



C.S.S.D Operative
RHM-10-25-255
Regional Hospital Mullingar
Job Specification & Terms and Conditions

Job Title, Grade Code	C.S.S.D. Operative (Hospital Sterile Services Operative) / Oibrí C.S.S.D. (Oibrí Seirbhísi Steiriúla Ospidéal) (Grade Code: 5785)
Remuneration	The salary scale for the post as of 01/08/2025 is: €41,117 - €42,190 - €43,335 - €44,433 - €45,608 - €46,817 - €48,064 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	RHM-10-25-255
Closing Date	12 noon on 13th of October 2025
Proposed Interview Date (s)	Due to the urgent requirement of this post interviews will take place as soon as possible once the closing date has passed. This means that you may be called forward for interview at very short notice.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	Regional Hospital Mullingar / Ospidéal Réigiúnach an Mhuileann gCearr There is currently one specified purpose / whole-time vacancy available in the Hospital Sterile Services Department (CSSD), Regional Hospital Mullingar. The expected end date for this role is September 2026. A panel may be formed as a result of this campaign for C.S.S.D. Operative, Regional Hospital Mullingar from which current and future, specified purpose vacancies of full or part-time duration may be filled.
Informal Enquiries	Trina Briody Decontamination Services Manager Email: Trina.Briody@hse.ie Tel: 044 9394191
HR Point of Contact	DML is committed to providing information and services which are accessible to all, if you require accessibility assistance throughout any stage of the recruitment process, please contact: Anto George HR Recruitment Officer HSE Dublin and Midlands Email: Anto.George@hse.ie Tel: 087 3998614

<p>Details of Service</p>	<p>Patients are at the heart of everything we do. Our aim is to provide quality services grounded in kindness, compassion, and respect by delivering evidence-informed care based on teaching and audit whilst supporting staff learning and growth.</p> <p>The Regional Hospital Mullingar is part of the HSE Dublin and Midlands hospital region. The hospital region has a single management team with responsibility for overall performance within a clearly defined budget.</p> <p>The hospitals in the Group are:</p> <ul style="list-style-type: none"> • St. James’s Hospital • Tallaght University Hospital • Naas General Hospital • Midland Regional Hospital Portlaoise • Midland Regional Hospital Tullamore • Regional Hospital Mullingar • Coombe Women and Infants University Hospital • St. Luke’s Radiation Oncology Network <p>Trinity College Dublin is the academic partner.</p> <p>Regional Hospital Mullingar has 216 beds (184 inpatient, 16 day beds, 10 short term stay beds and a 6 bedded Medical Assessment Unit) and provides a range of services, on a 24-hour basis. The Hospital has a combined Critical Care Unit comprising of six beds (ICU/CCU).</p> <p>The hospital provides the following acute services:</p> <ul style="list-style-type: none"> • Accident & Emergency • General Medicine (Including Regional Stroke Thrombolysis) • General Surgery • Obstetrics and Gynaecology • Paediatrics / Special Care Baby Unit • Critical Care • 24 hour CT scanning service • Out-Patient Services incl. Ophthalmology <p>Regional Hospital Mullingar Decontamination Services are part of the General Services Directorate and deliver a range of professional and technical services relating to the decontamination and sterilization of reusable invasive medical devices (RIMD) for use in the Operating Theatres and elsewhere in the hospital and the decontamination of all scopes used in areas including Endoscopy and Theatres.</p> <p>The team includes a Decontamination Manager, Endoscopy Supervisor and Operatives who work closely together covering CSSD and Endoscopy Decontamination units and together with other clinical and non-clinical departments and colleagues to ensure that this vital service is carried out to the highest standards and with the safety of the service, colleagues and patients priority.</p> <p>Hospital Decontamination facilities include:</p> <ul style="list-style-type: none"> • Endoscopy Unit decontamination facility supporting two Endoscopy Rooms which operates five days a week. • CSSD supporting decontamination and sterilization of reusable invasive medical devices (RIMD) and equipment for use in the Operating Theatres or elsewhere in the hospital <p>There may also be the requirement for decontamination and sterilisation of reusable invasive medical devices and scopes at weekends subject to the required rota.</p>
----------------------------------	--

