FSS Bhaile Átha Cliath
agus Lár na Tíre
HSE Dublin and Midlands

Healthcare Assistant
HSE Dublin & Midlands
Job Specification & Terms and Conditions
DML-04-26-140

Job Title, Grade Code	**Healthcare Assistant** (Grade Code: 6075) **Cúntóir Cúraim Sláinte** (Cód Grád: 6075)
Remuneration	The salary scale for the post (as of 01/02/2026) is: €36,288, €37,752, €39,294, €39,704, €40,711, €41,582, €42,836 €44.136, €45,484 Salary Scales are updated periodically and most up to date versions can found here: https://healthservices.hse.ie/staff/benefits-services/pay/pay-scales.html
Campaign Reference	**DML-04-26-140**
Closing Date	**Friday 24th April 2026 at 12 Noon**
Proposed Interview Date (s)	Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	A Regional panel will be formed as a result of this campaign for Healthcare Assistant from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled in the below locations: **Midlands Regional Hospital Tullamore** **Midlands Regional Hospital Portlaoise** **Regional Hospital Mullingar** **Naas General Hospital**
HR Point of Contact	HSE Dublin and Midlands Region 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: Hermaye McCallion Assistant Staff Officer Human Resources - Oifigeach Cúnta Foirne Acmhainní Daonna Ríomhphost/E-mail: hermaye.McCallion@hse.ie
Details of Service	The Dublin and Midlands Health Region is one of six new HSE Health Regions and has responsibility for the planning and co-ordinated delivery of health and social care services within its defined geography. June 2025 The HSE Dublin and Midlands serves a population of circa 1,077,639 (20.9% of the country's population) providing health and social care services to communities living within Dublin West, Dublin South-West, Dublin South City, Laois, Longford, Offaly, Kildare, West Wicklow and Westmeath. Currently, approximately 30k staff work within the HSE Dublin and Midlands Region providing key health and social care services with a budget of €4 billion. The region has 4 Integrated Health Areas, serving a population of around 300,000 and take account of local geographies, population size, needs and services. The IHA areas are HSE Dublin South City and West, HSE Dublin South West, HSE Kildare and West Wicklow and HSE Midlands and the Integrated Healthcare Managers are in post since October 2024. IHAs bring

	together both acute and community services as well as other non-HSE providers and are crucial to supporting and enabling integrated care. Within the 4 Integrated Health Areas there are 9 acute hospitals (model 4s and 3s, mix of statutory and voluntary providers) delivering a full range of acute hospital, women and children's services, in addition to specialised radiation and oncology care. There are also 6 integrated care hubs/CSTs and 20 Community Health Networks/Areas who together will serve the population health needs of our area. The reform Programme for HSE Dublin and Midlands provides an opportunity to shape the future of health and social care in a rapidly changing environment and to continue to implement safer better health care through integrated services. Health Regions will be the primary service coordination and delivery units for the vast majority of health and social care services provided across Ireland. They will provide the governance and organisational arrangements to enable planning, The following specialities are a selection of areas within the Acute Hospitals: • Critical care- ICU / HDU and CCU • Emergency medicine • General medicine • Children's unit • Cardiology Unit • Nephrology Unit • General Surgery • Regional ENT Services • Regional Orthopaedic trauma and Elective Surgery • Radiography including MRI and CT Scanning • Regional Oncology and Haematology centre providing in patient and Day services • Endoscopy services • Acute Medical Assessment Unit • Infusion Lounge • Discharge / Transit Lounge
Reporting Relationship	The post holder will report to the Clinical Nurse Manager 2 / Clinical Nurse Manager 1 or designated officer. The post holder will be Accountable to the Assistant Director of Nursing and the Director of Nursing.
Purpose of the Post	The role of the Health Care Assistant is to support nursing staff in the delivery of care to the patient under the supervision of the Clinical Nurse Manager (CNM1/CNM2) and Registered Nurses (RN). The primary role is to assist Registered Nurse with direct and indirect patient care and associated duties. The principal objectives of the post are to assist nursing staff in the delivery of high-quality care to patients across the inpatient, emergency and scheduled care services, medical, surgical, Emergency Department, critical care, Renal Dialysis, Oncology/Haematology Inpatient and Days services.
Principal Duties and Responsibilities	Patients/clients may require assistance in some or all activities of daily living. It is the duty of the nurse to assess, plan, implement and evaluate the care required by the patient. The primary role of the Health Care Assistant is to assist the nurse in the implementation of the care, as determined by the Registered Nurse. Duties assigned to the Health Care Assistant will vary depending on the care setting and will include the following functions. This is not an exhaustive list. • To carry out assigned and delegated tasks involving direct care and all activities of daily living under the supervision of a Registered Nurse (e.g., to assist clients maintain standards of personal hygiene, laundry, dietary intake, physical and mental health). • Assisting the Registered Nurse in the provision of quality nursing service by promoting and adopting a philosophy of care within the service area. • Assisting the Registered Nurse in duties associated with the delivery of care and management of the ward/healthcare environment and other support duties as appropriate.

