**Speech & Language Therapist, Senior / Teiripeoir Urlabhra & Teanga, Sinsearach**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | Speech & Language Therapist, Senior / Teiripeoir Urlabhra & Teanga, Sinsearach (Grade Code: 3379) |
| **Remuneration** | The salary scale for the post is: €63,279, €64,629, €66,021, €67,399, €68,779, €70,231, €71,760, €73,285, €74,509 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** | G10417, G10368 & G9655 |
| **Closing Date** | Friday 4th July 2025 at 10:00am |
| **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** | A start date will be indicated at job offer stage. |
| **Location of Post** | Galway University Hospitals.There are currently 3 permanent vacancies (x1 whole-time, x2 part-time) available for Senior Speech & Language Therapist in the areas of:* General Medicine
* Rehabilitation & Recovery

A panel may be formed as a result of this campaign for Speech & Language Therapist, Senior from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  |
| **Informal Enquiries**  | We welcome enquiries about the role. Contact the below for further information about the role:Ms Gerardine Keenan, Speech & Language Therapy Manager, GUHEmail: Gerardine.keenan@hse.ie  |
| **Details of Service** | The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.The region comprises of 7 hospitals across 8 sites:* Letterkenny University Hospital (LUH)
* Mayo University Hospital (MUH)
* Portiuncula University Hospital (PUH)
* Roscommon University Hospital (RUH)
* Sligo University Hospital (SUH) incorporating Our Lady’s Hospital Manorhamilton (OLHM)
* Galway University Hospitals (GUH) incorporating University Hospital Galway (UHG) and Merlin Park University Hospital

The region’s Academic Partner is University of Galway.The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff **Vision**Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.**Guiding Principles**Care – Compassion – Trust – LearningOur guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:* Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population.
* Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity.
* Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners.

Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment.Our Academic Partner is the National University of Ireland, Galway and we are developing further international partnerships in the UK and the USA”Undergraduate Speech & Language Therapy students attend the Department on clinical placement as part of their Clinical Practice Education over the course of the 4 year undergraduate programme, as do a number of undergraduate Speech & Language Therapists from University of Limerick, and other universities. The post-holder will be based at Galway University Hospitals as part of a Team of 14 Speech & Language Therapists who provide care across a wide spectrum of diagnostic groups, including Stroke, Care of the Elderly, Neurology, ENT, Maxillofacial Surgery Oncology, Critical Care, General Medicine, Paediatrics, Neonatology & Cleft Palate. The Team participates in a regular programme of CPD, has close links with the Speech & Language Therapy Department at NUIG, and works through annual Key Performance Indicators within a Team Based Performance Management Framework. Service provided include Dysphagia Management, VFSS & FEES. |
| **Mission Statement** | Patients are at the heart of everything we do. Our Mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.**OUR GUIDING VALUES** **Respect** - We are an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more. **Compassion** - we treat patients and family members with dignity, sensitivity and empathy.**Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity. **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research. **Learning** - we nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential. **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions. **Team working** – we engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission. **Communication** - we communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.*These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | The professional reporting relationship for clinical governance and supervision will be to the Speech & Language Therapy Manager (or his/her Deputy) |
| **Purpose of the Post**  | To provide a quality Speech and Language Therapy service grounded in Evidence-Based Practice. To work with the Speech and Language Therapy Manager in coordinating the service to meet the needs of the service user, in the designated clinical area, and the objectives of the organisation. To support and supervise students and staff as designated, and promote continuing professional development.To develop and deliver an inpatient-based Speech & Language Therapy service to General Medical & Surgical inpatients requiring Rehabilitation, prior to discharge to Community Services |
| **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 hospital performance management programme

