



**Health Care Assistant - Maternity
Job Specification & Terms and Conditions**

Job Title, Grade Code	Health Care Assistant - Maternity (Grade Code: 6075)
Remuneration	The salary scale for the post (as at 01/06/2026) pro rata is: €36,651 - €38,130 - €39,687 - €40,101 - €41,118 - €41,998 - €43,264 - €44,577 - €45,939 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.
Campaign Reference	HSEMW287-26
Closing Date	21 st October 2026 at 5pm
Proposed Interview Date (s)	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	HSE Mid West - University Maternity Hospital Limerick (UMHL) FFS An Íarthar Láir – Ospidéal Máithreachais na hOllscoile, Luimneach There are currently whole-time vacancies available in University Maternity of Limerick Hospital. A panel may be formed as a result of this campaign for Health Care Assistant - Maternity from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
Informal Enquiries	We welcome enquiries about the role. Contact: Ms. Valerie McNerney Assistant Director of Midwifery, University Maternity Hospital, Ennis Road, Limerick. Email: VALERIE.MCINERNEY@hse.ie Telephone: 087 9509507 Contact UHLRecruitment@hse.ie for enquiries relating to the recruitment process.
Details of Service	HSE Mid West The newly established HSE Mid West Health Region will manage and deliver all public health and social care services for Limerick, Clare and North Tipperary serving a population of over 413,059 people. The redesign of services will allow new pathways to be developed between acute hospitals, community services, primary care, health & wellbeing and voluntary sectors to develop more integrated, patient-centred care. HSE Mid-West includes all hospital, community healthcare and public health services in the region. This includes: HSE Mid West Acute Services consisting of: • University Hospital Limerick

	• University Maternity Hospital Limerick • Ennis Hospital • Nenagh Hospital • Croom Hospital • St John's Hospital (voluntary) UMHL is the regional referral centre for maternity care and provides a twenty-four hour, seven-day midwifery and obstetric service for the mid-west region, including a 24-hour service for all maternity emergencies.
Reporting Relationship	The post holder will report to the Clinical Midwife Manager (CMM) or designated officer. The post holder will be accountable to the Assistant Director of Midwifery and the Director of Midwifery. The role of the HCA is to support the delivery of patient care under the supervision and direction of qualified nursing personnel (Shannon et al., 2001). Nursing has been defined as "The use of clinical judgement in the provision of care to enable people to improve, maintain, or recover health, to cope with health problems, and to achieve the best quality of life, whatever their disease or disability, until death" (Royal College of Nursing, 2003). The difference between the registered nurse and the health care assistant is in the knowledge that is the basis of the assessment of need and the determination of action to meet the need, plus the clinical judgement inherent in the processes of assessment, diagnosis, prescription and evaluation.
Key Working Relationships	The Healthcare Assistant Maternity is a member of the multi- disciplinary team delivering individualised patient centred care. Key Working relationships with the Midwife, CMM1, CMM2.
Purpose of the Post	The Health Care Assistant in maternity, as an integral member of the multidisciplinary team, supports, assists and complements the role of the midwife, in the provision of safe, effective, quality care to women and babies. The HCA in maternity services works under the supervision of a registered midwife. The HCA in maternity services will assist the midwives in the care of women and babies and undertake other duties, and communicate with others as has been delegated to them by a registered midwife. The National Maternity Strategy (2016) puts the needs of mothers and babies at its center by ensuring women have access to safe, high quality, evidence based maternity care. This will be done by facilitating choice for women in so far as it is safe to do so. "Healthcare assistants provide assistance, support and direct personal care to patients and residents in a variety of healthcare settings such as hospitals, clinics, nursing homes, aged care facilities, as well as community and domestic settings. They generally work in support, or under delegation, direction and supervision, of health professionals. They support multi-disciplinary teams in the delivery of high-quality care." - International Standard Classification of Occupations (ISCO).
Principal Duties and Responsibilities	Duties appropriate to the Health Care Assistant Maternity Services may vary depending on the care setting. The Health Care Assistant Maternity Services role involves: • The duties outlined hereunder • Any other duties that may be necessary in the context of specific ward/unit situations.

