



**Phlebotomist, Staff Grade  
Wexford General Hospital  
Ireland East Hospital Group  
Job Specification & Terms and Conditions**

<b>Job Title and Grade</b>	Phlebotomist, Staff Grade – (Grade Code: 3425)
<b>Campaign Reference</b>	IEHG/2022/0505
<b>Remuneration HSE Terms and Conditions</b>	The Salary scale for the post as at 01/10/2021 is: €31,263, €33,274, €34,057, €35,503, €37,037, €38,593, €40,156, €41,759, €42,547
<b>Application Process</b>	Submission of your application form via Rezoomo. CV's will not be accepted.
<b>Closing Date</b>	19 <sup>th</sup> May 2022 @ 5pm
<b>Proposed Interview Date (s)</b>	Interviews will be held as soon as possible after closing date. Candidates will normally be given at least one weeks' notice of interview. The timescale may be reduced in exceptional circumstances
<b>Duration of the post</b>	There is currently permanent whole-time post available in Ireland East Hospital Group A panel may be created from this campaign from which future permanent and specified purpose vacancies of full or part time duration may be filled.
<b>Taking up Appointment</b>	A start date will be indicated at job offer stage
<b>Organisational Area</b>	Ireland East Hospital Group (IEHG)
<b>Location of Post</b>	Wexford General Hospital
<b>Informal Enquiries</b>	Annette Morris, CNM3, Medical Services, Wexford General Hospital <b>Email:</b> annette.morris@hse.ie <b>Phone No:</b> 053 9114678
<b>HR Point of Contact</b>	Sue Pender, Recruitment Team, IEHG <b>Email:</b> <a href="mailto:sue.pender@hse.ie">sue.pender@hse.ie</a> <b>Phone No:</b> 087 7076961
<b>Details of Service (Hospital detail)</b>	<p>Ireland East Hospital Group (IEHG), with its Academic Partner University College Dublin (UCD), is the largest and most diverse hospital group in terms of populations, budget, staffing, number of hospitals, geographical spread and number of Community Healthcare Organisations. IEHG aims to deliver consistently high-quality safe care, while transforming and integrating clinical services across the 12 hospitals in the Group to meet the needs of the people we serve.</p> <p>The Ireland East Hospital Group includes the following hospitals:</p> <ul style="list-style-type: none"> <li>• Mater Misericordiae University Hospital</li> <li>• St Vincent's University Hospital</li> <li>• Wexford General Hospital</li> <li>• St Luke's General Hospital, Kilkenny</li> <li>• Mullingar Regional Hospital</li> <li>• St Michaels Hospital</li> <li>• National Maternity Hospital</li> <li>• Royal Victoria Eye and Ear Hospital</li> <li>• Cappagh National Orthopaedic Hospital</li> <li>• St Columcille's Hospital</li> <li>• Our Lady's Hospital Navan</li> <li>• National Rehabilitation Hospital</li> </ul> <p>University College Dublin is the Academic Partner for the Group.</p> <p>Wexford General Hospital is a Model 3 busy Acute General Hospital which forms part of the Ireland East Hospital Group (IEHG) and serves the population of Co. Wexford and surrounding counties. Services provided at the Hospital are:-</p> <p>Medical inclusive of Coronary Care Unit, Surgical, Paediatrics, Obstetrics, Gynaecology, Oncology, Radiology, Acute Medical Assessment Unit, Emergency Department, Out-Patients, Endoscopy Suites and Intensive Care Units.</p>

