Ospidéal Naomh Eoin
St John's Hospital
Cúram Gairmiúil agus Atruacha
Professional and Compassionate Care

Healthcare Assistant

Permanent Contract
Job Specification & Terms and Conditions

Job Title, Grade	Healthcare Assistant Grade Code: 6075
Competition Reference	SJL11/2026/02
Whole Time Equivalent	1 WTE (39) Hours
Closing Date	12 noon, on Friday 27th November 2026
Proposed Interview date(s)	Interviews will be held soon after the competition has closed
Taking up Appointment	A start date will be indicated at job offer stage.
Duration of Post	Permanent, Wholetime post
Location of Post/ Organisational Area	St. John's Hospital, St. John's Square, Limerick V94H272. Mid West Region
Informal Enquiries	Assistant Director of Nursing Email: adon@stjohnshospital.ie
Post Specific Information	Details on this campaign can be found at https://www.stjohnshospital.ie/jobs/
Official Languages (Amendment) Act 2021	Section 18C. (3)(b) of the Official Languages (Amendment) Act 2021, provides that the National Plan for Irish Language Public Services shall include the objective: "that, by 31 December 2030, at least 20 per cent of persons recruited to public bodies shall be competent in the Irish language." Staff may be requested to undertake Irish language training, as required, to support the provision of patient-centred services and compliance with the organisation's Irish language commitments.
Details of Service	**Overview of St John's Hospital, Limerick** St John's Hospital Limerick is a voluntary acute general hospital founded in 1780 by the Little Company of Mary Sisters. It operates as a Model 2S hospital, funded by the Health Service Executive (HSE), and is a key member of the University of Limerick Hospitals Group. The hospital has a long-established reputation as a teaching institution and serves as an academic partner of the University of Limerick, supporting the education and development of medical, nursing, and allied health professionals. **Clinical Services and Patient Care** St John's Hospital provides a comprehensive range of inpatient and outpatient services, including:

	General Medicine General Surgery Urology Gynaecology Endoscopy A key feature of the hospital is its **Urgent Care Centre**, which incorporates both an Injuries Unit and a Medical Assessment Unit. The hospital is committed to: Delivering high-quality, safe, and patient-centred care Ensuring timely and equitable access to services Promoting patient participation and engagement in care Supporting patients and their families through a compassionate care model **Innovation and Strategic Development** St John's Hospital is a national leader in innovation and service development. It is: An official Irish reference centre for the CMR Versius Surgical Robot The first Model 2 hospital in Ireland to introduce a robotic surgical programme Its 2022–2027 Strategy includes a major capital development: a proposed new inpatient bed block to expand capacity, in partnership with the HSE. **Multidisciplinary and Support Services** The hospital delivers holistic care through a wide range of specialist and support services, including: Diagnostic radiology and laboratory services Day theatre Consultant outpatient clinics Clinical Nurse Specialists and Advanced Nurse Practitioners Dietetics, Occupational Therapy, Speech and Language Therapy Medical Social Work Physiotherapy Chaplaincy services **Research, Education, and Continuous Improvement** The hospital fosters a strong culture of innovation and continuous improvement through its Audit, Research and Innovation Committee. It has direct access to the Rapid Innovation Unit within UL Hospitals Group, a Science Foundation-supported initiative that: Utilises 3D printing and engineering solutions Develops patient-centred innovations Enhances bedside care and patient experience St John's Hospital is deeply committed to creating a supportive learning environment, promoting staff development through education, motivation, and continuous professional growth. **Capacity and Infrastructure** The hospital currently operates: 99 beds in total 89 inpatient beds 10-day care beds Inpatient services focus on General Medicine, General Surgery, and Gynaecology.

Service mission, vision and values	**Our Purpose** Together we work to enhance the health and wellbeing of all those in our care and inspire those who deliver it every day. **Our Vision** To be a leading provider of healthcare services where innovation and excellence are at the heart of the patient experience. **Mission statement** Faithful to our tradition, we provide the highest possible standard of care and treatment in a professional and compassionate manner to every person who avails of our services. **Our Values** To listen to each other and seek opportunities to help and support one another. To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment. To provide healthcare based on the assessed needs and preferences of our service users, which ensures mutual respect, holistic care and continuous learning and training. To deliver excellence in care through monitoring, evaluating and continually improving our services.
Reporting Arrangements	The post holder will • Report directly to the Clinical Nurse Manager • Is accountable to the Director of Nursing
Purpose of the post	Patients require assistance in some or all activities of daily living. It is the duty of the nurse to assess, plan, implement and evaluate the care required by the patient. The primary role of the Healthcare Assistant (HCA) is to assist the nurse in the implementation of the care plan as determined by the registered nurse. The role involves collaborating with the nursing staff, in assisting patients with the activities of daily living, and collaborating with all members of ward staff in creating an efficient, safe and friendly environment for care delivery. The HCA has been trained in the taking and recording of the patient's observations i.e. blood pressure, pulse, temperature and respirations, testing patient's urine specimens and the measurement and application of anti-embolic stockings e.g. TEDs.
Key Responsibilities	**Accountability** HCA's are accountable for their actions in the delivery of patient care for which they have been trained and must not undertake any duty for which they are not trained. If HCA's feel that certain requests are beyond their capabilities, they should make this known to the person(s) making the request. **Education/ Qualifications** The recognised qualification for Healthcare Assistants is the FETAC (QQI Level 5) Health Care Support Certificate. All newly recruited Health Care Assistants must possess this qualification**.**

