The Coombe Hospital

JOB DESCRIPTION

Healthcare Assistant:
Temporary Contract, Specified Purpose Contract and Fixed-term Contract posts,
Part-time.

|July 2024

JOB TITLE:	Healthcare Assistant (Grade Code 6075)

FACTOR	ESSENTIAL	DESIRABLE
Qualifications	**Candidates must:** (a) Have undertaken Healthcare Assistant FETAC Level 5 Accredited Course **And** (b) Have passed an examination at second level	• Maternity Care Support (5N3746) Module
Experience	• Minimum of 1 year's relevant experience in a Hospital or equivalent sector.	
Skills/Abilities	• Have excellent interpersonal and communication skills • Have fluent command and understanding of English language to include spoken and written.	
Knowledge & Understanding	• Demonstrate the ability to work on their own initiative and as part of a team • Demonstrate self-motivation and drive in a busy work environment • Demonstrate the importance of a patient focused approach to work.	

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DEPARTMENT: **Midwifery & Nursing**

REPORT TO: **CMM2 in charge of ward or deputy in their absence.**

ABOUT THE COOMBE HOSPITAL

The Coombe Hospital (CH) Dublin is a voluntary teaching hospital with national regional and area responsibilities for ensuring the optimal health of mothers, women and infants (up to 10,000 pregnant women per annum).

The Hospital is a national tertiary referral centre for specialised services including maternal and foetal medicine, neonatology, gynaecology and anaesthesia.

The Hospital has a substantial academic portfolio in terms of multidisciplinary education, research and training.

The Hospital hosts two University Departments of Obstetrics and Gynaecology, the National Cervical Cytology Training Centre and the Hub Centre for continuing Midwifery education in the Greater Dublin area. The Research Laboratory in the Hospital campus is a leading European Centre for molecular biology research.

MISSION STATEMENT

"Excellence in the care of women and babies"

VISION

Nationally and internationally recognised leader in healthcare for women, babies and their families.

VALUES

- Women and baby centred
- Excellence in everything we do
- Respect
- Pride
- Caring
- Progressive

Delivering expectations

Overall job role:

The Health Care Assistant is part of the ward / department team. He/she will be required to demonstrate a caring approach to women, babies and their families. He/she will be required to demonstrate excellent communication skills. Pregnancy and childbirth are a very important time for women and their families and staff are required to respect the concerns and needs of the individual recognising the social, economic, cultural and religious diversity. Staff members are required to be flexible and adaptable as the work of the Health Care Assistant covers a range of care and activity. The Health Care Assistant will be required to carry out activities, which will assist in the efficient running of the ward under the supervision of a registered Midwife. The post holder will be expected to work in all clinical areas with possible rotation to night duty, as required by the service.

Responsibilities & Accountabilities:

- Assist midwifery staff in the delivery of care to women and their babies
- Assist midwife to prepare for and carry out clinical procedures.

- Support the midwife in the teaching and demonstration of basic parenting skills on a one-to-one basis and in group sessions
- To contribute to the well-being of the patients and their families.
- To ensure maintenance of good relationships, communication and team work with all disciplines.
- To develop good interpersonal relationships with patients, relatives and the other members of the multidisciplinary team.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients and staff and to promote a safer environment by minimising environmental hazards e.g. safe disposal of spillages and 'sharps.
- To adhere to the policies and procedures of the hospital at all times including infection control, fire, confidentiality, security, manual handling and hygiene including appropriate sign off sheets.
- To be responsible for material and equipment as directed by the CMM2 or deputy
- Be responsible for patient equipment and storage facilities, including the drug fridge and breast milk fridge
- To undertake continuing education and developmental activities consistent with the position.
- Compliance with Health and Safety procedures and observance of requirements for personal hygiene and hospital infection control

Patient Related Duties.

- To attend ward reports.
- Perform duties as delegated by the midwife in charge.
- To greet and welcome patients/visitors to the ward.
- Orientate mothers to their new surroundings when first admitted to the department.
- Answer telephone and nurse/midwife call system and relay messages to the midwife in charge.
- Support women in their chosen method of infant feeding
- Deal sensitively with mothers& families following miscarriage/stillbirth/neonatal death in accordance with hospital policy.
- Assist paediatrician with baby examinations
- Daily bed/cot making for women and their babies and Cleaning of entire item to include base and wheels in line with hospital cleaning schedule.
- Assist patient to store and move belongings when being admitted, transferred or discharged.
- Ensure provision of water and glass for each woman and change or replenish as necessary.
- Make light refreshments (e.g. tea & toast) for patients outside mealtimes as required.
- Answer call bells and telephones and relay information to the appropriate person. Take advice from midwife with regard to giving out information on patients.
- Assist mothers at meal times ensuring their food is accessible. Report any concerns about a patient's appetite to the midwife.
- Take specimens to laboratory outside of routine collections if required (egg failure of pneumatic shoot or inappropriate specimens for shoot, e.g. blood cultures).
- Store patient records in accordance with hospital policy and report any problems noted to midwife in charge.
- Collect charts from other departments when required.