	<p>The academic partners affiliated to WGH are UCD (University College Dublin) &amp; WIT (Waterford Institute of Technology) for nursing and Midwifery.</p> <p>Wexford General Hospital works in partnership with the Local GP's and offers a phlebotomy Service through the Swift queue booking system for easy access.</p>
<b>Reporting Relationship</b>	The phlebotomist will report to the Clinical Nurse Manager 3 of the service and to the Director of Nursing
<b>Purpose of the Post</b>	<p>To collect venous and capillary blood samples from patients throughout the hospital.</p> <p>Collect data on the service when required.</p> <p>Participate in the expansion of the post where required.</p>
<b>Principal Duties and Responsibilities</b>	<p><b><u>Scientific/Technical</u></b></p> <p><i>The Phlebotomist will:</i></p> <ul style="list-style-type: none"> <li>• Collect blood samples for patients by venepuncture as requested by medical or laboratory staff.</li> <li>• Be competent in the selection of the appropriate sample bottles for all common laboratory investigations as described in the laboratory user guide.</li> <li>• Be competent in the procedures required for bleeding high risk, immunocompromised and barrier nursed patients.</li> <li>• Organise and stock work benches and trolleys on a daily basis.</li> <li>• Clean and disinfect trolleys and work benches after use.</li> <li>• Ascertain location of patients on wards by liaising with ward medical and nursing staff.</li> <li>• Liaise with ward medical and nursing staff to prioritise patients for bleeding.</li> <li>• Transport specimens collected to the Pathology Specimen Reception Laboratory if required.</li> </ul> <p><b><u>Planning and Organisational</u></b></p> <p><i>The Phlebotomist will:</i></p> <ul style="list-style-type: none"> <li>• Plan the most efficient route to and between destinations.</li> <li>• Restock the phlebotomy rooms when necessary.</li> <li>• Ensure that protocol and situation changes are communicated to other staff as they rotate through the various work areas.</li> </ul> <p><b><u>Patient / Service User Related</u></b></p> <p><i>The Phlebotomist will:</i></p> <ul style="list-style-type: none"> <li>• Maintain patient confidentiality at all times.</li> <li>• Display empathy and a pleasant, helpful manner when dealing with patients, visitors and staff.</li> <li>• Contribute to the delivery of a quality service to customers within agreed timescales.</li> <li>• Communicate effectively with patients to ensure correct identification, co-operation and clarification of complications.</li> <li>• Ensure samples are labelled correctly according to protocols.</li> <li>• Provide after care and assistance to patients affected by venepuncture.</li> <li>• Be competent in dealing safely with nervous or aggressive patients.</li> <li>• Be competent in dealing safely with fainting patients.</li> <li>• Maintain basic life support skills to enable the safe care of patients.</li> <li>• Liaise with service users to improve relationship, service and patient care.</li> </ul>

- Answer telephone enquiries in a helpful manner.

### **Information Resources**

*The Phlebotomist will:*

- Ensure samples collected are clearly and accurately labelled with patient identification details.
- Participate in departmental audit and accreditation processes including ISO15189 accreditation.
- Maintain a basic level of IT skills.

### **Human Resources**

*The Phlebotomist will:*

- Participate in relevant staff and departmental meetings.
- Co-operate with your line manager to promote good team working.
- Maintain the high standards of the department by contributing towards individual and team objectives.
- Comply with all personnel and other official and operational policies of the Pathology Department and of the Hospital.
- Be involved in monitoring sickness/absence and implementation of local and national control measures at Department Level. Proactively manage persistent poor staff attendance.

### **Financial Resources**

*The Phlebotomist will:*

- Monitor phlebotomy stocks and alert your line manager if necessary.
- Use departmental resources in a cost effective manner.

### **Training**

**The Phlebotomist will:**

- Assist with in-house training by supervising and giving advice to trainee phlebotomists as directed
- Maintain and update Phlebotomy skills.
- Maintain personal technical competency by following recognised CPD routes and attending courses as appropriate.
- Share knowledge and experience with colleagues.

### **Health, Safety and Security**

- All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Hospital procedure.
- Comply with all Hospital Policies, Procedures, Protocols and Guidelines appropriate to the role.
- Participate in audit and quality improvements.
- Be aware of the National Standards for Safer Better Healthcare.