Core Responsibilities

The Health Care Assistant Maternity Services will:

- Assist midwifery staff in the delivery of care to women and their babies
- Support the midwife in the teaching and demonstration of basic parenting skills on a one-to-one basis and in group sessions
- Actively contribute to supporting mothers regarding Health Promotion e.g. smoking cessation
- Promote and reinforce key health and wellbeing messages delivered by the midwifery staff in all encounters with women, relatives and visitors (make every contact count)
- Support women with personal care as required
- Support women in their chosen method of infant feeding, in accordance with HSE Policy
- Provide emotional support to women as per local policy
- Support women and their families who are experiencing bereavement
- Act as a chaperone if required
- Accompany women to various departments in or outside hospital as delegated by the midwife.
- Prepare, assist and support women for procedures as delegated by the midwife
- Participate with the multidisciplinary team in the emergency care of mother and baby e.g. Cardio –Pulmonary Resuscitation (CPR)
- Carry out baseline clinical observations under delegation of the midwife in charge recording of blood pressure, taking of pulse, taking of temperature and urinalysis. Measure and record volume of urine eliminated as directed by midwifery staff. Required training in Activities of Living Patient Care minor module must be completed.
- Strictly adhere to the universal precautions identified in the infection control policy so as to prevent spread of infection when dealing with human waste products.
- Assist under the direction of the registered midwife in the provision of quality service by promoting and adopting the Health Service Executive's philosophy of care, working in line with national and locally devised policies and regulations.
- Demonstrate motivation and appreciate the importance of providing a quality service for women/babies and the public.
- Respect the women, babies, their families and colleagues as individuals showing dignity, courtesy and professionalism at all times.
- Act as an advocate for women and babies.
- Maintain the confidentiality of all information made available to them during the course of their work.
- Demonstrate good interpersonal skills and be able to work as part of a team.
- Promote a culture that values diversity and respect in the workplace.

Quality and Safety

The Health Care Assistant Maternity Services will:

- Support the implementation and evaluation of quality standards and improvement initiatives
- Work within own role, adhering to current legislation, policies, procedures protocols and guidelines
- Undertake assigned duties under the direction of a registered midwife in such a way as to ensure that care is of a high standard
- Report all complaints in accordance with service policy
- Ensure all actions support the enhancement of a person-centred service and a person-centred culture within the team
- Co-operate with quality reviews /service evaluations and assists with the implementation of any necessary corrective action.

Health & Safety including Maintaining a Safe Environment

The Health Care Assistant Maternity Services will:

- In accordance with Health and Safety at Work policy, observe all rules relating to health and safety and conduct at work and to use any equipment provided in a safe and responsible manner.
- Understand and adhere to all relevant HSE policies, guidelines, and procedures, comply with health and safety, infection control and risk management procedures, comply with statutory obligations.
- Report any accidents, near misses, incident or potential incident to the person in charge, which may compromise the health and safety of women/babies /, staff or visitors and take appropriate action including completion of near miss / incident forms.
- Adhere to baby identification and security policies for the maternity service
- Attend training courses as required. Only undertake any duty related to women/babies for which they are trained.
- Maintain a strict code of personal and general hygiene in the workplace as per work schedules and existing policies and procedures.
 - Present to work wearing the agreed attire, footwear, and identification, having regard to the highest standard of attire and personal hygiene. This includes not having possession of personal mobile phones while delivering care.
- Conduct themselves in a manner that ensures safe woman/baby care. Participates in maintaining a safe environment for women/babies, visitors and staff by ensuring vigilance in identifying potential hazards and by taking the necessary steps to remove such hazards.
These steps will include:
 - Report broken or unsafe items that need repair and take them out of circulation as required
 - Move, or assist in moving, equipment and/or furniture as necessary.
 - Attending to the hygiene (disinfecting and cleaning) of equipment such as I.V. stands, infusion pumps, hoists, beds, patient chairs, commodes or other ward equipment.
 - Be responsible for the appropriate storage and infection prevention of patient equipment on the ward.
 - Assist in keeping all ward areas clean and tidy.
 - Assist in the disposal of clinical waste according to hospital policy.
 - Washing and making up beds including delivery suite beds, couches, bed side chairs and table tops when necessary.
 - Prepare ward and bed areas for the reception of new women/babies.
 - Returning trays and equipment to proper storage areas.
 - Attend to spillages when necessary as quickly as possible to prevent accidents.
 - Cleaning tasks relate only to the cleaning of equipment that is attached to the woman and baby directly, to ensure that the environment is safely maintained and spillages should be made safe¹
 - Be aware of fire risks, and minimise same where possible. Be aware of fire exits, keep free from obstructions, attend mandatory fire training and participate in fire drills. Maintain bed fire sheets on all beds as appropriate, and document monthly.
 - Escort/transport women/babies within or outside the hospital when necessary.
 - Provide support for women who require enhanced care.
 - Assist women with mobility and reduce the risk for women when moving around the ward.
 - Assist visitors on the ward to prevent them falling or injuring themselves.
 - Assist with the safekeeping of the woman's personal property (collaborate with midwifery staff in dealing with money, valuables and medication) and document as per hospital policy.

