Job Title, Grade Code	**Health Care Assistant - Paediatrics** (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	HSEMW 298-26
Closing Date	Thursday 12th of November 2026 @ 17:00
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 Hospital Limerick** **FFS An Íarthar Láir – Ospideál Ollscoile Luimnigh** **This panel will be created for the Paediatric Department and Paediatric Emergency Department.** The current vacancies available are permanent and whole-time in the Paediatric Emergency Department, University Hospital Limerick. A panel may be formed as a result of this campaign for Health Care Assistant-Paediatrics 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. Teresa Joyce, Assistant Director of Nursing Paediatrics, UHL for further information about the role. **Email:** Teresa.Joyce@hse.ie **Telephone:** 087-9757060 Contact Ms. Ruth O'Doherty, Assistant Director of Nursing Paediatrics, UHL for further information about the role. **Email:** ruth.odoherty@hse.ie **Telephone:** 087-1424709 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)
Reporting Relationship	The post holder will report to the Clinical Nurse Manager (CNM) or designated officer. The post holder will be accountable to the Assistant Director of Nursing and the Director of Nursing. 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 - Paediatrics is a member of the multi- disciplinary team delivering individualised patient centred care. Key Working relationships with • Children, young persons and families • Clinical Nurse Managers • Staff Nurses • Health Care Assistants • Household Staff • Portering staff • Catering staff • Health and Social Care Professionals (HSCP) • Medical staff
Purpose of the Post	The Health Care Assistant in Paediatrics, as an integral member of the multidisciplinary team, supports, assists and complements the role of the Staff Nurse, in the provision of safe, effective, quality care to Paediatric Patients. The HCA in Paediatrics services works under the supervision of a registered nurse. The HCA in Paediatrics services will assist the staff nurse with the care of paediatric patients and undertake other duties, and communicate with others as has been delegated to them by a registered nurse. *The theory of family centred care is one that values child and adolescent, family and community participation in the planning, delivery, evaluation and quality improvement of health care services in order to achieve best possible health*

	outcomes. HSE aims to facilitate the involvement of children and adolescents in their healthcare according to their maturity, age and any relevant law. There is evidence that participation in health leads to better outcomes and better quality of care
Principal Duties and Responsibilities	Duties appropriate to the Health Care Assistant may vary depending on the care setting. The Health Care Assistant role involves: • The duties outlined hereunder • Any other duties that may be necessary in the context of specific ward situations. **<u>Core Responsibilities</u>** *The Health Care Assistant will:* • Carry out baseline clinical observations under delegation of the Nurse in charge; recording of blood pressure, taking of pulse, taking of temperature and urinalysis. Required training module must be completed. • Assist under the direction of the Registered Nurse 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 patients and the public. • Respect patients their families and colleagues as individuals showing dignity, courtesy and professionalism at all times. • Act as an advocate for children and young people • Actively promote the participation of children and young people in their own care, and encourage as much family involvement as possible. • Maintain the confidentiality of all information made available to him / her during the course of his / her 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. **<u>Quality and Safety</u>** *The Health Care Assistant 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 Nurse 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 child and family centred service and a child and family centred culture within the team • Co-operate with quality reviews /service evaluations and assists with the implementation of any necessary corrective action. **<u>Health & Safety including Maintaining a Safe Environment:</u>** *The Health Care Assistant 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 patients, staff or visitors and take appropriate action including completion of near miss / incident forms.
- Attend training courses as required. Only undertake any duty related to patient care for which he / she is 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 patient care.
- Conduct his / herself in a manner that ensures safe patient care. Participates in maintaining a safe environment for patients, families, 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/resident 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 and bed side chairs and table top when necessary.
    - Prepare ward and bed areas for the reception of new patients.
    - 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 patient directly, to ensure that the environment is safely maintained and spillages should be made safe[1]
    - 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 patients within or outside the hospital when necessary.
    - Provide support for children and young persons who require enhanced care.
    - Assist patients with mobility using appropriate equipment e.g. buggy and prams. Ensure child and young person is safely secured using appropriate straps.
    - Assist visitors on the ward to prevent them falling or injuring themselves.
    - Assist with the safekeeping of patient's personal property (collaborate with nursing staff in dealing with money, valuables and medication) and document as per hospital policy.