	<ul style="list-style-type: none"> <li>• Ensure that Health and Safety legislation is complied with at all times.</li> <li>• 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.</li> <li>• Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</li> </ul> <p><b><u>Confidentiality</u></b></p> <ul style="list-style-type: none"> <li>• All information relating to patients and staff gained through your employment with this Hospital is confidential.</li> </ul> <p><b><u>General Conditions</u></b></p> <ul style="list-style-type: none"> <li>• Employees must attend fire lectures periodically and must observe fire orders.</li> <li>• All accidents within the Department must be reported immediately.</li> <li>• Infection Control Policies must be adhered to.</li> <li>• In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits.</li> <li>• In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Building is not permitted.</li> <li>• Hospital uniform code must be adhered to.</li> <li>• Employees must provide information that meets the need of Senior Management.</li> </ul> <p><b><u>Risk Management, Infection Control, Hygiene Services and Health &amp; Safety</u></b></p> <ul style="list-style-type: none"> <li>• The management of Risk, Infection Control, Hygiene Services and Health &amp; Safety is the responsibility of everyone.</li> <li>• The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.</li> <li>• The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures &amp; Standards and attend training as appropriate.</li> </ul> <p><b>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.</b></p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/ or experience</b></p>	<p><b>Candidates must, by the closing date of receipt of completed application forms for the post:</b></p> <p><b><u>Candidates must possess, on the closing date:</u></b></p> <p><b>(1) Statutory Registration, Professional Qualifications &amp; Experience, etc.</b></p> <p>(a) Eligible applicants will be those who on the closing date for the competition:</p> <p>(i) Hold a qualification in Phlebotomy on the National Framework of Qualifications (NFQ) maintained by Quality and Qualifications Ireland (QQI) at Level 6 or higher.</p> <p style="text-align: center;"><b>Or</b></p> <p>(ii) Hold the Certificate in Phlebotomy from DIT/DCU/National Ambulance Training School or equivalent Phlebotomy qualification.</p> <p style="text-align: center;"><b>Or</b></p>

	<p>(iii) Be registered as a Nurse or Midwife in the relevant division of the register maintained by an Bord Altranais agus Cnáimhseachais na hÉireann (Nursing &amp; Midwifery Board of Ireland) or be entitled to be so registered.</p> <p style="text-align: center;"><b>Or</b></p> <p>(iv) Be currently employed as a Phlebotomist with a minimum of two years' experience in an acute Hospital (general or specialist). (see note 1*)</p> <p><b>Note 1*: Candidates for appointment must, if they do not satisfy requirements specified in a), (i) or (ii) give a contractual undertaking to undertake such a qualification within a 12 month period (subject to availability of courses) of appointment as a phlebotomist</b></p> <p style="text-align: center;"><b>And</b></p> <p>(b) Candidates must have the clinical / scientific/ technical and administrative capacity to fulfil the functions of the role.</p> <p><b>(2) Annual registration (Nurse/Midwife applicants only)</b></p> <p>(i) Nurse/Midwife Phlebotomists must maintain live annual registration in the general division of the Nurses &amp; Midwives Register maintained by the Nursing and Midwifery Board of Ireland (NMBI) (Bord Altranais agus Cnáimhseachais Na hÉireann).</p> <p style="text-align: center;"><b>And</b></p> <p>(ii) Nurse/Midwife Phlebotomists must confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p><b>Health</b> 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.</p> <p><b>Character</b> Each candidate for and any person holding the office must be of good character.</p>
<b>Post specific Requirements</b>	<p>Demonstrate the depth and breadth of clinical / technical knowledge, evidence based practice and administrative capacity to fulfil the functions of the role.</p> <p>Demonstrate depth and breadth of knowledge as to how to deliver a quality service Demonstrate a high-level understanding of all relevant techniques, standards and quality assurance policies.</p> <p>Demonstrates the ability to plan and manage resources to ensure optimum service delivery.</p> <p>Demonstrate awareness and appreciation of the service user as well as evidence of ability to empathise with clients, relatives and colleagues with dignity and respect.</p>
<b>Other requirements specific to the post</b>	<ul style="list-style-type: none"> <li>• Working hours will be over a 7 day rota.</li> <li>• Future role development may involve intravenous cannulation; training will be provided.</li> </ul>
<b>Skills, competencies and/or knowledge</b>	<p><b>Candidates must:</b></p> <p><b>Professional Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrate practitioner competence and professionalism in order to carry out the duties and responsibilities of the role.</li> <li>• Demonstrate the depth and breadth of clinical / technical knowledge, evidence based practice and administrative capacity to fulfil the functions of the role.</li> <li>• Practices nursing care safely and effectively, fulfilling their professional responsibility within their scope of practice.</li> <li>• Practices in accordance with legislation affecting nursing practice.</li> </ul>