¹ This was agreed upon at the HCA Programme Oversight Group meeting (April 2023), based on the following 3 considerations;

- i. Compassionate Care
- ii. As appropriate to care model & settings.
- iii. Assist/shared responsibility of all staff involved in patient care."

Education & Training

The Health Care Assistant Maternity Services will:

- Attend induction and mandatory in-service education.
- As directed, participate in the induction of new staff.
- Participate in team-based development, education, training and learning.
- Participate in appraisal and the development of a personal development plan in conjunction with his / her line manager.
- Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

Communication and Teamwork

Effective communication is a core skill required by Health Care Assistants. These skills will be used to provide a caring service to the public in a courteous and effective manner.

The Health Care Assistant Maternity Services will:

- Operate in accordance with the values of the HSE. These values include integrity and openness, respect and support, caring and loyalty to the organisation (Dignity at work Policy).
- Deal courteously with women, their family, with visitors, other healthcare workers and with anyone whom they come in to contact in the course of their duties.
- Demonstrate a range of listening skills appropriate to the context of women visitor and ward situations. Be perceptive in interpreting non-verbal communication. Communicate effectively with the women taking into account their differing levels of ability to understand and their condition.
- Use a range of communication methods to exchange information with midwifery staff. Direct all enquiries about a woman/baby's condition to a member of the midwifery staff. This includes both telephone and verbal inquiries. Report to midwifery staff any requests from women or relatives and any complaints of pain and distress expressed by the woman. Complete records accurately as delegated by the midwife.
- Report to midwifery staff any changes in the woman/baby's physical and emotional condition or behaviour using ISBAR or similar communication framework/communication tool as per local policy. Required training in the communication framework/communication tool must be completed.
- Communicate effectively with all grades of staff and disciplines contributing to effective team working. Respect culture and diversity within the team. Strive to foster good working relationships within the team including handling conflict. Work effectively and co-operatively with colleagues in all disciplines. Develop and maintain good interpersonal relationships.
- Participate in and contribute to the team including handovers/meetings /care planning, as appropriate on service related issues. Contribute to the development of a multidisciplinary assessment and care plan, and assist in its implementation and evaluation in consultation with the midwife, woman and family as appropriate.
- Participate in maintaining a physical environment that communicates health/wellbeing and caring to women and their families.

The HCA Maternity Services has important obligations in relation to maintaining confidentiality. This applies to information accessed through interactions with the women and their relatives or through interactions with other staff. However, there is also an obligation to report to the midwife or other relevant authority any information that may indicate the potential of harm occurring to any person.

Collaboration in Other care /care area Activities

The efficiency and effectiveness with which a care provider can meet the needs of its clients depends on how well all the staff work together as a team. The Health Care Assistant Maternity Services is a key member of the care team, and may be requested to undertake some activities that are indirectly related to women/baby care.

