Physiotherapist, Senior Plastic, Reconstructive and Hand Surgery (GUHs) / Fisiteiripeoir, Sinsearach

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Physiotherapist, Senior Plastic, Reconstructive and Hand Surgery (GUHs) / Fisiteiripeoir, Sinsearach(Grade Code: 3158) |
| **Remuneration** | The salary scale for the post is: €63,912, €65,275, €66,681, €68,073, €69,467, €70,933, €72,478, €74,018, €75,254New 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** | G10741 |
| **Closing Date** | Monday, 8th September 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** | Plastic, Reconstructive and Hand Surgery, Galway University Hospitals. There is currently 1 permanent whole-time vacancy available in Physiotherapist, Senior Plastic, Reconstructive and Hand Surgery (GUHs)A panel may be formed as a result of this campaign for Physiotherapist, Senior Plastic, Reconstructive and Hand Surgery (GUHs) from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. Galway University Hospitals (GUH) is a major academic teaching hospital with a rapidly expanding Physiotherapy Service -over 100 staff across two sites, (University Hospital Galway and Merlin Park University Hospital). GUH physiotherapy department provides a wide range of acute and rehabilitation services i.e. Critical Care, Surgical Medical, Cardiothoracics, Orthopaedics, Neurology, Stroke, Oder Persons Services, OPRAH, Oncology, Radiotherapy, CF, Rehabilitation, Paediatrics, Women’s Health, OPD, Plastics and Rheumatology.The Plastic, Reconstructive and Hand Surgery service for the West North West region is located on the GUH site. GUH plastics service is a supra regional as it has an extended catchment area beyond the West North West boundaries including, Midwest, Tullamore, Mullingar and Nenagh / Tipperary. The Physiotherapy department provides a service to patients referred from Plastics, Reconstructive and Hand Surgery Services in West North West region. The Plastics Physiotherapy team consists of a Clinical Specialist, two Seniors and a Staff Grade. The post holder will be required to provide inpatient, outpatient and clinic cover to these patients. Plastic Surgery Clinics have recently relocated to the Merlin Park Campus and we support daily clinics there. Our standalone outpatient physiotherapy service is currently based on the UHG campus as is all inpatient care. The post holder will also be involved in student supervision & staff grade mentoring.They will be involved in evening & weekend on call service. There is an Initial permanent full-time vacancy (1.0 WTE) for Senior Plastic, Reconstructive and Hand Surgery (GUH). As Galway University Hospitals is a split-campus hospital, the post holder will be primarily required to work from both University Hospital Galway and from Merlin Park University Hospital, dependent on service need. |
| **Informal Enquiries**  | We welcome enquiries about the role. Contact the following for further information about the role:Catherine O’Sullivan Physiotherapist Manager in Charge III GUHsE-mail: Catherine.osullivan@hse.ie Tel 091 542590Kevin O’Connell Physiotherapist Manager UHGE-mail: Kevin.oconnell2@hse.ieTel 091 544322 |
| **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. |
| **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 post holder will report to the Physiotherapist Manager UHG and ultimately to the Physiotherapist Manager in Charge III, GUH for clinical governance and clinical supervision through the professional line management structure. |
| **Key Working Relationships** | * The post holder will work collaboratively with the Plastics Physiotherapy team of Clinical Specialist, Senior and Staff grade to manage their combined caseload to ensure that patients receive the best possible rehabilitation and recovery support
* They will work collaboratively with Occupational Therapy colleagues in the delivery of a high-quality, integrated hand therapy service, and maintain close working relationships with the wider Plastics multidisciplinary team, including nursing and medical staff.
* They will work in an integrated fashion with other MDTs including, but not limited to, Surgery and Major Trauma, Orthopaedics & Rheumatology, Emergency Department and MSK outpatients
* They will build relationships with Physiotherapists/ hand therapists in the WNW catchment area to develop enhanced pathways of care
* They will work collaboratively with, and supervise Staff Grade Physiotherapists and Physiotherapy Assistants within the Plastic, Reconstructive and Hand Surgery Physiotherapy Team.
* They will work collaboratively as part of the GUHs Physiotherapy Team to manage cover, contribute to the overall management of services within the department and participate in weekend services.
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| **Purpose of the Post**  | * To manage, organise, and co-ordinate the Plastics physiotherapy service ensuring provision of high standards of physiotherapy assessment, treatment and advice to patients in accordance with standards of professional practice.
* To work in conjunction with other team members in co-ordinating and developing the Plastic Reconstructive and Hand Surgery service to meet the needs of the population it serves in line with the objectives of the organisation.
* To work with the Physiotherapy Manager in ensuring the co-ordination, development and delivery of a quality, person-centred physiotherapy service across and between networks in the geographical area.
* To ensure a seamless transition of care for Plastics patients across the GUH site and externally.
* To carry out clinical and educational duties as required.
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| **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