	<ul style="list-style-type: none"> <li>• Displays evidence-based clinical knowledge in making decisions regarding client care.</li> <li>• Demonstrate a high-level understanding of all relevant techniques, standards and quality assurance policies.</li> <li>• Demonstrate a commitment to continuing professional development.</li> <li>• Demonstrate a willingness to develop IT skills relevant to the role.</li> </ul> <p><b>Planning and Organising Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrates evidence of effective planning and organising skills.</li> <li>• Demonstrates the ability to plan and manage resources to ensure optimum service delivery.</li> <li>• Demonstrates the ability to manage deadlines and effectively handle multiple tasks.</li> <li>• Demonstrates an awareness of resource management and the importance of value for money.</li> <li>• Demonstrates flexibility and adaptability in their approach to work, is open to change and new ways of working.</li> </ul> <p><b>Building and Maintaining Relationships</b></p> <ul style="list-style-type: none"> <li>• Demonstrates the ability to work on own initiative as well as part of a team.</li> <li>• Demonstrates the ability to build and maintain relationships including the ability to work effectively as part of a multi-disciplinary team.</li> <li>• Demonstrates an awareness and appreciation of the patient / client and their families</li> <li>• Uses diplomacy and tact in fraught situations and can diffuse tense situations comfortably.</li> <li>• Ensures that care is carried out in an empathetic and ethical manner.</li> </ul> <p><b>Analysis, Problem Solving and Decision-Making Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrates evidence-based decision-making and shows effective analytical and problem solving skills.</li> <li>• Uses a range of information sources and knows how to access relevant information to address issues.</li> <li>• Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions.</li> <li>• Demonstrate resilience and composure.</li> </ul> <p><b>Commitment to Providing a Quality Service</b></p> <ul style="list-style-type: none"> <li>• Demonstrates a commitment to providing a quality service.</li> <li>• Demonstrate depth and breadth of knowledge as to how to deliver a quality service.</li> <li>• Demonstrate awareness and appreciation of the service user as well as evidence of ability to empathise with clients, relatives and colleagues with dignity and respect.</li> <li>• Demonstrates evidence of the ability to care for clients in a non-judgemental manner.</li> <li>• Takes action and informs relevant people when problems arise.</li> <li>• Pays attention to detail, ensures that all records and data are up to date and available when required.</li> </ul> <p><b>Communication &amp; Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrates excellent communication skills (written and verbal) so as to effectively carry out the duties and responsibilities of the role.</li> <li>• Communicates in a clear, effective and sensitive manner, listening and ensuring that messages are clearly understood / tailors the method as appropriate.</li> <li>• Anticipates and recognises the emotional reactions of others when delivering sensitive messages.</li> <li>• Demonstrates the ability to influence others effectively. Is assertive as appropriate.</li> </ul>
<p><b>Campaign Specific Selection Process</b></p> <p><b>Ranking/Shortlisting/ Interview</b></p>	<p>A ranking and or short-listing exercise may be carried out based on information supplied in your application form. The criteria for ranking and or short-listing 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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p>