- To report any incident or potential incident which may compromise the health and safety of clients, staff or visitors and take appropriate action.
- Health Care Assistants should conduct themselves in a manner that conveys respect of the individual and ensures safe patient care. The personal characteristics that indicate these principles should include:
  - Confidentiality
  - Courtesy
  - Accountability
  - Communication
  - Dignity and privacy
  - Health and safety

Maintaining a safe working environment.

- Contribute towards the provision of a safe environment for patients, staff and visitors.
- Understand and adhere to all Health Service Executive policies, guidelines and procedures
- Apply universal precautions at all times to minimise the risks of cross infection on the Unit. Clean up any spillages of blood / blood products immediately in accordance with Infection Control Guidelines.
- Ensure that all equipment is stored correctly and storage areas are kept clean and tidy.
- Report any breakage or malfunction of equipment to the technical staff and CNM1 /CNM2 on the Unit.
- Maintaining and monitoring appropriate levels of consumables supplies in the Unit
- Assist with stock control and the safe storage of ward supplies, receiving and checking deliveries to the ward.
- Maintain file of supplies received to enable cost monitoring.

Maintaining effective communication within the unit and among multidisciplinary team members

- Ensure effective and appropriate communication with staff, patients, relatives and visitors, maintaining confidentiality at all times.
- Receive and contribute to reports on the progress of patients on the unit.
- Attend staff meetings and contribute constructively towards the smooth running of the unit.
- Answer the telephone, respond to queries, take messages and deal with queries referring to the RGN.

Maintaining on-going personal development, education and training

- Participate in appraisal and the development of a personal development plan in agreement with the CNM's.
- Ensure that knowledge and skills are updated to maintain safe standards of care and treatment for patients.
- Assist patients with all activities of daily living i.e., mobilisation, nutrition, personal hygiene.

General Duties:

- Assist with the transport of patients to all departments and remain with patients when requested.
- Ensure patient safety at all times.
- Be aware and adhere to all guidelines and policies in the Ward / Department.
- Responsible for the cleaning of all patient and medical equipment, clean daily and after patient use.
- Adhere to Infection Control guidelines.
- Responsible for the maintenance of all equipment in treatment areas and sluice rooms, ensuring that all patient equipment is cleaned in accordance with the Cleaning & Disinfectant Guide & Infection Control Guidelines.
- Check oxygen cylinders and ensure they are ready for patient use at all times.
- Replace Clinical Waste bags as required. Ensure safe disposal of sharps.
- Responsible for feeding of patients.
- Report broken or faulty equipment to CNM2 or deputy.

	• Provide direct patient observation in the department when required, under the supervision of the Staff Nurse, CNM1 or CNM2. • Be professional at all times and be courteous and friendly to patients, visitors and colleagues. • Follow the hospital guidelines in relation to the wearing of appropriate uniform. Always present to work at either ward / department level in a clean, tidy manner, having regard to the highest standard of attire and personal hygiene. • Health Care Assistant may be redeployed for service needs. In the course of this employment, the job holder may have access to, or hear, information concerning the medical or personal affairs of patients and /or staff or other health services' business. Such records and information are strictly confidential. 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 they must be kept in safe custody when no longer required. This job description indicates the main functions and responsibilities of the post and is subject to review and amendment in light of changing circumstances and may include other duties and responsibilities as may be determined from time to time by the designated Line Manager.
Eligibility Criteria **Qualifications and/ or experience**	**(1) Statutory Registration, Professional Qualifications, Experience, etc.** **Eligible applicants will be those who on the closing date for the competition:** (i) Possess a relevant Health Skills qualification as outlined in the Quality and Qualifications Ireland (QQl) formerly FETAC on the National Framework of Qualifications (NFQ) of not less than QQl Level 5. (See note* below) **OR** (ii) Possess a relevant Healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ). (See note* below) **OR** (iii) Be currently undertaking a relevant Health Skills OQI Level 5 qualification on the National Framework of Qualifications (NFQ) with a commitment to complete the appropriate health skills QQI Level 5 qualification within 2 years of taking up post. **OR** (iv) Be currently employed as a Healthcare Assistant, Care Assistant, Attendant, Multi-Task Attendant or in a comparable role for at least 2 years and give an undertaking to acquire an appropriate Health Skills qualification at not less than QQl Level 5 programme on the National Framework of Qualifications (NFQ) within 2 years of taking up post. AND Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the role. **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. Character** Candidates for and any person holding the office must be of good character.