Reporting Relationship	The post holder will report to the Decontamination Manager and Endoscopy Supervisor
Key Working Relationships	The post holder will have working relationships with all Theatre and Endoscopy staff.
Purpose of the Post	<ul style="list-style-type: none"> • To deliver a high quality decontamination and sterilisation services across CSSD and Endoscopy Departments as part of the Hospital Decontamination services team. • To reprocess surgical and medical instrumentation and devices, including the collection, cleaning, disinfection, inspection, packing, sterilising and delivery back to the service user. • To maintain all appropriate records to HSE standards and in keeping with recommended practices for Central Decontamination Units (including track and trace on a computerised system to ensure and aimed at achieving the HSE standards and recommended practices for Central Decontamination Units).
Principal Duties and Responsibilities	<p><i>The Decontamination/Sterile Services Operative will:</i></p> <ul style="list-style-type: none"> • Be able to consistently produce accurate work to a high standard in accordance with the procedures and standards of practice and quality initiatives within the department. • Maintain effective work practices and relationships within the unit and hospital. • Work within a team and report directly to the Decontamination Manager. • Check and identify all endoscopes /equipment that require disinfection in line with the national decontamination standards. • Respond efficiently and appropriately to broken/leaking/faulty endoscopes when it has been identified and report to the Decontamination Manager and Endoscopy Supervisor. • Decontamination of Endoscopes using mechanical and manual methods. • Clean, decontaminate and sterilise RIMDs in line with department policy and procedures. • Inspect and function test instruments and equipment for faults or damages and report same to the Decontamination Manager and/or Endoscopy Supervisor. • Assembly and packaging of devices for sterilisation. • Loading and unloading of sterilising equipment. • Be familiar with the traceability system and participate with the further development of a computerised traceability system and any other computerised system. • Be able to decontaminate reusable used medical devices using mechanical and manual methods in line with HSE national standards, BSG Guidelines • Identify and be familiar with the names of all endoscopes to be assembled and processed. • Be able to operate mechanical processing equipment including washer-disinfector/ ultrasonic washer/autoclaves/AEDs/airing cupboard and leak tester. Document daily tests and report problems to the Decontamination Manager/Supervisor immediately in accordance with the departments reporting policy equipment/machinery. • Attend to the general cleaning of all work surfaces, including trolleys, shelving, storage and department machines and any other areas that require surface cleaning in the Decontamination Services areas including Endoscopy/CSSD units. • Receive returned used items/trolleys and participate in the collection and distribution of all processed devices. • Partake in the handling and storage of raw material components

	<ul style="list-style-type: none"> • Stocking of shelves with sterile supplies, non-sterile disposable items and assisting with stock control and requisitioning. Inform the Decontamination Manager and/or Supervisor of any stock shortages and ensure continued stock rotation. • Maintain effective and efficient use of resources • Ensure appropriate and effective communication within all disciplines of the department, theatre and throughout the hospital. • Take, record and deliver messages and act according to departmental policy • Maintenance of records and documentation of all processes with full clear signature as required according to departmental guidelines. • Ensure safe handling and storage of cleaning materials components using personal protective equipment .Be familiar with the location of the “Spill Kit” and actions to take in the event of a chemical spillage. • Compliance with Health & Safety procedures and observance of requirements for personal hygiene and Hospital Infection Control. • Working Knowledge of ISO EN15883, ISO EN 17665, and ISO EN 16442. • Compliance with HSE Standards and Recommended Practices for Operational Management of Endoscope Decontamination Facilities, 2019. • Compliance with Standards and Recommended Practices for Central Decontamination Units, 2014. • Ensure all clinical waste is disposed of correctly, in correct bins and labelled appropriately as per Waste Management Guidelines and IPC Guidelines • Observe hospital policy for safe disposal of sharps as per IPC Guidelines. • Be familiar with and act in accordance to and comply with all legislation and hospital policies and standards, including health and safety, infection control, moving and handling, dress code and fire policy in order to demonstrate the necessary knowledge to provide a safe working environment. • Compliance with on-going decontamination Audits and participate when required by the Decontamination Manager/ Endoscopy Supervisor. • Partake in the department roster. • Attend training courses /study days as directed by the Manager. • Be involved in continuing education programme within the Department • Maintain confidentiality regarding patient information, department and hospital data. • Demonstrate flexibility, mobility consistent with the needs of the service. • 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 as appropriate to the role. • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. • The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.
<p>Eligibility Criteria</p>	<p>Candidates must have at the latest date of application: -</p>