Education & Training

The Health Care Assistant 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.

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 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 patients, 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 patient, visitor and ward situations. Be perceptive in interpreting non-verbal communication. Communicate effectively with children and young people taking into account their ages, differing levels of ability to understand and their condition.
- Use a range of communication methods to exchange information with nursing staff. Direct all enquiries about a patient's condition to a member of the nursing staff. This includes both telephone and verbal inquiries. Report to nursing staff any requests from patients or relatives and any complaints of pain and distress expressed by the patients. Complete records accurately.
- Report to nursing staff any changes in the patient'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 Nurse/, patient and family as appropriate.
- Participate in maintaining a physical environment that communicates peace, comfort and caring to patients and their families.

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

Breathing:

Report any signs of distress or change in patients breathing pattern to the Nurse immediately. The Health Care Assistant will assist the Nurse in positioning the patient to assist breathing.

The Health Care Assistant will:

- Recognise signs of distressed breathing in infants, children and young people and report these to the Nurse.
- Assist with positioning the patient to make breathing easier and more effective.
- Locate and bring oxygen-supplying equipment to the bedside as directed by the Nurse.
- Help patients conserve their oxygen supply and reduce their demands for oxygen by positioning personal items such as drinks, tissues and toys within easy reach of the patient.
- Maintain the ward area in a well ventilated condition, and in the condition perceived by the patient as being most comfortable.
- Maintain a calming and relaxing atmosphere for the patient/resident.

Eating and Drinking

The Health Care Assistant has a significant contribution to make in helping patients meet their needs for food and drink.
In the context of patient care and under the direction of the Nurse,

The Health Care Assistant will:

- Where necessary assist the patient in choosing from the menu and completing the menu card
- Prepare the eating environment by removing any clutter prior to meals and making it as aesthetically pleasant as possible. (for example removing commodes, urinals and sputum containers)
- Assist patients at mealtimes and ensure patients individual needs are met e.g. toilet /nappy changes before and after meals if required and to wash their hands as appropriate
- Assist with feeding or help patients to eat as directed by the Nurse.
- Assist patients with cutting or arranging their food so it can be easily eaten.
- Observe the amount of food and liquids consumed by patients who need special monitoring in this area and document appropriately.
- Supervise child or young person with an eating disorder at meal times as per local guideline
- Liaise with the child, young person, parent/guardian and the Nurse to source alternative diet if offered meals are not eaten.
- Make patient comfortable after their meals (for example repositioning them or offering opportunities to clean their teeth)
- Encourage patients to drink plenty of fluids if appropriate and making this possible by offering refreshing drink frequently.
- Ensure all information is given to the Nurse in a timely manner.
- In the absence of catering staff, assist with preparation and serving of meals, nutritional drinks and light snacks in limited circumstances i.e. out of hours or in emergency situations[2]

Elimination:

The Health Care Assistant will assist with patient elimination needs as appropriate.

The Health Care Assistant will:

- Supervise patients in the toilet and bathrooms when this is necessary and appropriate
- Assist patients on bedpans or commodes or assist the Nurse/ in doing this
- Attend to patients post elimination hygiene needs and promote good hand washing.
- Assist the child / young person with incontinence wear as required.
- Change nappy as and when required
- Measure and record volume of urine eliminated as directed by nursing staff, including weighing of nappies.

