Endoscopy Operative (Band 1)
Cork University Hospital

Job Specification & Terms and Conditions

Job Title, Grade Code	**Oibrí Inchríneolaíochta (Banda 1) (Grád Cód: 6017)** **Endoscopy Operative (Band 1) (Grade Code: 6017)**
Remuneration	The salary scale for the post (as at 01/06/2026) is: **€42,033 – €43,117 – €44,273 – €45,382 – €46,569 – €47,790 – €49,050** 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	CUHG106683
Closing Date	**12 noon on the 2nd of December 2026** Please note late applications will not be accepted.
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	**Ospidéal na hOllscoile, Corcaigh** **Cork University Hospital** There is currently one wholetime permanent vacancy available in the Surgical Hub in Cork University Hospital. A panel may be formed as a result of this campaign for Cork University Hospital Surgical Hub / H.S.S.D. (Hospital Sterile Services Department) / Endoscopy Department from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
Informal Enquiries	We welcome enquiries about the role. Contact Marie Horgan, Clinical Nurse Manager 3, Surgical Hub, Cork University Hospital **Email**: Marie.Horgan2@hse.ie **Tel:** 087 440 3474 For further information about the role. Contact Sinead Ryan, Administrative Officer, People SouthWest **Email:** Sinead.Ryan22@hse.ie **Tel:** 087 067 2626 For enquiries relating to the recruitment process.
Details of Service	Cork University Hospital (CUH) has approximately 800 beds and this will increase further to 1,000 beds on completion of the transfer of additional services to the CUH campus. CUH currently employs approximately 4,571 (WTE) staff of multiple professions and is the primary teaching hospital for the Faculty of Health and Science in University College Cork (UCC). UCC is the Academic partner of the HSE South West. CUH has very strong relationships with each of the six schools within the Science Faculty of UCC and this is a key area for future development to maximise the opportunities for both the service and academia.

	CUH is a recommended Major Trauma Centre for the Republic of Ireland due to the wide range of specialties delivered by the hospital – including Neurosciences, Cardiac Services, Orthopaedics, General Surgery, Renal, Internal Medicine, Vascular, Ophthalmology, Urology, Plastic Surgery, Maxillary-Facial, Paediatrics, Intensive Care, Oncology, Haematology, Obstetrics, Gynaecology, Neonatology and Emergency Medicine. CUH is the tertiary referral centre for the HSE Southern area, and the supra regional area of Limerick, Clare, Tipperary, Waterford and Kilkenny. CUH therefore acts as a regional centre for secondary and tertiary care for the catchment population of approx. 550,000 served by the HSE Southern area and a supra-regional centre for a total a population of 1.2 million.
Health Regions	Six Health Regions have been established within the HSE, on the basis of the geographical boundaries agreed by the Government in July 2019. Each Health Region will be tasked with population-specific planning resourcing and delivery of health and social care services for the needs of its unique population. This will result in improved accountability and governance in terms of finance and performance, while also bringing decision-making closer to the frontline. Health Regions will enable and empower staff to provide services that are: • Integrated, locally planned and delivered • Easier to access and navigate • Available closer to home Health Regions are geographically-based units with clearly defined populations. They align community and hospital services within specific areas. The HSE will retain a strong but leaner central organisation, with more service provision developed at a local level. The HSE South West Health Region will manage and deliver all public health and social care services in Cork and Kerry. HSE South West includes all hospital and community healthcare services in the region. This includes: • South / South West Hospital Group S/SWHG • Cork Kerry Community Healthcare CKCH The Department of Population and Public Health is also now aligned with this health region. HSE Services working within this region include: • Acute Hospitals • Primary care services • Community services • Social care services • Health and social care professionals • Voluntary sector services
Reporting Relationship	The appointee will report directly to the Clinical Nurse Manager, Endoscopy and will be accountable to the Assistant Director of Nursing and Director of Nursing and / or designated officer.
Key Working Relationships	The appointee will have key working relationships with the Multidisciplinary team including the Decontamination team, the Nursing team and the Medical team.
Purpose of the Post	• To assist the Nurse and Multidisciplinary clinical team in the provision of quality care to patients in the Endoscopy setting. • The Endoscopy Operative performs this role under the supervision and direction of a Registered Nurse. • Work in accordance with the Department's Standard Operating Procedures and Quality Management Systems.

