                               | <p>General Surgery, Renal, Internal Medicine, Vascular, Ophthalmology, Urology, Plastic Surgery, Maxillary-Facial, Paediatrics, Intensive Care, Oncology, Haematology, Obstetrics, Gynaecology, Neonatology and Emergency Medicine.</p> <p>CUH is the tertiary referral centre for the HSE Southern area, and the supra regional area of Limerick, Clare, Tipperary, Waterford and Kilkenny. CUH therefore acts as a regional centre for secondary and tertiary care for the catchment population of approx. 550,000 served by the HSE Southern area and a supra-regional centre for a total a population of 1.2 million.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Health Regions</b>         | <p>Six Health Regions have been established within the HSE, on the basis of the geographical boundaries agreed by the Government in July 2019.</p> <p>Each Health Region will be tasked with population-specific planning resourcing and delivery of health and social care services for the needs of its unique population. This will result in improved accountability and governance in terms of finance and performance, while also bringing decision-making closer to the frontline.</p> <p>Health Regions will enable and empower staff to provide services that are:</p> <ul style="list-style-type: none"> <li>• Integrated, locally planned and delivered</li> <li>• Easier to access and navigate</li> <li>• Available closer to home</li> </ul> <p>Health Regions are geographically-based units with clearly defined populations. They align community and hospital services within specific areas. The HSE will retain a strong but leaner central organisation, with more service provision developed at a local level.</p> <p>The HSE South West Health Region will manage and deliver all public health and social care services in Cork and Kerry. HSE South West includes all hospital and community healthcare services in the region.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• South / South West Hospital Group S/SWHG</li> <li>• Cork Kerry Community Healthcare CKCH</li> </ul> <p>The Department of Population and Public Health is also now aligned with this health region.</p> <p>HSE Services working within this region include:</p> <ul style="list-style-type: none"> <li>• Acute Hospitals</li> <li>• Primary care services</li> <li>• Community services</li> <li>• Social care services</li> <li>• Health and social care professionals</li> <li>• Voluntary sector services</li> </ul> |
| <b>Reporting Relationship</b> | <p>The Endoscopy Operative will report to the Clinical Nurse Manager or Nurse in Charge within the South West Surgical Hub CUH or the wider CUH campus.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Purpose of the Post</b>    | <p>The appointee will work as part of a team who decontaminate and sterilise instrument sets and flexible scopes for all areas in the South West Surgical Hub CUH or the wider CUH campus.</p> <p>They will be required to:</p> <ul style="list-style-type: none"> <li>• Undertake decontamination duties and assist, as appropriate, in providing specialised decontamination of medical devices including surgical instruments and flexible endoscopes, contributing to the clinical care of the patient.</li> <li>• Carry out the receipt, disassembly, cleaning, inspection, reassembly, packing and disinfection and or sterilization of reusable medical devices and other supporting duties.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



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|                                              | <ul style="list-style-type: none"> <li>• Work in accordance with the department's Standard Operating Procedures and Quality Management Systems.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Principal Duties and Responsibilities</b> | <p><i>The Operative will:</i></p> <ul style="list-style-type: none"> <li>• Attend for duty as assigned by the Manager or Deputy in full and proper uniform at the appropriate time.</li> <li>• Report on and off duty to the line manager / team leader in charge and adhere to the agreed break times.</li> <li>• Have knowledge of and observe safe methods of work. Adhere to hospital and organisational policies, including health and safety regulations at all times when carrying out duties.</li> <li>• Report any incident or potential incident which may compromise the health and safety of patients, staff or visitors and take appropriate action under the supervision of the Manager or Deputy.</li> <li>• Ensure that the department is kept clean, tidy and free from debris at all times.</li> <li>• Ensure appropriate protective clothing is worn as necessary when carrying out duties.</li> <li>• Maintain a high standard of hygiene in the department in line with HIQA and hospital guidelines.</li> <li>• Check and clean specified medical equipment and report any broken equipment to the Clinical Nurse Manager / Nurse in Charge.</li> <li>• Ensure all equipment is stored safely and appropriately, utilising the electronic track and trace system (Scopetrack).</li> <li>• Ensure all equipment cleaning documentation is kept up to date and available for inspection.</li> <li>• Ensure laundry bags are changed and moved to the appropriate area when full as per linen policy.</li> <li>• Give immediate attention to all spillages in order to reduce the risk of accidents within the department.</li> <li>• Be responsible for the segregation and safe disposal of all waste to the designated area.</li> <li>• Ensure universal precautions are taken with the handling and disposal of clinical waste.</li> <li>• Adhere to infection control policies.</li> <li>• Adhere to department guidelines in the decontamination and sterilisation process of ward, department and clinic's instrumentation.</li> <li>• Co-ordinate collection and transportation of used equipment to the Decontamination Room as required.</li> <li>• Provision of direct patient care, as required.</li> <li>• Decontaminate instruments, scopes, flexi scopes, endoscopes using all solutions and machines according to manufacturer's instructions.</li> <li>• Inspect and function test surgical and medical instruments and devices.</li> <li>• Assemble and package devices for sterilization.</li> <li>• Load and unload the autoclaves / cabinets of equipment for sterilization.</li> <li>• Sterilise items according to manufacturer's instructions.</li> <li>• Assess and record relevant data and documentation.</li> <li>• Handle sterile packages consistent with event related sterility policy.</li> <li>• Co-ordinate the collection and distribution of sterile trays, instruments and packs.</li> <li>• Maintain records (paper base and computer).</li> </ul> |