- On discharge of mothers and babies clean/decontaminate the baby security tag in line with hospital hygiene policy and return it to Delivery Suite.
- Control formula feeds including checking of expiry date, distribution to women and collect the required daily order.

Direct Patient Care.

- Assist patients to bathroom/toilet and record output on appropriate document where required.
- Assist mothers post-delivery with personal hygiene as requested by midwife.
- Assist with care of babies as requested by midwife. Document care given if relevant.
- Assist midwife with care of women confined to bed in personal hygiene including giving, removing and disposing of bedpans and sick bowls.
- Escort mothers to other departments or to front door if required by midwife.

- Escort/transport women/babies within or outside the hospital when necessary.

- Chaperone patient if requested by Doctor / Midwife.
- Communicate all concerns to midwife in charge.
- Monitoring patient's vital signs (temperature, pulse, blood pressure, respirations) as directed by midwife.

- 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.

Health & Safety

- All employees must comply with the Safety, Health and Welfare at Work Act, 2005.

- Comply and enact Health and Safety responsibilities as outlined in Hospital policies, protocols and procedures relevant to your area.

- 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 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 care.
- Conduct his / herself 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 and 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 safe
- 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

Sluice Room

- Maintain the sluice in a clean and safe manner. Remove equipment not necessary in the sluice.
- Restock sluice with sharps bins, hand towels, roller towel, Labstix, measuring jug, waste / linen bags, stainless steel bowls, bed pan.
- Bedpans/measuring jugs/injection trays etc to be cleaned as per hospital hygiene policies.

Age Restrictions In Relation To Applications

Age restriction shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed applications for the office occurs.

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 as would indicate a reasonable prospect of ability to render regular and efficient service."

Be of good character

A person selected for this role must be of good character.

Garda Vetting

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. Given the specialised nature of the services provided by the Coombe Women and Infants University Hospital, your appointment is subject to satisfactory Garda Vetting and re-vetting in circumstances where the Hospital deems it appropriate. You are obliged to disclose previous and any criminal convictions acquired during the course of your employment. Should the Hospital obtain information from the Garda Vetting Unit to indicate that your Garda clearance report is not satisfactory and / or if you have supplied the Hospital with false or misleading information in relation to your Garda clearance status, the Hospital may terminate your contract with immediate effect.

Particulars of Office

The appointment is temporary full-time/part-time, and pensionable.

Duties.

The responsibilities of this post will evolve and may include other relevant duties, not currently documented in this job description which the post holder would be required to undertake in line with service requirements, following consultation. The responsibilities and reporting structures for this position, as outlined, may be subject to change in the future, within the context of the reconfiguration of management structures in the hospital and the managed clinical network.

Hours of work

Normal working hours are a minimum of 12 hours and up to 39 hours per week worked over 5 days Monday-Sunday. However, you will be required to work the agreed roster/on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 7.30 am to 8:30 pm over 7 days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).

Flexibility

This post requires a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required, i.e. evenings/weekends.

Remuneration

Remuneration is in accordance with the salary scale approved by the Department of Health effective from 1st June, 2026. Current remuneration as follows:

€ 36,651 to € 45,939 pro rata per annum

Probation

The successful candidate will be appointed initially for a probationary period of six months. During the probationary period progress or otherwise will be monitored and at the end of the probationary period the service will (a) be certified as satisfactory and confirmed in writing or (b) if not satisfactory, the probationary period may be extended by 3 months.

Annual Leave

Annual leave entitlement is 23 working days (179.4 hours) **pro rata** per annum, plus 10 Bank Holidays per annum as they occur. The annual leave year runs from 1st of April to 31st March each year.

Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

Termination of Office

The employment may be terminated at any time by one months' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/2001. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

Pension arrangements and retirement age

There are three superannuation schemes currently in operation for staff in The Coombe Hospital:

(a) Voluntary Hospital Superannuation Scheme (Non-New Entrant)

(b) Voluntary Hospital Superannuation Scheme (New Entrant)

(c) Single Public Service Pension Scheme

Please read carefully the summary of the criteria for the three superannuation schemes below. This will assist you in identifying which scheme membership is applicable to your employment circumstances.

(a) If you have been continually employed in the public service prior to the 1st April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (Non-New Entrant) with a Minimum Retirement Age of 60 and a Maximum Retirement Age of 65.

(b) If you have been continually employed in the public service post the 1st April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (New Entrant) with a Minimum Retirement Age of 65. There is no Maximum Retirement Age.

The compulsory retirement age of 65 has been removed enabling staff to remain longer in work should they wish, subject to suitability and health requirements.

(c) If you have commenced employment in the public service as a new entrant or you are a former public servant, returning to the public service after a break of more than 26 weeks, you will be included in the Single Public Service Pension Scheme effective from the 1st January 2013 with a minimum retirement age of 66 (rising to 67 and 68 in line with state pension changes). The maximum retirement age under this scheme will be age 70.

The person appointed will be required to join the relevant Superannuation Scheme and will be required to contribute to the employing authority at the appropriate rate of gross annual superannuable remuneration as determined by the Minister responsible for the Scheme.

Pension benefits made to part-time staff will be on a pro-rata basis.

Pension Arrangements and Retirement Age:

For existing Public Servants (i.e. those who have entered the public service on or before the 31st March 2004) retirement is compulsory on reaching the age of 65 years.

However, candidates should note that changes have been made in the superannuation provisions and retirement ages for public servants who take up duty with effect from 1st April 2004.

In this context, new entrants, within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act 2004, to the public service should note:

The minimum pension age has been increased to 65 years for most new entrants to the public service. The compulsory retirement age of 65 has been removed

Pension benefits for new entrants will accrue on a standard basis (i.e., one year's credit for one year's service up to a maximum of 40 years' service) while normal abatement of pension provision will apply to all public sector posts.

With effect from 1st January 2013, it is a condition of the appointment of new entrants to the public service* that you be a member of the Single Public Service Pension Scheme. Please see information booklet attached.

*A former public servant returning to the public service after a break of more than 26 weeks is considered a new entrant.

Information Technology

Ensure that you make the most effective and efficient use of developments in technology for both patient care and IT support in a manner, which integrates well with systems throughout the organisation, actively assisting in the integration of new technology and systems.

Hygiene/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.

Confidentiality

In the course of the post holder's employment he/she may have access to or have information concerning the personal affairs of staff or other confidential information. Such information is strictly confidential and unless acting on the instruction of an authorised officer, on no account must information concerning staff or other service business be divulged or discussed, except as appropriate in the performance of normal duty. In addition, information, records, files must never be left in such a manner that unauthorised persons can obtain access to them. No records, documents or property of the Hospital may be removed from the premises of the Hospital without prior authorisation. You must return to the Hospital upon request and, in any event, upon the termination of your employment, all documents or other property of the Hospital which are in your possession or under your control.

Data Management

Ensure compliance with the obligations required by GDPR and Data Protection Act 2018.

Trust in Care Policy

The Coombe Hospital is committed to the principles of the Trust in Care Policy and all employees have a duty to report concerns for the safety and welfare of patients with in the procedures detailed in this policy.

Children First: National Guidance for the Protection and Welfare of Children Act 2015

As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a mandated person in accordance

with section 2 of the act. You will remain mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. The Hospital is committed to the principles of the Children First Act 2015 all employees must fully comply with Procedures and Practices including relevant legislation and Codes of Practice. See Children First, National Guidance for the Protection and Welfare of Children Act 2015. Contact Kate Burke, Principal Medical Social Worker.

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.

All candidates should note that, in order to maintain a timely process, the closing date and time for receipt of applications will be strictly adhered to.

Short-listing

Applicants will be subject to short listing based on information provided in their application, whereby only those who meet set criteria shall be called to interview.

Application Details

Intending applicants should submit a completed application form along with an updated Curriculum Vitae, and letter of application **www.rezoomo.com** ***before the closing date of 12pm 25th November, 2026.***

Informal enquiries for this post can be made to **Anitha Selvanayagam, Assistant Director of Midwifery and Nursing on +353 (0) 1 408 5492 or by e-mail on *aselvanayagam@coombe.ie***