Personal Conduct

HCA's should conduct themselves in a manner that conveys respect of the individual and ensures safe patient care. The personal characteristics that indicate these principles include**:**

Confidentiality

At all times, maintain patient's confidentiality.

Courtesy

Be courteous in all dealings with patients, colleagues and visitors.

Accountability

Take responsibility for own actions**.**

Communication

Respond to patients, colleagues and visitors appropriately, record all information accurately and report all relevant information. Be able to work as a team member**.**

Hygiene Standards/Infection Prevention & Control

Read the Infection Control policies and ask your manager to explain parts that you may not understand. Deliver a high standard of patient care. Be vigilant in ensuring that a high level of hygiene and cleanliness is maintained. Practice hand hygiene according to hospital policy**.**

Dignity and Privacy

All patients are entitled to have their dignity and privacy maintained as much as is possible in the hospital setting. Ensure practice is reflective of this.

Health and Safety

Know and understand the Health and Safety regulations and apply them in the workplace.

Healthcare Assistant Duties

The HCA's role will involve some of the following activities, along with others that may be necessary in the context of specific ward situations.

Maintaining a Safe Environment:
These steps will include:

- The HCA will participate in maintaining a safe environment for patients, visitors and staff, by maintaining vigilance to identify potential hazards, and by taking the necessary steps to remove the hazards.
- Ensure all practices adhere to the Infection Control and Prevention Policy.
- Assist in keeping all ward or unit areas clean and tidy.
- Move or assist in moving equipment and furniture as necessary.
- Washing and making up unoccupied beds when necessary.
- Returning trays and equipment to proper storage areas.
- Attending to the hygiene of equipment such as IV stands, infusion pumps, hoists, bed cages, patient chairs, commodes and other ward equipment.
- Attend to spillages, when necessary, as quickly as possible to prevent accidents.
- Assist in the disposal of clinical waste according to Hospital policy.
- Carefully dismantle clean procedure trolleys after their use.
- Assist mobile, but disorientated, patients to navigate safely around the ward.
- Assist feeble visitors on the ward to prevent them falling or injuring themselves.

- Escort / transport patients within or outside the hospital when necessary.
- Remain with patients who require custodial supervision.
- Prepare ward and bed areas for the reception of new patients.
- Assist with the safekeeping of patient's personal property in conjunction with the nursing staff.
- Report broken or unsafe items that need repair.
- Carry out errands.

Communicating

- Communication skills will be used to provide a caring service to patients, colleagues and the public in a courteous and effective manner.
- Treat everyone in a manner in which they themselves would like to be treated.
- Operate in accordance with the values of the Hospital. These values include integrity and openness, respect and support, caring, commitment and loyalty to the organisation.
- Demonstrate a range of listening skills appropriate to the context of different patient, visitor and ward situations.
- Contribute to the efficiency and effectiveness of the ward by communicating openly with the nursing staff about patients' and relatives' needs.
- Be perceptive in interpreting non-verbal communication.
- Use a range of communication methods to exchange information with the nursing staff.
- Participate in constructing a physical environment that communicates peace, comfort and caring to patients and their families.
- Direct all enquiries about a patient's condition to a member of the nursing staff. This includes both telephone and verbal inquiries .

Confidentiality:

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

Breathing:

- The HCA will assist staff nurses in maintaining patients' adequate breathing.
- Recognise signs of distressed breathing in patients and report these to the nursing staff .
- 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 nursing staff.
- Help patients conserve their oxygen supply and reduce their demands for oxygen by positioning personal items such as drinks, tissues and reading materials within easy reach of the patient.
- Maintain the ward 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.

Eating and Drinking:

Under the direction of the nursing staff:

- Prepare patients to enjoy their meals as much as possible (for example by offering mouth washes or opportunities to clean teeth or dentures, to use toilet facilities and to wash their hands as appropriate).
- Prepare the eating environment by making it as aesthetically pleasant as possible by removing unnecessary items from the immediate bedside (commodes, urinals and sputum cartons, for example).
- Feed or help to feed patients as directed.
- Assist patients with cutting or arranging their food so it can be easily eaten.
- Observe the amounts of food and liquids consumed by patients who need special monitoring in this area and document appropriately.
- Making patients comfortable after their meals (for example, repositioning them for a nap, offering opportunities to clean their teeth or dentures).
- Encouraging patients to drink plenty of fluid and making this possible by offering refreshing drinks frequently.