	With regard to criterion (i), the listing below is considered relevant health skills QQI (formerly FETAC) Level 5* qualifications • QQI Level 5 Healthcare Support • QQI Level 5 Nursing Studies • QQI Level 5 Community Care • QQI Level 5 Health Service Skills • QQI Level 5 Community Health Services *(A full QQI/FETAC 5 major award requires a minimum of 120 credits/8 modules - Please note a Component Certificate will not suffice.) With regard to criterion (ii), a relevant Healthcare qualification at not less than QQI Level 5 on the National Framework of Qualifications (NFQ) is considered to be a qualification with applied patient care modules / placements typically but not limited to qualifications in: Social Care Work, Nursing, Therapy Professions etc.
Post Specific Requirements	Demonstrate depth and breadth of employment in an acute healthcare setting providing direct care to patients.
Other requirements specific to the post	Flexibility as regards working hours as post is 24/7 365 days a years and ability to adapt quickly to different working environments on a daily basis.
Additional eligibility requirements	Citizenship Requirements Eligible candidates must be: (i) EEA, Swiss, or British citizens OR (ii) Non-European Economic Area citizens with permission to reside and work in the State Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status. To qualify candidates must be eligible by the closing date of the campaign.
Skills, competencies and/or knowledge	**<u>Professional Knowledge & Experience</u>** • Demonstrate knowledge of Moving & Handling Skills and Infection Control. • Demonstrate knowledge & skill to care for sick patients in hospital. • Demonstrate experience of CPR Training. • Demonstrate an awareness of person-centred approach to care. • Demonstrate experience working in a healthcare or caring setting. **<u>Planning & Organising</u>** • Demonstrate the ability to work on own initiative. • Demonstrate the ability to plan and complete own work. • Demonstrate a flexible approach to work. **<u>Teamwork</u>** • Demonstrate the ability to work as part of a Multidisciplinary Team. • Demonstrate respect for other team members. • Demonstrate a willingness to participate in change initiatives. **<u>Quality & Patient Focus</u>** • Demonstrate basic management skills to maintain clean equipment and to maintain a clean and tidy environment. • Demonstrate the ability to maintain confidentiality.

	• Demonstrate the ability to ensure that all service users are treated with dignity and respect and ensure that the welfare of the service user is a key consideration at all times. • Demonstrate the ability to use sound practical judgement and decisiveness. • Demonstrates understanding of the service user's diversity, cultural and ethnic needs. **Communication & Interpersonal Skills** • Demonstrate good interpersonal and communication skills both written and verbal. • Demonstrate the ability to feedback important information pertaining to patients.
Campaign Specific Selection Process **Ranking/Shortlisting / Interview**	A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process. Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.
Diversity, Equality and Inclusion	The HSE is an equal opportunities employer. Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE's commitment to Diversity, Equality and Inclusion
Code of Practice	The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process. Read the CPSA Code of Practice.
The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed. This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.	

FSS Bhaile Átha Cliath
agus Lár na Tíre
HSE Dublin and Midlands

Healthcare Assistant

Terms and Conditions of Employment

Tenure	Primary panels take precedence over a newly formed supplementary panel. Job Offers are made in order of merit to the primary panel first and then the supplementary panel. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at "expression of interest" stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Working Week	The standard weekly working hours of attendance for your grade are **39** hours per week. Your normal weekly working hours are **39** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. 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.
Annual Leave	The annual leave associated with the post will be confirmed at Contracting stage.
Superannuation	This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. ***Public Servants not affected by this legislation:*** Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
Protection of Children Guidance and Legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. 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.

	Visit HSE Children First for further information, guidance and resources.
Infection Control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
Health & Safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include: • Developing a SSSS for the department/service[1], as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[2]. • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.

[1] A template SSSS and guidelines are available on writing your site or service safety statement.
[2] Structures and processes for effective incident management and review of incidents.