	• The role involves exposure to blood and body fluids. • To be able to accommodate change in a rapidly changing environment and encourage team members to embrace necessary change. Have a positive attitude to challenges and devise ways to make them happen. • Handle and care of decontamination and storage of endoscopes as per local and national guidelines and manufacturer recommendations.
Principal Duties and Responsibilities	• The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree. • Maintain throughout the Group's awareness of the primacy of the patient in relation to all hospital activities. • Performance management systems are part of role and you will be required to participate in the Group's performance management programme. • Have a working knowledge and comply HSE Decontamination standards (2019), in particular Health Service Executive Standards and Recommended Practices for Operational Management of Endoscope Decontamination Facilities. • https://www2.healthservice.hse.ie/organisation/qps-education/hse-standards-for-decontamination/ Endoscopy Operatives should conduct themselves in a manner that conveys respect of the individual and ensures safe patient care. The personal characteristics that indicate these principles should include: • Confidentiality. • Courtesy. • Accountability. • Communication. • Dignity and privacy. **The Endoscopy Operative will:** • Ensure appropriate protective clothing is worn as necessary when carrying out duties as per local and national guidelines. • Check and clean specified medical equipment and report any broken equipment to the Clinical Nurse Manager/Nurse in Charge. • Ensure all equipment cleaning documentation is kept up to date and available for inspection. • Stock and replenish all stores within your place of work. • Report and escalate all spillages to reduce the risk of accidents within your place of work. • Ensure universal precautions are taken with the handling and disposal of clinical waste. • Adhere to infection control policies. • Adhere to Cork University Hospital guidelines in the complete process of endoscope decontamination from preclean to safe storage after decontamination. • Collect and transport used equipment to the Decontamination area as required. • Decontaminate endoscopes using all solutions and machines according to manufacturer's instructions. • Assist in the delivery of patient care under the supervision of the Clinical Nurse Manager/Registered Nurse in the defined role of Endoscopy Operative. • Attend meetings as required by the Clinical Nurse Manager 2/Nurse in Change. • Attend all mandatory training and identified training required as per Cork University Hospital mandatory training requirements. • Carry out other duties which may be assigned from time to time from the clinical nurse manager/nurse in charge. • Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards, HSE

Decontamination standards etc. and comply with associated HSE protocols for implementing and maintaining these standards.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Traceability:
- Demonstrate knowledge of the importance and rationale for endoscope traceability utilizing the electronic track and trace system (Scopetrack).
- Demonstrate knowledge of the manual scope tracking system used.

Maintenance:
- Send endoscopes for repair and order loan equipment as per local guidelines.
- Maintain Drying cabinet as per daily and weekly checklists, reporting faults to nurse in charge and maintenance department.
- Maintenance of Wassenburg machines as per daily and weekly check lists, reporting faults as per local guidelines.
- Undertake periodic quality assurance testing of endoscopes and related machines as part of the role.

Assist Nursing in relation to:
- Ensuring endoscopy procedure rooms are ready for use.
- Check and ensure equipment are working prior to use, report any issues relating.
- Assist with patient positioning always ensuring patients dignity.
- Be confident and competent with the positioning requirements for procedures.
- Attend all necessary training required for the post and safe deployment of duties.
- Ensure all equipment is checked and in good working order prior to use and reporting of defective items/equipment or issues to the relevant staff/manager.
- Rotation of stock as required ensuring short dated items/products are used.
- Ensure availability of processed scopes.
- Participate & complete Competency based training as required for the post along with on-going education within the department.

Cleaning Duties
- Cleans and decontamination of equipment according to local infection control guidelines and national guidelines.
- Complete cleaning duties/cleaning schedule as required and document accordingly.
- Storage rooms, consumable stock room, equipment stores room to be kept clean & tidy.

Stocking Duties
- Completes store orders as per schedule/as required and ensures adequate supplies from CSSD, surgical supplies and the NDC stores.
- Receive and store CSSD supplies in the appropriate storage facility.
- Stocking of stock and non-stock supplies from requisitions to appropriate storage areas while paying attention to stock rotation.
- Stocking and storage of chemicals as per local guidelines.

Communication
- Communicate effectively with all members of the multidisciplinary team to ensure care is patient focused and of the highest standard.
- Report any untoward incident or equipment problem to Nurse in charge
- Demonstrate a good working relationship with all grades of staff.
- Treat patients, visitors and fellow workers with respect and dignity always.
- To promote a positive image of the Department and Directorate always.

Confidentiality

- Respecting confidential information obtained in the course of employment and refraining from discussing such information.
- Maintaining an awareness of the privacy of the patient in relation to all hospital activities as per the General Data Protection Regulations and Data Protection Acts.