Eliminating:

- Supervise patients in toilets and bathrooms when this is necessary.
- Place patients on bedpans or commodes or assist nurses in doing this and ensure that patients are not left in this position longer than necessary.
- Attend to patients' post elimination hygiene needs.
- Assist with the care of incontinent patients.
- Measure and record volume of urine eliminated by patients when this is a concern and as directed by the nursing staff.
- Empty urinals recording volumes when directed.
- Emptying urine drainage bags and recording volumes .
- Emptying colostomy bags and other drainage bags as directed by the nursing staff.
- Disposing of used sputum containers.
- Taking care of clothing belonging to patients which may become soiled.
- The HCA will strictly adhere to the universal precautions identified in the infection control policy document so as to prevent spread of infection when dealing with human waste products.

Personal cleansing and dressing:

- HCA's contribute to patients' comfort and maintenance of personal dignity by assisting them, when necessary, with personal cleansing and dressing activities.
- Washing patients in bed, shower or bath and observing and reporting the condition of patient's skin.
- Helping with, or performing mouth care.
- Shaving patients when necessary.
- Caring for patients' hair and nails as needed.
- Helping patients to dress and groom.

Controlling body temperature:

- Peoples' comfort and indeed survival depend on their body temperature being maintained within a normal range.
- Offering extra blankets or removing them as requested by the patient or by the nurse charged with the care of the patient.
- Providing other warming equipment as directed by the nurse.
- Taking and recording patient's temperature as directed by the nurse.

Mobilising:

- Assist patients with walking when this is appropriate.
- Position patients comfortably and in a manner that enables mobility either in bed or on a chair.
- Assist with turning and positioning patients in bed.
- Provide patients with aids that enhance opportunities for mobility in consultation with the nursing staff.
- Participate in moving patients as directed by the nursing staff and according to correct procedures which aim to prevent injury to all parties involved.
- Report all falls, or other untoward events, experienced by patients to the nursing staff.

Death and Dying:

- Addressing issues relating to death and dying constitutes an important part of the HCA's role.
- Establishing a quiet, comfortable and dignified environment for the dying 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 for relatives who may be spending long periods both day or night.
- Providing comfort measures for the dying person as directed by the nursing staff. These may include frequent small sips of fluid, sponging of a warm forehead, adjusting pillows and bedclothes.
- Assisting with the preparation of the body for its removal to the mortuary.
- Organisation of the dead person's belongings for their return to the family.

Collaboration in other ward activities including:

- Taking and recording of patient's observations as directed by the nurse, and reporting abnormalities.
- Assisting the nurse in the provision of quality nursing service.
- Accepting guidance and assisting the nurse in duties associated with the delivery of care and management of the ward/healthcare environment and other support duties as appropriate.
- Assisting in creating a safe environment for patients, colleagues and visitors.
- Checking ward stocks and listing those that need re-ordering.
- Maintaining orderly storage of supplies.
- Reporting to the nursing staff any requests from patients or relatives.
- Reporting to the nursing staff any complaints of pain, distress etc. expressed by patients.
- Undertaking training and development of further skills as directed by the Director of Nursing.

The HCA must report to and work under the supervision and direction of the nursing staff in relation to all duties / tasks.

Nursing staff will allocate duties in accordance with their professional judgement and the HCA's competence as determined by the registered nurse.

The nursing staff must not allocate any duty to the HCA for which he/she has not been trained.

	Confidentiality. In the course of your employment, you may have access to, or hear information concerning, the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required. You are required to comply with the legislation in respect of the General Data Protection Regulation (GDPR). **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.** **Flexibility is required when dealing with new/emerging situations and emergencies.** **This job description indicates the main responsibilities and duties of the post and is subject to review and amendment to reflect the changing needs of the hospital service. The extent and speed of change in the delivery of health care is such that adaptability is essential. The incumbent will be required to establish, maintain, enhance and develop their professional knowledge, skills and aptitudes in order to respond to a developing service situation.** **I confirm that I have received a copy of and have read the above job description.** **SIGNED: _____** **Employee** **DATE: _____ / _____ /_____** **PRINT NAME: _____**
Eligibility Criteria Qualifications and/or experience	**1. Professional Qualifications, Experience, Etc:** (a) Candidates must have at the closing date for receipt of applications, hold: (i) The relevant QQI (formally FETAC) Level 5 qualification **Or** (ii) An equivalent relevant health care qualification or a comparable healthcare qualification as outlined in the Quality and Qualifications Ireland (QQI) NARIC Ireland Framework. **Or** (iii) Be employed as a Health Care Assistant or a comparable role.