- Operate mechanical computerised processing equipment including washer disinfectors, heat sealers, ultrasonic cleaners, autoclaves, endoscope washer / disinfectors and drying cabinets.
- Participate in professional training and suggest methods in which errors or quality problems can be reduced.
- Participate in the National Decontamination Audit.
- Attend, complete and maintain in date all mandatory training.
- Assist with patient care.
- Send endoscopes for repair and order loan equipment as per local guidelines.
- Maintain Drying cabinet as per daily and weekly checklists, reporting faults to nurse in charge and maintenance department.
- Maintenance of Wassenburg machines as per daily and weekly check lists, reporting faults as per local guidelines.
- Undertake periodic quality assurance testing of endoscopes and related machines as part of the role.
- Carry out other duties which may be assigned from time to time.
- Assist Nursing in relation to patient care, as required.
- Ensuring endoscopy procedure rooms are ready for use.
- Check and ensure equipment is working prior to use, report any issues relating.
- Assist with patient positioning ensuring patients dignity at all times.
- Be confident and competent with the positioning requirements for procedures.
- Attend all necessary training required for the post and safe deployment of duties.
- Ensure all equipment is checked and in good working order prior to use and reporting of defective items / equipment or issues to the relevant staff / manager.
- Check and ensure CO2 cylinder are filled and have adequate levels of CO2.
- Check stock and ensure rotation of stock as required ensuring short, dated items/products are used.
- Ensure availability of processed scopes.
- Complete the relevant HSE LanD courses as relevant to the role e.g. Chemical Safety Awareness, Decontamination modules.
- Must be willing to undertake and complete the QQI L6 Decontamination Course if not already held.
- Moving of equipment and stocks within the departments.
- 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.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**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.**



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| <p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/or experience</b></p> | <p><b>1. Statutory Registration, Professional Qualifications, Experience, etc</b></p> <p>Eligible applicants will be those who on the closing date for the competition:</p> <p>(a)</p> <p>i. Hold a qualification in Health Service Skills or Health Care Support QQI** Level 5 (or higher).</p> <p style="text-align: center;"><b>OR</b></p> <p>ii. Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction.</p> <p style="text-align: center;"><b><u>AND</u></b></p> <p>(b)</p> <p>i. Have relevant recent* experience in Decontamination and / or H.S.S.D.</p> <p style="text-align: center;"><b>OR</b></p> <p>ii. Have recent* experience working in a healthcare or manufacturing environment as relevant to the role.</p> <p style="text-align: center;"><b><u>AND</u></b></p> <p>(c) Candidates must have the personal competence and capacity to properly discharge the duties of the role.</p> <p><b>2. <u>Health</u></b></p> <p>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.</p> <p><b>3. <u>Character</u></b></p> <p>Each candidate for and any person holding the office must be of good character.</p> <hr/> <p>*Denotes within the last 5 years.</p> <p>** Note: FETAC and HETAC have been replaced by Quality and Qualifications Ireland (QQI). For more information visit <a href="http://www.QQI.ie">www.QQI.ie</a>.</p> |
| <p><b>Post Specific Requirements</b></p>                                          | <p>Demonstrate depth and breadth of experience working in Endoscopy / Decontamination or H.S.S.D. as relevant to the role.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>Other requirements specific to the post</b></p>                             | <p>Flexibility regarding working hours to meet the demands of the service.</p> <p>Candidates must give an assurance that they will undertake trainings as deemed appropriate and required by the H.S.S.D. / Surgical Departments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