Education and Training

- Keep up to date with local Policy & Guidelines, new procedures and equipment.
- Undertake recommended education and training as per competency training programme while in post as required to execute the role.
- Attend all mandatory training and participate in professional training.
- Suggest methods in which errors or quality problems can be reduced.
- Attend departmental training sessions and keep up-to-date with changes in practices, developments and new procedures.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Complete the relevant HSE land courses as relevant to the role, e.g. chemical safety awareness training, HSE land Decontamination modules.
- **Must be willing to undertake and complete a level 6 minor award in Decontamination as part of the role if not already completed.**
- Undertake and complete local competency training programme in decontamination as part of the role for the decontamination process of endoscopes.
- Staff must demonstrate knowledge and skills detailed within the competency programme to achieve competence.
- Will attend internal and external courses provided by manufacturers as required.

Use of Resources

- To support the MDT staff in ensuring that resources are used appropriately and keep waste to a minimum.
- To constantly seek to improve use of resources within Theatres/Endoscopy.
- To ensure that all equipment is cared for, cleaned, and stored to provide best levels of service.

Other

- In the event of a major incident, employees will be expected to report for duty on notification.
- Maintain a high standard of hygiene in line with HIQA and hospital guidelines.
- Service needs require that staff may be rostered for unsocial hours'/shift work.
- Carry out other duties, which may be assigned from time to time.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

KPI's

- The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital's service plan targets.
- The development of Action Plans to address KPI targets.
- Driving and promoting a Performance Management culture.
- In conjunction with line manager assist in the development of a Performance Management system for your profession.
- The management and delivery of KPIs as a routine and core business objective.

PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:

- Employees must attend fire lectures periodically and must observe fire orders.
- All accidents within the Department must be reported immediately.
- Infection Control Policies must be adhered to.

- In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits.
- In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.
- Hospital uniform code must be adhered to.
- Provide information that meets the need of Senior Management.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Risk Management, Infection Control, Hygiene Services and Health & Safety

- The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
- The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
- The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:

    - Continuous Quality Improvement Initiatives
    - Document Control Information Management Systems
    - Risk Management Strategy and Policies
    - Hygiene Related Policies, Procedures and Standards
    - Decontamination Code of Practice
    - Infection Control Policies
    - Safety Statement, Health & Safety Policies and Fire Procedure
    - Data Protection and confidentiality Policies

- The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group's Risk Management Incident/Near miss reporting Policies and Procedures.
- The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
- The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.
- The post holders' responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager.
- The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
- The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
- The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
- It is the post holder's responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.

The above Job Description 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** Eligible applicants will be those who on the closing date for the competition: **(a)** i. Hold a qualification in Health Service Skills or Health Care Support QQI** Level 5 (or higher). **OR** ii. Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction. **AND** **(b)** i. Have relevant recent* experience in Decontamination and / or H.S.S.D. **OR** ii. Have recent* experience working in a healthcare or manufacturing environment as relevant to the role. **AND** **(c)** Candidates must have the personal competence and capacity to properly discharge the duties 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. *Denotes within the last 5 years. ** Note: FETAC and HETAC have been replaced by Quality and Qualifications Ireland (QQI). For more information visit www.QQI.ie.
Post Specific Requirements	Demonstrate depth and breadth of experience working in Endoscopy / Decontamination or H.S.S.D. as relevant to the role.
Other requirements specific to the post	Flexibility regarding working hours to meet the demands of the service. **Candidates must agree to undertake and complete a Level 6 Minor Award in Decontamination as part of the role if not already completed.**

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.
Skills, competencies and/or knowledge	**Professional Knowledge** **Demonstrates:** • Awareness of and adherence to relevant standards, policies and legislation for example health and safety, Freedom of Information Act 1997, Childcare Act and HIQA Standards. • Knowledge of HSE code of practise for Decontamination of Reusable Invasive Medical Devices. • Evidence of basic computer skills. • Commitment to Continuous Professional Development. **Planning & Organising** **Demonstrates:** • The ability to look ahead and forward plan for service delivery. • The ability to prioritise their workload and complete tasks in a timely and efficient manner. • A meticulous approach to work and the ability to pay attention to detail. **Commitment to Providing a Quality Service** **Demonstrates:** • The ability to ensure high quality work and results. • Experience in the use of quality standards and procedures to ensure continuous improvements in the running of the service including the use of IT systems. **Teamwork** **Demonstrates:** • The ability to be a good team player. • The ability to work independently and as a member of team and make positive contributions to that team. **Problem Solving & Decision Making** • Demonstrate initiative, flexibility and problem-solving skills. **Communication & Interpersonal Skills** • Demonstrate effective interpersonal and communication skills including the ability to present information in a clear and concise manner.

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.	

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Terms and Conditions of Employment

Tenure	The current vacancy available is full-time and permanent. 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 hours per week. Your normal weekly working hours are 39 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.
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[1], 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[2]. • 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.

[1] 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.