	<p>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.</p> <p>The HSE is an equal opportunities employer.</p>
<b>Code of Practice</b>	<p>The Health Service Executive / Public Appointments Service will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice.</p> <p>Information in relation to the appeals process is available in the document "Additional Campaign Information" posted with each vacancy under Section 7.</p> <p>Codes of practice are published by the CPSA and are available on <a href="http://www.cpsa.ie">www.cpsa.ie</a></p>
	<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.</p> <p>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.</p>



### Terms and Conditions of Employment

<b>Tenure</b>	<p>The current vacancy available is pensionable, permanent and whole-time position.</p> <p>A panel may be created from which future permanent and specified purpose vacancies of full or part time duration may be filled</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
<b>Remuneration</b>	<p>The Salary scale for the post as at 01/10/2021 is:</p> <p>€31,263, €33,274, €34,057, €35,503, €37,037, €38,593, €40,156, €41,759, €42,547</p> <p>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.</p>
<b>Working Week</b>	<p>The standard working week applying to the post is 39 hours.</p>
<b>Annual Leave</b>	<p>The annual leave associated with the post will be confirmed at contracting stage.</p>
<b>Superannuation</b>	<p>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 1<sup>st</sup> 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 31<sup>st</sup> December 2004.</p>
<b>Age</b>	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><b>* <u>Public Servants not affected by this legislation:</u></b></p> <p>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.</p> <p>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.</p>
<b>Probation</b>	<p>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.</p>
<b>Mandated Person Children First Act 2015</b>	<p>As a mandated person under the Children First Act 2015 you will have a legal obligation</p> <ul style="list-style-type: none"><li>• To report child protection concerns at or above a defined threshold to TUSLA.</li><li>• To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report</li></ul>

		You will remain a 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.
<b>Protection of Persons Reporting Child Abuse Act 1998</b>		As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer 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.
<b>Confidentiality</b>		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.
<b>Please note the following General Conditions</b>		<ul style="list-style-type: none"> <li>• Employee must attend fire lectures and drills periodically and must observe fire orders.</li> <li>• All accidents with the department must be reported immediately in line with the Safety, Health and Welfare at Work Act, 1989, and all staff must comply with all safety regulations.</li> <li>• In line with the Public Health (Tobacco) Acts 2002 &amp; 2004, smoking within buildings of the Health Service Executive is not permitted.</li> <li>• The Health Service Executive is not responsible for the loss or theft of personal belongings.</li> </ul>
<b>Infection Control</b>		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.
<b>Pre-Employment Assessment</b>	<b>Health</b>	<p>What to expect following the interview stage:</p> <p>Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital's Occupational Health Service and if required undergo a medical assessment with this department. Any person employed 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.</p>
<b>Validation of Qualifications &amp; Experience</b>		Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.
<b>References</b>		Three written references, one of which must be your current line manager, will be sought. The employer also reserves the right to determine the merit, appropriateness and relevance of such references and referees. You will be contacted to give names and contact details of referees.
<b>Garda Vetting</b>		Garda vetting is role dependent and may be carried out if the nature of the role constitutes "relevant work or activities relating to children" and "relevant work or activities relating to vulnerable persons" within the meaning of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012. An employee will not take up employment until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees. You will be contacted post interview to

	complete a form, provide ID and engagement in the online Garda Vetting process.
<b>Health &amp; Safety</b>	<p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Developing a SSSS for the department/service<sup>1</sup>, 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.</li> <li>• 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.</li> <li>• Consulting and communicating with staff and safety representatives on OSH matters.</li> <li>• 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.</li> <li>• Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures<sup>2</sup>.</li> <li>• Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.</li> <li>• Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.</li> </ul> <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

<sup>1</sup> A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages

<sup>2</sup> See link on health and safety web-pages to latest Incident Management Policy