	And (b) Candidates must have the personal competence and capacity to properly discharge the duties of the role. **<u>Desirable:</u>** • 3 years' experience in an acute hospital setting. • Completion of QQI Level 5 qualification in healthcare (see note 1). **2. Age** Age restriction shall only apply to a candidate where s/he 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 application forms for the office occurs. **3. Health** Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **4. Character** Each candidate for and any person holding the office must be of good character. **Note 1:** With regard to Criterion (i), the listing below has been identified as what is considered relevant health skills QQI (formally 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.) **Students currently undertaking a Bachelor of Science in Nursing or Midwifery and have successfully completed Year 2 of the programme at the closing date for receipt of applications will be considered under point (ii) as outline above.**
Required competencies, skills and/or knowledge	**The Successful Healthcare Assistant must demonstrate 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 • Demonstrations 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>Team Work:</u>** • Demonstrates ability to work as a member of a team and make positive contributions to the 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>:** • Demonstrate effective communication skills both written and verbal.
Other requirements specific to the post	The candidate must have a demonstrable competence and capacity to properly discharge the duties of the role. Health Care Assistant experience in an acute Hospital setting.
Competition Specific Selection Process **Short listing / Interview**	Applications should be submitted by completing the St. John's Hospital's online digital application form. Online application forms and full particulars relating to the post are available on St. John's Hospital website. Details on this campaign can be found at <u>https://www.stjohnshospital.ie/jobs/</u> **Application Process** **Applications must be completed on-line please use the following link** <u>https://www.stjohnshospital.ie/jobs/</u> **and apply via the <u>Apply Now</u> tab** Completed applications must be completed online no later than **12 noon Friday 27th November 2026** An official application form must be completed in full by the closing date for the competition. **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 being called forward 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.
Code of Practice	St John's Hospital 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 that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should 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. The CPSA Code of Practice can be accessed via https://www.cpsa.ie/.
The reform programme outlined for the health services may impact on this role and as structures change the job description may be reviewed. This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. It 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.	

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Terms and Conditions of Employment

Tenure	The appointment is whole-time, permanent and pensionable. Wholetime is 39 hours per week. A panel may be created from which permanent and or/temporary vacancies of whole-time duration may be filled during the life of the panel. 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.
Remuneration	The salary scale for the post (as at 01/06/2026) Grade Code (6075) 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
Working Week	The standard working week applying to the post is **39** hours delivered on a 5 over 7-day roster including days/nights and weekends. The nature of the post may involve/require attendance at the Hospital outside of scheduled hours. Flexibility on hours of attendance in consideration of service needs is required. HSE Circular 003-2009 "Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016" applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven 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).
Annual Leave	The annual leave associated with the post will be confirmed at contracting stage in line with HSE policy
Terms of Employment	All persons employed will be required to sign a contract of employment, which will set out the terms and conditions of the employment. A job description will form part of the contract documentation.

Superannuation	All pensionable staff become members of the pension scheme
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	Employment will be probationary for the first six months, during which time the Department Head will carry out periodic probation assessment reviews. The appointee will cease to hold office at the end of or during the probationary period unless during such period the Hospital has certified that their service is satisfactory.
Termination of Employment	One months' notice in writing, on either side, except in circumstances where the Hospital authority is of the opinion that the holder of the office has failed to perform satisfactorily the duties of his/her office or has misconducted himself/herself in relation to such office or is otherwise unfit to hold office. The mandatory retirement age for new entrant staff in employment in the public service after 1st January 2013 is 70 years of age. All other appointees in accordance with the HR Circular 029/2018 who have not already reached their retirement age before 26th December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose.
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. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities. For further information, guidance and resources please visit: HSE Children First webpage.
Infection Control	During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St John's Hospital's quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection.
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, 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. 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.
Mandatory Training and Health and Safety at Work Act	The post holder is obliged to fulfil mandatory training requirements in line with this post. All staff must comply with all Hospital Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (2005), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
GDPR	The post holder is obliged to adhere to General Data Protection Regulations 2018. All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Hospital's Confidentiality Policy. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with FOI and GDPR 2018. Hospital policies and procedures at all times. Details of the Hospital's policies are available on the intranet.
Children First Act	Schedule 2 of the Children First Act 2015 Specifies that this post falls under the classes of persons as "Mandated Persons" for the purpose of the Act. As a mandated person, under the legislation you are required to report any knowledge, belief or reasonable suspicion that a child is being harmed, is being harmed, or is at risk of being harmed. It is a requirement of this post that you complete the HSELand training in relation to Children First and any other training the Hospital deems appropriate in this regard.