



GENERAL OPERATIVE

(Permanent, Full-time)

Particulars of Office

1. Appointment

The appointment is whole-time and in a permanent and pensionable capacity.

2. Salary

Remuneration is in accordance with the salary scale approved by the Department of Health and Children Current scale.

3. Superannuation

The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme will apply to the position and superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the scheme.

4. Duties

The incumbent will perform such duties as are assigned from time to time and as are outlined in the attached Job Description.

5. Hours of Work

The whole time standard weekly working hours for this grade are 39 hours per week, usually discharged between the hours of 8.00am and 8.00pm on a Monday to Saturday basis, as appropriate to the particular service. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.

6. Probation

The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be

a) certified as satisfactory and confirmed in writing;

b) in certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.

7. Retirement

No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the 1st day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

8. Annual leave

The annual leave entitlement for the post, based on the standard hours of attendance, is 23 working days per year for completed year of service.

9. Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

10. Termination of Office

The employment may be terminated at any time by four weeks notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

11. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to revett employees at any future point, as deemed appropriate by Hospital Management.

12. Confidentiality

In the course of your employment, you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must

never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

13. Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

14. Policies / Legislation

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

15. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection legislation.

16. HR Department Privacy / GDPR Policy

In order to carry out its administrative functions the Human Resource Department in the National Rehabilitation Hospital collects and processes personal data relating to individuals, which includes the job applicants and staff of the Hospital. The Human Resources Department takes the confidentiality of all personal data seriously and consequently takes all necessary steps to comply with data protection legislation including the GDPR. The Human Resource Department collects personal data only in order to meet specific lawful purposes, and will retain that data only for so long as necessary. We also ensure that all reasonable technical and organisational security measures are in place to safeguard personal data.

Ordinarily, the Human Resource Department will not pass personal data to any third party except where required by law, or under statutory obligations, or to

fulfil a contract of employment or for other legitimate purposes as balanced against the rights and interests of the Data Subject. If you have any concerns about how your personal data is processed, you may contact our Data Protection Officer (dpo@nrh.ie). Please refer to the National Rehabilitation Hospital Human Resources Privacy Policy Document for more information. The Policy Document is available on request from the Human Resources Department.



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1. Qualifications

The candidate must, on the latest date for receiving completed application forms for the office, have:

- Experience of Waste Management
- An understanding of waste movement and transfer through the hospital.
- An understanding of Portering activity.
- A current, clean driving licence and have experience in driving a tractor and trailer.
- An interest in gardening.
- Excellent interpersonal and communications skills.
- An ability to work as part of a busy team.
- A patient focused approach to work.

2. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well- being in line with the Hospital objectives.

3. Character

Candidates for and any person holding the office must be of good character.



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Title:	General Operative
Purpose of the Position:	Reporting to the Technical Services Manager, the post holder will perform the duties of General Operative on any hospital department or at such other locations as may be required by the Hospital. The post holder shall work as part of a team within the Technical Services Department.
Accountable to:	Technical Services Manager
Liaison / Communication:	The proper performance of these duties will require a high degree of liaison and communication with Managers and Staff throughout the hospital in the course of their normal duties and responsibilities.



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Overview of the Role

The General Operative will be accountable for ensuring the efficient day to day administration of the general operative function. He/She will be expected to ensure that deadlines are met. He/She will need to ensure that accurate attention is paid to detail and consistent adherence to policies and procedures. He/she will be expected to co-operate and work in harmony with other teams and disciplines in the hospital. He/She will be expected to treat service users with dignity and respect.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

The person chosen will:

- Maintain throughout the Hospital awareness of the primacy of the patient in relation to all Hospital activities.
- Promote open communications throughout the Hospital.
- Demonstrate behaviour consistent with the Values of the Hospital.
- Aim to provide the highest standard of waste management, hygiene and general grounds maintenance that is consistent with hospital policy.
- Comply with health and safety, environmental and associated legislation.
- Report to the Technical Services Manager or Deputy.

Specific Accountability

- Report to and be accountable to the Technical Services Manager in all matters relating to the General Operative's Function.
- Provide advice to managers in relation to maintenance issues.

1. OUTLINE OF DUTIES AND RESPONSIBILITIES

- 1.1 To perform such duties as may be assigned by the Technical Services Manager or his/her deputy.
- 1.2 To perform the duties of General Operative on any hospital department or at such other locations as may be required by the Hospital.

- 1.3 To co-operate and promote the hospital recycling programme.
- 1.4 To maintain the pathways, car-parks and any link roads within the grounds as required.
- 1.5 To maintain a satisfactory standard of work.
- 1.6 To report to immediate superior on any irregularities that might adversely affect the performance of assigned duties.
- 1.7 To be willing to report to the hospital outside of normal hours for emergency duty.
- 1.8 To report promptly for duty.
- 1.9 To perform services on an overtime basis within reasonable limits as may be required from time to time.
- 1.10 The appointee may absent himself/herself from work only on having obtained prior permission from the Technical Services Manager.
- 1.11 To perform any other duties appropriate to the post as may be assigned from time to time.
- 1.12 Take precautions against fire, accidents, incidents and report to the appropriate person.
- 1.13 Report all incidents and near-misses. Co-operate with any accident investigation carried out in the hospital.
- 1.14 Carry pager and two-way radio as required.
- 1.15 Provide relief holiday as required.
- 1.16 Assist with relocation of offices/departments.
- 1.17 Responsible for cleaning and maintenance of flat roofs.
- 1.18 The post holder may, at various times, also be asked to complete tasks across the other departments within the Estates directorate, including (but not limited to) portering, car parking, front of house, catering, or general support.

2. ADMINISTRATIVE RESPONSIBILITIES

- 2.1 To co-operate with the hospital sign-in/clock-in procedures.
- 2.2 To maintain such records and systems as may be required from time to time, and ensure that all documentation within the department is completed satisfactorily and efficiently.
- 2.2 Participate in and promote good communications practices within the plumbing service including developing health working relationships with the members of the team.

3. HEALTH AND SAFETY

- 3.1 To ensure that effective safety procedures are in place to comply not only with the Health, Safety and Welfare at Work Act 2005 but also within the spirit of the Hospital's mission, vision and values and other associated legislation.
- 3.2 To co-operate and follow all safety procedures. You are obliged to use any personnel protective equipment issued to you and to wear any other protective safety gear considered appropriate by your Supervisor.

- 3.3 Ensure that effective safety procedures are in place to comply not only with the Health, Safety and Welfare at Work Act but also within the spirit of the Hospital's mission, vision and values.
- 3.4 Ensure that a safe environment is maintained for staff and visitors in compliance with Health and Safety requirements and best practice.
- 3.5 Being responsible for the day to day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- 3.6 Keeping up to date with all relevant mandatory training for the department.

4. TRAINING:

The post holder will be responsible for waste management and general grounds maintenance within the hospital.

- Attend hospital induction training programme.
- Attend hospital mandatory training programmes i.e. fire safety, SCIP, Manual Handling, Dignity at Work, Waste Management, Handling and Disposal of hazardous waste.

PATIENT SAFETY & QUALITY

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder.

Employee Name: _____

Line Manager Name: _____

Employee Signature: _____

Manager's Signature: _____

Date: _____

Date: _____