	• Record bowel function as directed by nursing staff • Empty urinals recording volumes as directed • Empty urine drainage bags and other drainage bags as required and measure volumes and record value as appropriate • Dispose of used sputum containers • Taking care of patients clothing which may become soiled • The Health Care Assistant will 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. **Personal Cleansing and Dressing:** The Health Care Assistant contributes to patient comfort and maintenance of personal dignity by assisting them, when necessary, with personal and intimate care and dressing activities. These may include; • Bed bathing patients or assisting patients to shower where necessary. • Supporting parents to attend to the hygiene needs of their child • Helping with or performing oral care • Shaving patients when necessary • Caring for patients' hair and nails as needed • Helping patients to dress and groom. • Carry out assigned and delegated responsibilities involving direct care and all activities of daily living under the supervision of the nurse/ manager i.e. to assist patients maintain standards of personal hygiene, dietary intake, physical, mental health and any other personal needs. **Controlling Body Temperature:** The HealthCare Assistant will assist in maintaining patient comfort and body temperature within normal ranges in the following ways; • By offering extra blankets or removing them as requested by the patient or by the Nurse • Taking and recording resident/client's temperature, as directed by the nurse and report accordingly. Required training must be completed • All changes in the patient's temperature and subsequent interventions must be immediately reported to the Nurse/ to alert the possibility of deterioration in the patient's medical condition **Mobilising:** The Health Care Assistant will help patients to maintain or regain their independence by assisting them to mobilise in the following ways; • Assist patients with walking when it is appropriate • Position patients comfortably and in a manner that enables mobility either in bed or on a chair • Assist with repositioning the patient in bed and documenting same. • Assist patients with aids that enhance opportunities for mobility in consultation with the nursing staff • Participate in moving or handling patients as directed and according to hospital policy • Report all falls, or other untoward events, experienced by patients to the nursing staff.

	• Ensuring cot and bed rails are in position at all times. • Escort children to and from playroom and diagnostic areas as required **End of Life Care:** Addressing issues relating to death and dying constitutes an important part of the Health Care Assistant role. This may include; • Establishing a quiet, comfortable and dignified environment for the dying child or young person and family members to share • Listening with respect and with empathy to relatives who may wish to chat • Providing comforting and refreshing drinks or snacks to relatives who may be spending long periods both day and night with their dying family member. • Providing comfort measures for the child, young person as directed by the nursing staff. These may include frequent small sips of fluid, sponging off a warm forehead or adjusting pillows or bedclothes and assisting the team in the repositioning the patient. • Assisting with the preparation of the body for its removal to the mortuary • Assist with memory making e.g footprints, handprints • Organisation of the child's / young person's belongings for their return to the family. **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 is a key member of the care team and may be requested to undertake some activities that are indirectly related to patient care. They may include: • Checking care /care area stocks and listing those that need reordering • Restocking as required • Maintaining orderly storage of supplies **Risk Management, Quality, Health & Safety** • 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 him/her from time to time and to contribute to the development of the post while in office.**
Eligibility Criteria **Qualifications and/ or experience**	**1. Statutory registration, professional qualifications, experience, etc.** a. Eligible applicants will be those who on the closing date for the competition: (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 **2. 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 **3. Character** Each candidate for and any person holding the office must be of good character. **With regard to criterion** (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	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. **It is highly desirable to have completed the Paediatric Care Support QQI Level 5 module (5N4339)**

Other requirements specific to the post	• **Ability to work across 7 days both days and night shifts.**
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 **Professional knowledge** • Demonstrates evidence of experience working in a Health or Caring Service • Demonstrates awareness of person-centred approach • Demonstrates awareness of role of the Midwife • Demonstrates knowledge of health & safety regulations • Demonstrates knowledge of health services and role of Health Care Assistant **Planning & organising** • 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 **Teamwork** • 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. **Patient/customer focus** • 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.

	Communication & interpersonal skills • Demonstrates effective communication skills both written and verbal **Professional Knowledge & Experience** • Demonstrates knowledge and experience relevant to the role as per the duties & responsibilities, eligibility criteria and post specific requirements of the role • Maximises the use of ICT, demonstrating excellent computer skills particularly Microsoft Office, Outlook etc. • Demonstrate the ability to work in line with relevant policies and procedures **Planning and Managing Resources** Demonstrates the ability to plan and organise own workload and that of others in an effective and methodical manner within strict deadlines, ensuring deadlines are met • Sets realistic goals and time-scales, taking account of potential problems and competing priorities • Devotes time and energy to the most important task at any given time • Maintains an awareness of value for money •
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 - Paediatrics

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. 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. * ***Public Servants not affected by this legislation:*** 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/service[3], 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 procedures[4]. • 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.

[3]A template SSSS and guidelines are available on writing your site or service safety statement.
[2] Structures and processes for effective incident management and review of incidents.