The successful candidate will be responsible for:**Professional/ Clinical:** * Under the guidance of the Speech and Language Therapy Manager, will assist in the ongoing functioning and organisation of the Speech and Language Therapy service.
* Maintain high standards of clinical practice and knowledge within the SLT service.
* Be responsible for assessment, diagnosis, planning, implementation and evaluation of treatment/ intervention programmes for service users according to professional standards.
* Develop and maintain expertise in issues relating to communication and swallowing for designated service users, and ensure that professional standards are maintained.
* Arrange and carry out assessment and treatment/ intervention programmes in appropriate settings (e.g. Department, Ward) in line with local policy guidelines
* Communicate the results of assessment & recommendations to service users and relevant others, as appropriate
* Document all relevant care appropriately and in accordance with department and professional standards.
* Collaborate with service users, family/ carers and other staff in goal setting and treatment/ intervention/ management planning.
* Provide clinical leadership in the day to day running of the service, by supporting and supervising staff as appropriate, prioritising and allocating work.
* Actively participate in team working as appropriate, communicating and working in collaboration with service users and team members as part of an integrated package of care.
* Be responsible for maintenance of standards of practice of self and designated staff
* Foster close working relationships with colleagues and other relevant professionals with the aim of maximising the service user’s potential.
* Actively engage in Team Based Performance Management
* Attend clinical and other relevant meetings, case conferences and ward rounds as appropriate.
* In conjunction with the Speech & Language Therapy Manager, contribute to the development and implementation of procedures, policies and guidelines while adhering to existing standards and protocols.
* Maintain professional standards in relation to confidentiality, ethics and legislation.
* Seek assistance from Speech & Language Therapy Manager with any cases or issues that prove beyond the scope of his/ her professional competence, in line with principles of best practice and clinical governance.
* Operate within the scope of practice as set out by the Irish Association of Speech and Language Therapists
* Participate in and develop activities that promote health and wellbeing promotion
* Carry out any other duties as assigned by the Speech & Language Therapy Manager
* Be involved in instrumental swallow evaluation e.g. Videofluoroscopy clinics, as appropriate to experience and competence
* Prioritise and manage a patient caseload according to the needs of the department and service.
* Recognise the need for effective self management of workload, available time and resources.
* Contribute to the development and implementation of database, information and audit systems and shared care arrangements as required.
* Monitor and evaluate effectiveness & appropriateness of treatment programmes and interventions.
* Represent the Speech & Language Therapy service at meetings, committees and interdisciplinary project work.
* Actively engage in Risk Management, reporting any incidents/ near misses to Manager, and using formal recording system Q-Pulse, as indicated

**Education and Training:*** Participate in mandatory and recommended training programmes in accordance with departmental/ organisational guidelines.
* Maintain and develop professional expertise and knowledge by actively engaging in continuing professional development e.g. reflective practice, by attending and presenting at in-service events, training courses, conferences, professional training and other courses relevant to practice, audit & research
* Manage, participate and play a key role in the practice education of student Speech & Language Therapists, and promote, and engage in the training and education of others as appropriate.
* Avail of and participate in own supervision and performance reviews with Speech & Language Therapy Manager

**Health & Safety***The Speech and Language Therapist, Senior will:** Comply with the policies and procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards.
* Document appropriately and report any near misses, hazard, incidents and accidents, and bring them to the attention of relevant/ designated individuals in line with best practice.
* Work in a safe manner with due care to the safety of self and others, including compliance with the Speech & Language Therapy Dept. Policy on Lone Working.
* Be aware of risk management issues, identify risks and take appropriate action.
* Promote a culture that values diversity and respect.
* Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety
* Have a working knowledge of the Health Information and Quality Authority ( HIQA) standards as they apply to the role, for example, National Standards for the Prevention and Control of Healthcare-Associated Infections, HIQA Standards for Nutrition& Hydration in Acute Hospitals
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service

