FSS an Iarthair agus an Iarthuaiscirt
HSE West and North West

Job Specification & Terms and Conditions

Job Title and Grade	Clinical Nurse Manager II Acute Integrated Virtual Navigation Hub / Altrabainisteoir Cliniciúil 2 Ionad Nasctha Fíorúil Géarmhíochaine, GUH Grade Code: 2119
Campaign Reference	G12017
Applications	**Applications must be submitted via Rezoomo only. Applications received in any other way will not be accepted. There will be no exceptions made**
Remuneration	The salary scale for the post at (01/02/2026) is: €62,078 - 63,106 - 63,975 - 65,394 - 66,963 - 68,504 - 70,045 - 71,779 - 73,389 - 76,159 - **78,443 LSI** 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. As per HR Circular 012/25 Please note that previous experience working in the public service counts only where the individual was employed directly by the relevant Civil Service/Public Body. It does not apply for temporary assignments with those bodies while engaged as an agency worker and employed by a private sector employment agency. Exemptions can be found at the following link. HSE Guidelines on Terms and Conditions of Employment provides additional information. https://www2.healthservice.hse.ie/organisation/national-pppgs/guidelines-on-terms-and-conditions-of-employment/
Closing Date	Friday 15th May 2026 at 10am.
Proposed Interview Date (s)	Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week's notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up Appointment	To be agreed at job offer stage.
Organisational Area	HSE West & North West
Location of Post	Acute Integrated Virtual Navigation Hub Galway University Hospitals, HSE West and North West Region. The current vacancies are temporary, pensionable and whole time. A panel may be formed as a result of this campaign for Clinical Nurse Manager II Acute Integrated Virtual Navigation Hub from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.

Informal Enquiries	Deirdre O'Brien ADON ED AMU ASAU Email: DeirdreS.OBrien@hse.ie Tel:(091) 89 3974 |M: 087 7593723 We welcome enquiries specific to the role.
Details of Service	HSE West and North West is responsible for the provision of all acute and community services across the 6 counties of Galway, Mayo, Roscommon, Sligo, Leitrim and Donegal and is operationally divided into 4 Integrated Health Areas (IHAs) – Galway Roscommon IHA, Mayo IHA, Sligo/Leitrim/West Cavan/South Donegal IHA and Donegal IHA. Each managed by an Integrated Health Area (IHA) Manager. To support the delivery of high quality, consistent care, Networks of Care are being developed across the region which are multidisciplinary clinically led regional structures, which will provide leadership, set the strategy for the relevant clinical/care area, support quality, risk and safety structures/processes, and help support the regional leadership team in the assurance processes related to the relevant services. The establishment of Networks of Care (NoC) across HSE West and North West, will support the sharing of clinical/specialty/programme expertise, strengthen the operational resilience, and ensure sustainable safe and quality services. Key components for the NoCs include: • The provision of a regional wide clinical/care service under an integrated governance framework and providing the care group lens across the region/nationally. • A standard system of governance; policies, audit meetings, quality assurance, incident reporting, incident management, risk management, oversight of regulation etc., across services in the Region. • Risk stratification of patients to ensure that higher risk patients are dealt with at the most appropriate facility within the NoC. • Quality assurance on the basis of one integrated service, although operating at different geographical sites; this will require data to be pooled across the NoC. • A integrated approach to service delivery which ensures that each Integrated Health Area (IHA) delivers care appropriate to the resources, facilities and services available in that area. • Accountable structures to support high quality education and clinical research, and active engagement with evolving regional academic structures. An integrated approach to service delivery which ensures that each IHA in the Region delivers care appropriate to the population needs, resources, facilities and services available. The NoC will work closely with all stakeholders relevant to Network.
Our Mission	Our **mission is to ensure that the people of West and North West:** • are supported by accessible health and social care services to live healthier lives, • have access to safe, high quality, compassionate, and integrated care, delivered by highly skilled and valued staff, • can be confident that we will deliver the best health outcomes and value through a culture that supports continuous improvement, excellence in clinical practice, teaching, research and innovation
Our Values	The HSE's values of Care, Compassion, Trust and Learning, influence everything the Health Regions do. All HSE Health Regions encourage a culture where all staff live by these values every day, as they interact and deal with colleagues and members of the public.
Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email Recruitment Department Recruit.GUH@hse.ie