They may include:

	• Checking care /care area stocks and listing those that need reordering • Restocking as required • Maintaining orderly storage of supplies <u>Risk Management, Quality, Health & Safety</u> • 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 The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.
Eligibility Criteria Qualifications and/ or experience	<u>1. Statutory registration, professional qualifications, experience, etc.</u> (a) Candidates must have at the closing date for receipt of applications: (i) Possess a relevant* Health Skills qualification as outlined in the Quality and Qualifications Ireland (QQI) formerly FETAC on the National Framework of Qualifications (NFQ) of not less than QQI Level 5. (See note* below) OR (ii) Possess a relevant Healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ). (See note* below) OR (iii) Be currently undertaking a relevant Health Skills QQI Level 5 qualification on the National Framework of Qualifications (NFQ) with a commitment to complete the appropriate health skills QQI Level 5 qualification within 2 years of taking up post OR (iv) Be currently employed as a Healthcare Assistant, Care Assistant, Attendant, Multi-Task Attendant or in a comparable role for at least 2 years and give an undertaking to acquire an appropriate Health Skills qualification at not less than QQI Level 5 programme on the National Framework of Qualifications (NFQ) within 2 years of taking up post. AND (b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the role <u>2. Health</u> 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 <u>3. Character</u>

	Each candidate for and any person holding the office must be of good character. <u>With regard to criterion</u> (i), the listing below is considered relevant health skills QQI (formerly FETAC) Level 5* qualifications • QQI Level 5 Healthcare Support • QQI Level 5 Nursing Studies • QQI Level 5 Community Care • QQI Level 5 Health Service Skills • QQI Level 5 Community Health Services *(A full QQI/FETAC 5 major award requires a minimum of 120 credits/8 modules - Please note a Component Certificate will not suffice.) With regard to Criterion (ii), a relevant healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ) is considered to be a qualification with applied patient care modules / placements typically but not limited to qualifications in: Social Care Work, Nursing, Therapy Professions etc.
Post Specific Requirements, additional qualifications	If your Health Skills Qualification or Healthcare Qualification does not include the module activities of daily living as a minor award this will have to be completed within a defined timeframe as specified by the HSE, upon taking up post. <u>It is highly desirable to have completed the Maternity Care Support QQI Level 5 module (5N3746)</u>
Other requirements specific to the post	Ability to work across 7 days both days and night shifts. Night duty and weekend shifts will form a part of the weekly roster of this post which will be managed under the European Working Time Directive.
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. OR (iii) Suitably qualified, non-resident non-EEA citizens. The HSE welcomes applications from suitably qualified, non-resident, non-EEA citizens and will support successful candidates in their application for a Work Permit, as applicable. Read more about Department of Enterprise, Trade & Employment Work Permits.
Skills, competencies and/or knowledge	Demonstrates the following

	<u>Professional Knowledge</u> • Demonstrates evidence of experience working in a Health or Caring Service • Demonstrates awareness of person centred approach • Demonstrates awareness of role of the nurse • Demonstrates knowledge of health & safety regulations • Demonstrates knowledge of health services and role of Health Care Assistant <u>Planning & Organising</u> • Demonstrates evidence of effective planning and organising skills • Demonstrates flexible approach to work • Demonstrates ability to work on own initiative • Demonstrates good organisational ability with practical competence <u>Teamwork</u> • Demonstrates ability to work as a member of team and make positive contributions to that team • Demonstrates an understanding of one's own role and the roles of others within the team • Demonstrates respect for other team members • Demonstrates a willingness to participate in change initiatives • Understands the need to be flexible and actively adapt within ones' own role. <u>Patient/Customer focus</u> • Demonstrates ability to work in a patient/customer focused environment • Demonstrates evidence of ability to empathise with and treat patients, babies, relatives and colleagues with dignity and respect. • Demonstrates an understanding of the diversity and cultural and ethnic needs of the service users. <u>Communication & Interpersonal Skills</u> • Demonstrates effective communication skills both written and verbal
Campaign Specific Selection Process Ranking/Shortlisting / Interview	A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process. 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. Read more about the HSE's commitment to Diversity, Equality and Inclusion
Code of Practice	The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The CPSA is responsible for establishing the principles 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. Read the CPSA Code of Practice.
The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed. This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.	



Health Care Assistant - Maternity

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 Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Working Week	The standard weekly working hours of attendance for your grade are 39.00 hours per week. Your normal weekly working hours are 39.00 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.
Annual Leave	The annual leave associated with the post will be confirmed at Contracting stage.
Superannuation	This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. <u>* Public Servants not affected by this legislation:</u> Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
Protection of Children Guidance and Legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. 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 <u>Mandated Person</u> 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/service², as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures³. • 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.

²A template SSSS and guidelines are available on [writing your site or service safety statement](#).

³Structures and processes for effective [incident management](#) and review of incidents.