

**Chief I Cardiac Physiologist**

**Job Specification, Terms and Conditions**

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| **Job Title, Grade Code** | **Chief I Cardiac Physiologist ULHG0098-22**  *(Grade Code: 3001)* |
| **Campaign Reference** | **ULHG0098-22** |
| **Closing Date** | 12 noon Thursday, 18th August 2022 |
| **Proposed Interview Date (s)** | To be confirmed. Please note you may be called for interview at short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Location of Post** | **University of Limerick Hospital Group**  There is currently two permanent whole-time post available in the Cardiac Diagnostic Department, University Hospital Limerick.  A panel may be formed as a result of this campaign for **University Hospital Limerick** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Ms Michelle Rafferty, Chief II Cardiac Physiologist, University Hospital Limerick  **Email:** michelle.rafferty@hse.ie  **Tel:** 061 482306 |
| **Details of Service** | UL Hospital group is comprised of six clinical sites functioning collectively as a single hospital system in the Mid-West providing a range of acute services and care to a population of approximately 473,000 people (Clare, North Tipperary, and Limerick) with 750 acute hospital beds delivering comprehensive range of acute in-patient and ambulatory services. The six sites include:   * University Hospital Limerick * Croom Hospital * University Hospital Maternity Limerick * Ennis Hospital * Nenagh Hospital * St. John’s Hospital Limerick (Voluntary)   The ULHG governance structure includes an administrative board of non-executive directors, a single executive management team and five Clinical Directorates – Diagnostics, Medicine, Peri-Operative, Maternal & Child Care and operational Services. These Directorates are responsible for the management of service across the six sites.  Our Academic Partner is the University of Limerick (UL). Our relationship with UL is important in improving standards of care, fostering education, clinical research and innovation.  Every day, UL Hospitals Group strives to be valued, trusted and leading provider of excellence in healthcare. Our vision is to continue building upon this so that we are patient centred, clinically integrated, team based and research driven. Our priority is to provide our services safely and with compassion.  Staff are our most important asset. We value and support all our staff in a complex learning environment. Developing our staff to meet the changing nature of healthcare is a key priority for UL Hospitals group. We do this through in-house, external or academic programmes. We are supported in our staff development through our close links with our key academic partner, the university of Limerick.  UL Hospitals was formed as a group in January 2012. Please see [www.ulhospitals.ie](http://www.ulhospitals.ie) for further information.  The Cardiac Diagnostic Department provides both invasive and non-invasive diagnostic services to inpatients and outpatient in the UL group. The post holder will be a multi skilled Cardiac Physiologist. We welcome candidates who have an extensive knowledge of cardiology procedures combined with commitment and dedication to providing first class care and service. Continuous professional development is imperative and post holders are expected to hold current ACLS certificates and work towards accreditation in Echocardiography and Pacing.  The Cardiac Physiologist are part of the 24/7 STEMI service which has a 30mins response time. |
| **Reporting Relationship** | The post holder will report to the Chief II Cardiac Physiologist. |
| **Purpose of the Post** | The post holder will be part of a team providing quality care in cardiac diagnostics.  Performance of all non-invasive cardiac investigations and assistance with invasive cardiac investigations or other duties deemed appropriate to your position. |
| **Principal Duties and Responsibilities** | * The post holder will support the principle that 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 the role and you will be required to participate in the Group’s performance management programme   The Cardiac Investigations Department carries out a comprehensive range of invasive and non-invasive cardiac investigations as outlined below.  The Chief I Cardiac Physiologist should be familiar with the techniques and range of equipment used in current medical practice for the diagnosis, treatment and care of cardiac patients including resuscitation equipment.   * Resting ECG, performance, interpretation and analysis. * Technician managed exercise stress testing (as per British Society protocols) performance. Interpretation and analysis for reporting. * Ambulatory blood pressure monitoring and analysis. * Ambulatory ECG monitoring and analysis. * Event recorder monitoring and analysis. * Adult Echocardiography and reporting. * Assisting with Transoesophageal Echo. * ICD/CRT interrogation and reprogramming and follow-up. * Loop recorder implant and follow-up. * Pacemaker implantation temporary and permanent. * Pacemaker follow up to high standards to include AV optimisation etc. * Supervise and conduct the technicial aspects of a full range of invasive cardiac diagnostic procedures including but not exclusive to angiography, percutaneous coronary intervention, including primary PCI, structural heart procedures rotablation, Shock wave, IFR/FFR, OCT, IVUS, Impella, all device implants * Supervising and training of junior staff.   **Professional / Clinical / Technical**  *The Chief I Cardiac Physiologist will:*   * Act as a clinical/technical specialist within the cardiac investigations department and provide clinical/technical advice as required to Cardiac Physiologists and medical colleagues. * Liaise with the Consultant Cardiologist on clinical issues. * Supervise and conduct the clinical/technical aspects of a full range of cardiac diagnostic procedures in the Cardiac Investigations Department including measurements, analysis and reporting. * Maintain the highest standards of expertise associated with all cardiac diagnostic applications and to disseminate this knowledge / skills to other HSE staff as part of the continuous professional development programme. * Provide clinical/technical support for interrogation and resetting of functional assessment of implantable devices. * Be aware and take appropriate consideration of Medical Device Alerts for Pacemakers / ICD and Leads. * Remain abreast of clinical/technical developments across a broad range of manufacturers, acting as a point of contact for company representatives. * Demonstrate skill at interpreting complex clinical information, anticipating potential problems and responding to changes promptly and effectively and developing specialised plans of care. * Provide immediate life support to patients including defibrillation as required. * History taking and interpretation of request forms. * Performing the procedure, reporting and highlighting abnormal recordings. * Provide first line maintenance, electrical safety checking and calibration of equipment. * Sterilisation/Decontamination of equipment where necessary. * Participate in research projects where necessary. * Will carry out their duties, adhering to all policies, procedures and guidelines and legislation as required by the Cardiac Investigation Department and the HSE. * Observe and maintain strict confidentiality of patient records and staff information.   **Health and Safety**  *The Chief I Cardiac Physiologist will:*   * Ensure the safety of self and others and the maintenance of the environment and equipment used in the workplace in accordance with the Health and Safety and Welfare at Work Act, 2005 and local policies and procedures. * Adhere at all time to HSE’s Personnel Policies and policies relative to Health & Safety at Work Act. 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. * Report accidents and incidents; participate in the investigation and remedial action. * Take the appropriate timely action to manage and report any risks, incidents or near misses within the Cardiac Investigations department as per the Hospitals risk management processes * Be familiar with Hospital & Department Major Incident Plan and implementation. * Ensure that heightened protective care is taken in any patient case with communicable disease. * Adhere at all times to Fire Safety Regulations and assist with fire tests, and check access to fire escapes, if required. * Have a working knowledge of HIQA standards as they apply to the role, for example Standards for Health Care, National Standards for the Prevention and Control of Health Care Associated Infections, Hygiene Standards, Decontamination 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. * Be responsible for the co-ordination and delivery of a quality service in line with best practice. * Lead the development and evaluation of relevant protocols, guidelines and policies based on current evidence/research and facilitate/support other staff to do the same. * Be responsible for the safe and competent use of all equipment and appliances both by clients and staff under their supervision. * 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 take reasonable care for his or her own actions and the effect that these may have upon the safety of others. * 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.   **Education and Training**  *The Chief I Cardiac Physiologist will:*   * Encourage and promote the on-going professional development of all staff within this area. Demonstrate a commitment to and maintain Continuous Professional Development (CPD) continuing to develop specialist knowledge and experience sufficient to maintain professional registration such as BSE, EACVI, NASPE/IBHRE. * Lead the development of training pathways within their particular area of responsibility * Maintain and enhance expertise through on-going education and training where appropriate. * Develop patient educational materials and to continually review these with reference to changes in clinical practice and technological advances. * Keep abreast of new developments in the field and to attend relevant courses and conferences to this end. * Keep up-to-date with developments within the organisation, HIQA and the Irish Health Service.   **Managerial**  *The Chief I Cardiac Physiologist will:*   * Support the Chief II to ensure that the corporate & service objectives of the Hospital are understood by all Cardiac Investigations Department staff. * Assist the development of an effective communication process for the Department by arranging and participating in regular meetings and by generating relevant management information. * Manage the Department in the absence of the Chief II Cardiac Physiologist. * Assist in the preparation and implementation of service plan, operational plans, practices and procedures which are quality driven, patient focused and which help to improve efficiency and effectiveness of services and raise and maintain standards and reduce costs. * Assist in controlling Department spending in conjunction with the Hospitals Finance Manager. * Understand and promote the Hospitals commitment to a continuous quality improvement. * Ensure that the highest possible standards of treatment and care are provided to the patient and to ensure that the quality of patient’s services is a prime concern of all staff members. * Be responsible for Cardiac Physiology personnel, the effective and efficient deployment of available resources, to identify opportunities for improving services and to analyse practice and service performance. * Assist in the development of cardiac diagnostic investigations/services and policies in conjunction with the Clinical Support Services Director, Consultant Cardiologist Associate Clinical Director. * Ensure accurate patients records and departmental statistics are kept, using computerised systems as appropriate and have these statistics and records available as required. * Be responsible for supervision, training and appraisal of staff with the aim of maintaining good staff relations, improving staff development and the retention of staff. * Have responsibility for reporting failures of equipment, liaising closely with Clinical Engineering and Maintenance. * Demonstrate the use of highly advanced communications skills and maintain a high level of professionalism when potentially distressing or upsetting situations arise, manage any issues of conflict promptly and effectively to support and promote effective working. * Maintain and work to set standards of care and promote the team to adhere with all the policies including infection control, manual handling, health and safety, uniform policy and other HSE policies as appropriate. * Motivate team members on a day-to-day basis by agreeing goals and objectives. * Ensure full utilisation of the hospital IT systems for management of clinical studies, appointments and waiting lists. * Lead and co-ordinate Cardiac Physiologists within this area. Ensure that tasks are allocated according to the relevant priority and apply maximum delegation.   **Administration**  *The Chief I Cardiac Physiologist will:*   * Work in collaboration with the clinical engineering department, procurement, maintenance department to facilitate and monitor the purchase, loan and maintenance of new and existing equipment through appropriate channels. * Collect and evaluate data about the service and demonstrate the achievement of the service. * Review and evaluate the cardiac diagnostic service regularly, identifying changing needs and opportunities to improve services. * Represent the department/team at meetings and conferences as appropriate. * Participate in selection and interviewing for departmental staff when the time arises. * Be responsible for orientation and training needs of all staff and students assigned to the department. * Engage in IT developments as they apply to service user and service administration.   **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** | **Candidates must on the latest date of application:**  Candidates must on the closing date:  (a)   1. Possess the BSc in Clinical Measurement from the Dublin Institute of Technology   Or   1. Possess the BSc in Clinical measurement from Technological University Dublin (TU Dublin)   Or   1. Possess an equivalent relevant scientific qualification (level 8) as confirmed by the Irish Institute of Clinical Measurement Science (IICNS)   Or   1. (a) Possess the Certificate in medical Physics and Physiological measurement (MPPM) from the Dublin Institute of Technology   Or  (b) An equivalent scientific qualification as confirmed by the Irish Institute of Clinical Measurement Science (IICNS) awarded in or before 2005. (See note 1\*)  And   1. All Candidates must have a minimum of 5 years fulltime (or an aggregate of 5 years fulltime) relevant to post qualification experience   Note 1\* In exceptional cases, where the IICMS are not in a position to validate pre 2005 qualifications, the Clinical Measurement Physiologist experts on the eligibility/ selection board may, at their discretion, deem as eligible:  HSE applicants who are currently employed as Clinical Measurement Physiologists, and who were employed in or before 2005, on the presentation of proof of their qualification/s that was acceptable in the commencement of their employment.  **2. 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.  **3. 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 Provision) 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 dare for receiving completed application forms for the office occurs.  **4. Character**  Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Demonstrate depth and breadth of post qualification experience in the area of cardiac diagnostics as relevant to the role. * Demonstrate depth and breadth of post qualification supervisory and managerial experience as relevant to the role. |