Reporting Relationship	The post holder: • Reports professionally to the Assistant Director of Nursing (ADON) and Director of Nursing (DON). • Has an operational reporting relationship to the Integrated Virtual Navigation Hub Operational Lead / designated service lead.
Key Working Relationships	• Nursing Management e.g. CNM3, ADON, DON • CNM1, CNM2 in ED, AMU, ASAU and ward areas • GP liaison Nurse ED • Clinical Lead for integrated Virtual Navigation Hub • Navigation Hub administration staff • Clinical Nurse Specialists and Advanced Nurse Practitioners • Consultant and non-consultant hospital doctors (NCHDs) • GP practices, Urgent Care Centres, Community Hospitals • Specialist Community Hubs teams • The overall multi-disciplinary team (MDT) • National Ambulance Service • Pathfinder service • FAFD/MARS services • Centre of Nurse Education, Nurse Practice Development and Clinical Skills Facilitators • Health & Social Care Professionals (HSCPs) • Quality and Risk Office
Purpose of the Post	The Clinical Nurse Manager 2 (CNM2) Acute Integrated Virtual Navigation Hub has a pivotal role in the operational, clinical, and strategic delivery of integrated unscheduled care services across Galway University Hospitals and community pathways. The purpose of this role is to provide advanced clinical leadership and coordination across both the Acute Integrated Navigation Hub (pre-admission) and the Virtual Ward (post-admission hospital-at-home care), ensuring patients receive the right care, in the right place, at the right time. At the pre-admission stage, the CNM2 is responsible for the real-time clinical triage, assessment and navigation of patients referred via Healthlink, GP pathways or internal hospital services, directing them to the most appropriate care pathway. This includes diversion from the Emergency Department where clinically appropriate, facilitating access to Acute Medical Unit (AMU), Acute Surgical Assessment Unit (ASAU), rapid access clinics, community specialist hubs, or scheduled urgent outpatient pathways. In parallel, the CNM2 has a central role in the delivery of the Virtual Ward service, supporting the safe transfer of suitable patients from inpatient settings to a hospital-at-home model of care. This includes: • Coordinating admission to the Virtual Ward • Overseeing remote patient monitoring using approved digital platforms • Ensuring daily clinical review and MDT coordination • Identifying and responding to clinical deterioration through structured escalation pathways • Facilitating timely discharge and continuity of care with primary and community services The CNM2 will ensure that virtual care is delivered to the same clinical governance, safety and quality standards as inpatient care, in line with HSE national Virtual Ward frameworks and local SOPs.

	The role requires integration across acute and community services, working closely with multidisciplinary teams, consultants, nursing leadership, HSCPs and external partners to: • Improve patient flow and reduce unnecessary ED attendances and admissions • Support early supported discharge and bed capacity optimisation • Enhance patient experience through person-centred, technology-enabled care • Develop and implement alternative care pathways across the care continuum The CNM2 will also contribute to service development, quality improvement and performance management, including the development and monitoring of key performance indicators (KPIs) such as reduced ED presentations, improved patient flow, reduced length of stay and safe delivery of care in the community. This is a dynamic and evolving role requiring strong clinical judgement, leadership, digital competence and system-level thinking to support the transformation of unscheduled care in line with Sláintecare and national integrated care priorities.
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 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 **<u>Professional /Clinical</u>** *The Clinical Nurse Manager 2 will -* Support the principle that the care of the patient always comes first and maintain the primacy of the patient in relation to all service activity. • Manage virtual patient care and referral navigation to ensure high professional standards using an evidence-based assessment, care-planning and decision-making approach. • Provide clinical leadership for coordination, assessment, prioritisation, planning, delivery, and review of care decisions within the designated service area. • Practice in accordance with NMBI requirements, professional clinical guidelines, national and local HSE policies, legislation, and approved care pathways. • Screen and triage referrals received through Healthlink, phone and other agreed pathways and direct patients to ED or to approved alternative urgent care pathways as clinically appropriate. • Anticipate patient needs where emergency attendance cannot be avoided and communicate the most appropriate next steps to the receiving team. • Collaborate with service users, families, carers and the MDT in care planning, advice, escalation, and discharge-related communication where required. • Maintain accurate nursing and service records and communicate assessments, outcomes, and recommendations clearly in verbal and written form. • Adhere to, contribute to and monitor protocols, policies, standards, audit activity and research relevant to the service. **<u>Health & Safety</u>** *The Clinical Nurse Manager 2 will:* • Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff e.g. health and safety procedures, emergency procedures.

- Observe, report and take appropriate action on any matter which may be detrimental to staff and/or service user care or well-being / may be inhibiting the efficient provision of care.
- Assist in observing and ensuring implementation and adherence to established policies and procedures e.g. health and safety, infection control, storage and use of controlled drugs etc.
- Ensure completion of incident / near miss forms / clinical risk reporting.
- Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
- Liaise with other relevant staff, e.g. CNS infection control Occupational Therapist re appropriateness for procurement.
- 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.