<p>Qualifications and/ or experience</p>	<p>1. Professional Qualifications, Experience, etc.</p> <p>(a) Hold a qualification in Health Services Skills or Health Care Support at QQI* Level 5 (or higher).</p> <p style="text-align: center;">Or</p> <p>(b) Hold a relevant health care qualification at least equivalent to (a) above</p> <p style="text-align: center;">And</p> <p>(c) Have experience in Decontamination and/or C.S.S.D.</p> <p style="text-align: center;">And</p> <p>(d) At a minimum possess Level 6 Minor Award I RIMD Decontamination / Endoscopy Decontamination or commence same within 12 months of appointment.</p> <p style="text-align: center;">And</p> <p>(e) Candidates must have the personal competence and capacity to properly discharge the functions of the role.</p> <p><i>Please note that eligible applicants will be those who have achieved a major award in the above listed Professional Qualifications.</i></p> <p><i>Note: FETAC and HETAC have been replaced by Quality and Qualifications Ireland (QQI). For more information visit www.QQI.ie</i></p> <p>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.</p> <p>3. Character Each candidate for and any person holding the office must be of good character.</p>
<p>Post Specific Requirements</p>	<ul style="list-style-type: none"> • Demonstrate depth and breadth of experience of working with patients as relevant to the role. • Knowledge of Decontamination Process of medical devices
<p>Other requirements specific to the post</p>	<ul style="list-style-type: none"> • The appointee will be required to undertake the E-learning decontamination programme on HSE land. • The appointee will be required to undertake Endoscopy Decontamination – Level 6 Minor Award. <p style="text-align: center;">And</p> <ul style="list-style-type: none"> • Decontamination of Reusable Invasive Medical Devices Level 6 - Minor Award
<p>Additional eligibility requirements:</p>	<p>Citizenship Requirements Eligible candidates must be:</p> <p>(i) EEA, Swiss, or British citizens</p> <p style="text-align: center;">OR</p> <p>(ii) Non-European Economic Area citizens with permission to reside and work in the State</p>

	<p>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.</p> <p>To qualify candidates must be eligible by the closing date of the campaign.</p>
<p>Skills, competencies and/or knowledge</p>	<p><u>Professional Knowledge</u></p> <ul style="list-style-type: none"> • Demonstrate 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. • Compliance with HSE Standards and Recommended Practices for Operational Management of Endoscope Decontamination Facilities, 2019. • Demonstrate knowledge of HSE code of practise for Decontamination of Reusable Invasive Medical Devices. • Demonstrate evidence of basic computer skills • Knowledge of the health service and how it works <p><u>Team Skills</u></p> <ul style="list-style-type: none"> • Demonstrate the ability to be a good team player. • Demonstrate the ability to work independently and as a member of team and make positive contributions to that team. • Demonstrates a willingness to become involved and help team members if they are under pressure. • Contributes to a positive team spirit. <p><u>Planning & Organising Skills</u></p> <ul style="list-style-type: none"> • Demonstrate the ability to look ahead and forward plan for service delivery. • Demonstrate the ability to prioritise their workload and complete tasks in a timely and efficient manner. • Demonstrate a meticulous approach to work and the ability to pay attention to detail. • Devotes time and energy to the most important task at any given time. • Maintains an awareness of value for money. • Takes responsibilities for work and sees it through to completion <p><u>Commitment to Providing a Quality Service</u></p> <ul style="list-style-type: none"> • Demonstrate the ability to ensure high quality work and results. • Demonstrate experience in the use of quality standards and procedures to ensure continuous improvements in the running of the service. • Embraces the change agenda; demonstrates the ability to be flexible and adaptable in a changing work environment. • A commitment to promoting and maintaining high work standards. <p><u>Problem Solving & Decision Making</u></p>

	<ul style="list-style-type: none"> • Demonstrate initiative, flexibility and problem solving skills. • Makes decisions and solves problems in a timely manner. • Thinks through decisions to make sure they are in line with policy and local practice <p><u>Communication and Interpersonal Skills</u></p> <ul style="list-style-type: none"> • Demonstrate strong communication skills. • Demonstrate effective interpersonal and communication skills including the ability to present information in a clear and concise manner. • Strong interpersonal skills including the ability to build and maintain relationships with a variety of stakeholders; treats others with dignity and respect.
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<p>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.</p> <p>Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.</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>Diversity, Equality and Inclusion</p>	<p>The HSE is an equal opportunities employer.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Read more about the HSE’s commitment to Diversity, Equality and Inclusion</p>
<p>Code of Practice</p>	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>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.</p>

	Read the <u>CPSA Code of Practice</u> .
	<p>The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.</p> <p>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.</p>

**C.S.S.D Operative
Terms and Conditions of Employment**

Tenure	<p>The current vacancy available is specified purpose and whole time.</p> <p>The post is pensionable. A panel may be created from which 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.</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 Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
Working Week	<p>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.</p> <p>You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.</p>
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 01 st 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 st December 2004
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p>* <u>Public Servants not affected by this legislation:</u> 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>
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.

<p>Protection of Children Guidance and Legislation</p>	<p>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.</p> <p>Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.</p> <p>Visit HSE Children First for further information, guidance and resources.</p>
<p>Infection Control</p>	<p>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.</p>
<p>Health & Safety</p>	<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"> • Developing a SSSS for the department/service¹, 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 procedures². • 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. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>
<p>Ethics in Public Office 1995 and 2001</p>	<p>Delete the section below; if the salary is less than the minimum grade viii salary point. Check the most recent HSE Pay scales</p> <p>Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:</p> <p>A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual</p>

¹A template SSSS and guidelines are available on [writing your site or service safety statement](#).

²Structures and processes for effective [incident management](#) and review of incidents.

statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.

B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.

C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the [Standards Commission's website](#).