| **Other Requirements Specific to the Post** | Partake in the 24/7 STEMI on call rota for the Cath. Lab, with a response time of less than 30mins. |
| **Skills, Competencies and/or Knowledge** | ***Candidates must:***   * Demonstrate knowledge in non-invasive and invasive diagnostic areas including: * ECG’s, Holter monitoring and event monitoring, * 24 hour BP monitoring, * Exercise stress testing, * Transthoracic Echocardiography including Transoespohageal and Dobutamine stress echo * Pacemaker, Implantable Loop Recorder and ICD follow up. * Pressure measurements and analysis * Cardiac output * Oxygen determination * Percutaneous coronary intervention, including primary PCI * Structural Heart Procedures * Intra-Aortic Balloon Pump and Impella * Implantable Cardiac Device implant and troubleshooting * Advanced Cardiac Life Support and DC Cardio version. * Demonstrate evidence based clinical knowledge in making decisions regarding client care. * Demonstrate evidence of computer skills including use of Microsoft, Word, Excel and email. * Demonstrate a willingness to attend course / conferences, undertake relevant exams and to keep abreast with new developments. * Demonstrate initiative in own professional development and that of junior staff (if applicable). * Demonstrate effective communication skills both verbally and in writing including the ability to present information in a clear and concise manner, the ability to facilitate and manage groups through the learning process, the ability to give constructive feedback to encourage learning, the ability to be assertive. * Demonstrate awareness and appreciation of the service user including evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect in a confidential and professional manner. * Demonstrate leadership potential and team skills including the ability to work with multi-disciplinary team members. * Demonstrate evidence of the ability to create and support an atmosphere of cohesiveness and co-operation within the department, encouraging teamwork and open communication between all levels of staff. * Demonstrate evidence of excellent organisational and time management skills, and ability to deliver objectives within an agreed timeframe. * Demonstrate the ability to work both independently and as part of a team. * Demonstrate evidence of the ability to adapt and respond positively in a rapidly changing environment. * Demonstrate evidence of effective planning and organising skills including awareness of importance of value for money. * Demonstrate the ability to apply a fair, consistent and objective approach to their work practices. * Demonstrate commitment to providing a quality service. * Demonstrate a proactive approach to quality control and making improvements in efficiency and effectiveness of service. * Demonstrate the necessary experience and knowledge to carry out duties and responsibilities of the post in a competent and safe manner. * Demonstrate problem solving and decision making skills. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting/ Interview** | A ranking and or short-listing exercise may be carried out on the basis of 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.  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. |

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| **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 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. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <https://www.cpsa.ie/>. |
| 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. | |



**Chief I Cardiac Physiologist**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is pensionable permanent and whole time.  A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled  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. |
| **Remuneration** | The Salary Scale for the post is **(as at 01/10/2021):**  €50,814 €51,868 €53,269 €54,628 €55,988 €57,335 €**60,815 €64,366 LSIs**  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 to be confirmed at Job Offer stage.  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. |
| **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 for Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a 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. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation:   * To report child protection concerns at or above a defined threshold to TUSLA. * To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.   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. |
| **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]](#footnote-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]](#footnote-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 the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)