Education and Training

The Clinical Nurse Manager 2 will:

- Engage in continuing professional development by keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and to attend staff study days as considered appropriate.
- Participate in the identification, development and delivery of induction, education, training
- focus on new innovation IT development in technology and interface systems currently used in Virtual and GUH, and development programmes for nursing and non-nursing staff.
- Engage in performance review processes including personal development planning as appropriate.

Management

The Clinical Nurse Manager 2 will:

- Manage communication and facilitate team building.
- Provide staff leadership and motivation which is conducive to good working relations and work performance.
- Promote a culture that values diversity and respect in the workplace.
- Formulate, implement and evaluate service plans and budgets in co-operation with the wider healthcare team.
- Manage all resources efficiently and effectively within agreed budget.
- Lead on practice development within the clinical area.
- Lead and implement change.
- Promote, facilitate and participate in the development of nursing policies and procedures. Monitor as appropriate and lead on proactive improvement.
- Contribute to the formulation, development and implementation of policies and procedures at area and hospital level.
- Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters.

- Manage and promote liaisons with internal / external bodies as appropriate, e.g. intra-hospital service and the community.
- Maintain all necessary clinical and administrative records and reporting arrangements.
- 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. **Risk Management, Quality, Health & Safety** • Adequately identifies, assesses, manages and monitors risk within their area of responsibility. • 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. • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. **Education & Training** • Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. **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 closing date: **1. <u>Statutory Registration, Professional Qualifications, Experience, etc.</u>** **(a)** Eligible applicants will be those who on the closing date for the competition: (i) Are registered in the relevant division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered. **And** (ii) Have at least 5 years post registration experience (or an aggregate of 5 years fulltime post registration experience) of which 2 years must be in the speciality or related area. **And** (iii) Have the clinical, managerial and administrative capacity to properly discharge the functions of the role.

	And (iv) Candidates must demonstrate evidence of continuous professional development. **And** **(b)** Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the functions of the role. **2. <u>Annual registration</u>** (i) On appointment, practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann). **And** (ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). **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. **Character** Each candidate for and any person holding the office must be of good character
Post specific Requirements	• Demonstrate depth and breadth of post registration nursing experience in relation to nursing practice within Emergency Medicine, and/or Acute Medicine/Acute Surgery nursing as relevant to the role. • Strong IT skills
Other requirements specific to the post	• Flexibility with regard to working hours so to meet the requirements of the role • This is a 7-day service which may involve working days and nights, weekends and bank holidays.
Skills, competencies and/or knowledge	***Candidates must:*** • Demonstrate the ability to lead on clinical practice and service quality. • Demonstrate promotion of evidence-based decision making. • Demonstrate practitioner competence and professionalism. • Demonstrate behaviours to practice nursing in line with the Values for Nurses and Midwives in Ireland. • Demonstrate the ability to plan and organise effectively. • Demonstrate strong interpersonal skills including the ability to build and maintain relationships. • Demonstrate strong communication and influencing skills. • Demonstrate initiative and innovation in the delivery of service. • Demonstrate resilience and composure. • Demonstrate openness to change. • Demonstrate integrity and ethical stance. • Demonstrate a commitment to continuing professional development.

	• Demonstrate the ability to relate nursing research to nursing practice. • Demonstrate knowledge of quality assurance practices and their application to nursing procedures. • Demonstrate an awareness of HR policies and procedures including disciplinary procedures, managing attendance, etc. • Demonstrate an awareness of relevant legislation and policy e.g. legislation relevant to the service area, health and safety, infection control, etc. • Demonstrate an awareness of current and emerging nursing strategies and policies in relation to the clinical / designated area. • Demonstrate an awareness of the Health Service Transformation Programme. • Demonstrate a willingness to develop IT skills relevant to the role.
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.
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.
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. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at https://www.hse.ie/eng/staff/resources/diversity/
Code of Practice	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). 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 www.cpsa.ie
The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed. 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.	

Terms and Conditions of Employment

Tenure	The current vacancies available are pensionable temporary and whole time. 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 Appointment) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Remuneration	The salary scale for the post at (01/02/2026) is: €62,078 - 63,106 - 63,975 - 65,394 - 66,963 - 68,504 - 70,045 - 71,779 - 73,389 - 76,159 - **78,443 LSI** 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 weekly working hours of attendance for your grade are 37.5 hours per week. Your normal weekly working hours are 37.5 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. All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998. Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities. You should check if you are a Mandated Person and be familiar with the related roles and legal responsibilities. Visit HSE Children First for further information, guidance and resources.
Infection Control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
Health & Safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include: • Developing a SSSS for the department/service[1], as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters.

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

	• 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.

[2] See link on health and safety web-pages to latest Incident Management Policy