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| <b>Additional eligibility requirements:</b>  | <p><b>Citizenship Requirements</b></p> <p>Eligible candidates must be:</p> <ul style="list-style-type: none"> <li>(i) EEA, Swiss, or British citizens</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>(ii) Non-European Economic Area citizens with permission to reside and work in the State</li> </ul> <p>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.</p> <p>To qualify candidates must be eligible by the closing date of the campaign.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Skills, competencies and/or knowledge</b> | <p><b><u>Professional Knowledge</u></b></p> <p><b>Demonstrates:</b></p> <ul style="list-style-type: none"> <li>• Awareness of and adherence to relevant standards, policies and legislation for example health and safety, Freedom of Information Act 1997, Childcare Act and HIQA Standards.</li> <li>• Knowledge of HSE code of practise for Decontamination of Reusable Invasive Medical Devices.</li> <li>• Evidence of basic computer skills.</li> <li>• Commitment to Continuous Professional Development.</li> </ul> <p><b><u>Planning &amp; Organising</u></b></p> <p><b>Demonstrates:</b></p> <ul style="list-style-type: none"> <li>• The ability to look ahead and forward plan for service delivery.</li> <li>• The ability to prioritise their workload and complete tasks in a timely and efficient manner.</li> <li>• A meticulous approach to work and the ability to pay attention to detail.</li> </ul> <p><b><u>Commitment to Providing a Quality Service</u></b></p> <p><b>Demonstrates:</b></p> <ul style="list-style-type: none"> <li>• The ability to ensure high quality work and results.</li> <li>• Experience in the use of quality standards and procedures to ensure continuous improvements in the running of the service including the use of IT systems.</li> </ul> <p><b><u>Teamwork</u></b></p> <p><b>Demonstrates:</b></p> <ul style="list-style-type: none"> <li>• The ability to be a good team player.</li> <li>• The ability to work independently and as a member of team and make positive contributions to that team.</li> </ul> <p><b><u>Problem Solving &amp; Decision Making</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate initiative, flexibility and problem-solving skills.</li> </ul> <p><b><u>Communication &amp; Interpersonal Skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate effective interpersonal and communication skills including the ability to present information in a clear and concise manner.</li> </ul> |
| <b>Campaign Specific Selection Process</b>   | <p>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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



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| <b>Ranking/Shortlisting / Interview</b>                                                                                                                                                                                                                                                                                                                                           | <p>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.</p> <p>Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Diversity, Equality and Inclusion</b>                                                                                                                                                                                                                                                                                                                                          | <p>The HSE is an equal opportunities employer.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Read more about the HSE's commitment to <a href="#">Diversity, Equality and Inclusion</a></p> |
| <b>Code of Practice</b>                                                                                                                                                                                                                                                                                                                                                           | <p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to 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.</p> <p>Read the <a href="#">CPSA Code of Practice</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.</p> <p>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.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



**Endoscopy Operative (Band 1)  
Cork University Hospital**

**Terms and Conditions of Employment**

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| <b>Tenure</b>                                          | <p>The current vacancy available is full-time and permanent.</p> <p>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.</p> <p>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.</p>                                                                                                                                                                                                                                                 |
| <b>Working Week</b>                                    | <p>The standard weekly working hours of attendance for your grade are 39 hours per week. Your normal weekly working hours are 39 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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Annual Leave</b>                                    | <p>The annual leave associated with the post will be confirmed at Contracting stage.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Superannuation</b>                                  | <p>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 01<sup>st</sup> 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 31<sup>st</sup> December 2004.</p>                                                                                                                                                                                                                                                           |
| <b>Age</b>                                             | <p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><b><u>* Public Servants not affected by this legislation:</u></b></p> <p>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.</p> <p>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.</p>                                                                                                                                                                 |
| <b>Probation</b>                                       | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Protection of Children Guidance and Legislation</b> | <p>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.</p> <p>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.</p> <p>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.</p> |

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|                            | <p>You should check if you are a <a href="#">Mandated Person</a> and be familiar with the related roles and legal responsibilities.</p> <p>Visit <a href="#">HSE Children First</a> for further information, guidance and resources.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Infection Control</b>   | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Health &amp; Safety</b> | <p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Developing a SSSS for the department/service<sup>1</sup>, 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.</li> <li>• 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.</li> <li>• Consulting and communicating with staff and safety representatives on OSH matters.</li> <li>• 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.</li> <li>• Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures<sup>2</sup>.</li> <li>• Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.</li> <li>• Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.</li> </ul> <p><b>Note:</b> Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p> |

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

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