**Administrative***The Senior Speech & Language Therapist will, in conjunction with the Speech & Language Therapy Manager:** Be responsible for the co-ordination and delivery of service in designated area(s)
* Contribute to policy development, performance monitoring, business planning and budgetary control as advised by the Speech and Language Therapy Manager
* Prepare progress reports/ statistics as required and in line with agreed templates/ business plans
* Ensure good working practice and adherence to standards of best practice
* Promote quality by reviewing and evaluating the Speech & Language Therapy service, identifying changing needs and opportunities to improve services.
* Assist the Speech & Language Therapy Manager in service development including policy development and implementation
* Maintain professional standards with regard to patient and data confidentiality
* Ensure the maintenance of accurate records in line with best clinical governance, the organisation’s requirements and the Freedom of Information Act, and provide reports and other information/ statistics, as required
* Engage in service audit and review and demonstrate the achievement of service objectives
* Deputise for the Speech and Language Therapy Manager as required
* Participate in the ordering and maintenance of equipment and supplies as required
* Engage in technological developments as they apply to the service user and service administration
* Keep up to date with changes and developments in the Irish Health Service
1. **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.
1. **Education & Training**
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**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 Region’s Risk Management Incident/Near miss reporting Policies and Procedures.
* The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
* The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.
* The post holders’ responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager.
* The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
* The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
* The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
* It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.

**The above Job 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 them 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. Statutory Registration, Professional Qualifications, Experience, etc** **(a) Candidates for appointment must:** (i) Be registered, or be eligible for registration, as a Speech & Language Therapist by the Speech & Language Therapists Registration Board at CORU. **AND**(ii) Have 3 years full time (or an aggregate of 3 years full time) post qualification clinical experience. **AND**(jii) Candidates must have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office. **AND**(iv) Provide proof of Statutory Registration on the Speech & Language Therapist Register maintained by the Speech & Language Therapists Registration Board at CORU before a contract of employment can be issued. **2. Annual registration** (i) On appointment, practitioners must maintain annual registration on the Speech & Language Therapists Register maintained by the Speech & Language Therapists Registration Board at CORU. **AND**(ii) Practitioners must confirm annual registration with CORU 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** | Certified post-qualification ( or equivalent undertaken at undergraduate level), and experience in working with dysphagia. Speech and Language Therapists who work with people with feeding, eating, drinking and swallowing difficulties must hold a dysphagia qualification or equivalent as outlined in “ Standards for Practice for Speech and Language Therapists on the Management of Feeding, Eating, Drinking and Swallowing Disorders (Dysphagia)” , Irish Association of Speech and Language Therapists ( IASLT) 2007Experience in conducting, interpreting and reporting Videofluoroscopy studies. |
| **Other requirements specific to the post** | Flexibility in relation to working hours is required to meet any urgent service needs that may arise. |
| **Skills, competencies and/or knowledge** | The successful candidate must:* Demonstrate sufficient clinical knowledge and evidence based practice to carry out the duties and responsibilities of the post
* Demonstrate an ability to apply knowledge to evidence based practice
* Demonstrate awareness of and commitment to meeting organisational, regulatory and professional Codes of Practice
* Demonstrate an ability to plan and deliver care in an effective and resourceful manner
* Demonstrate skill in interpersonal communication, including oral and written presentations with service users and professionals
* Demonstrate knowledge and use of current technologies, computing skills and information management skills, for the collection, searching and reporting of information
* Demonstrate an ability to manage and develop self and others in a busy working environment
* Demonstrate commitment to providing a quality service
* Demonstrate the ability to effectively evaluate information and make appropriate decisions
* Demonstrate a commitment to ensuring high standards and strive for user-centred service provision
* Demonstrate effective time management and clinical prioritisation skills
* Demonstrate leadership skills through support, mentoring and coaching of other Speech and Language Therapy colleagues
* Demonstrate effective team working skills as the post will involve working within Multidisciplinary Teams
* Display effective communication and interpersonal skills including the ability to collaborate with colleagues, families, carers etc
* Display awareness and appreciation of the service user’s needs, and the ability to empathise with and treat service users and others with dignity and respect.
* Demonstrate a willingness to develop IT skills relevant to the role
* Demonstrate flexibility and openness to change
* Demonstrate ability to utilise supervision effectively
* Demonstrate a commitment to continuous professional development
 |
| **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](https://www.hse.ie/eng/staff/resources/diversity/diversity.html)  |
| **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](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf).  |
| 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. |

**Speech & Language Therapist, Senior / Teiripeoir Urlabhra & Teanga, Sinsearach**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure**  | The current vacancy available is permanent 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 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 35 hours per week. Your normal weekly working hours are 35 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. |
| **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](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) 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]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3).
* 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](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)