**Professional / Clinical** The Senior Physiotherapist will:* Be a lead clinician in the physiotherapy profession and carry a clinical caseload appropriate to the post.
* Communicate and work in co-operation with the Physiotherapy Manager and other team members in providing an integrated quality service taking the lead role as required
* Be responsible for client assessment, development and implementation of individualised treatment plans that are client centred and in line with best practice.
* Be responsible for goal setting in partnership with client, family and other team members as appropriate.
* Be a clinical resource for other physiotherapists.
* Participate and be a lead clinician as appropriate in review meetings, case conferences etc.
* Be responsible for standards of professional and clinical practice of self and staff appointed to clinical / designated area(s) in line with the Scope of Practice of CORU and Health Service Executive (HSE) guidelines, policies, protocols and legislation
* Develop and promote professional standards of practice.
* Communicate effectively with and provide instruction, guidance and support to, staff, clients, family, carers etc.
* Document client records in accordance with professional standards and departmental policies.
* Work within own scope of professional competence in line with principles of best practice, professional conduct and clinical governance.
* Seek advice of relevant personnel when appropriate / as required.
* Adherence to the HSE Policy for Lone Working 2012.
* Provide weekend and on call service.

**Education, Training and Staff Development**The Senior Physiotherapist will:* Participate in mandatory training programmes.
* Take responsibility for, and keep up to date with physiotherapy practice by participating in continuing professional development such as reflective practice, in service, self-directed learning, research, clinical audit etc.
* Be responsible for the induction and clinical supervision of staff in the designated area(s).
* Manage, participate and play a key role in the practice education of student therapists. Take part in teaching / training / supervision / evaluation of staff / students and attend practice educator courses as relevant to role and needs. To co-ordinate and deliver clinical placements in partnership with universities and clinical educators.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Quality, Safety & Risk**The Senior Physiotherapist will:* Be responsible for the co-ordination and delivery of a quality service in line with best practice.
* Develop and monitor implementation of agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
* Ensure the safety of self and others, and the maintenance of safe environments and equipment used in Physiotherapy in accordance with legislation.
* Take the appropriate timely action to manage any incidents or near misses within their assigned area(s).
* Report any deficiency/danger in any aspect of the service to the team or Physiotherapy Manager as appropriate.
* Be responsible for the safe and competent use of all equipment, aids and appliances both by clients and staff under their supervision.
* Develop and promote quality standards of work and co-operate with quality assurance programmes.
* Oversee and monitor the standards of best practice within their physiotherapy team.
* Assist the Physiotherapy Manager and relevant others in service development encompassing policy development and implementation.
* Review and evaluate the physiotherapy service regularly, identifying changing needs and opportunities to improve services.
* 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.
* Promote a culture that values diversity and respect in the workplace.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Administrative /Planning and Performance** The Senior Physiotherapist will:* Contribute to the service planning process.
* Oversee the upkeep of accurate records in line with best practice.
* Collect and evaluate data about the service area as identified in service plans and demonstrate the achievement of the objectives of the service.
* Collate and maintain accurate statistics and render reports as required.
* Represent the department / team at meetings and conferences as appropriate.
* Provide feedback to the Physiotherapy Manager on staff issues (needs, interests, views) as appropriate.
* Participate in the control and ordering of physiotherapy stock and equipment in conjunction with the Physiotherapy Manager, managing these in line with the National Financial Regulations.
* Manage clinical resources for self and team in line with local procedures.
* Manage own absence and claims for travel and subsistence in line with information provided on My Self Service.
* Engage in IT developments as they apply to clients and service administration.
* Keep up to date with organisational developments within the Irish Health Service.
* Engage in the development and monitoring of Key Performance Indicators (KPIs)

**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.**
2. Eligible applicants will be those who on the closing date for the competition have the following:
3. Be registered, or be eligible for registration, on the Physiotherapist Register maintained by the Physiotherapist Board at CORU.

See attached link for current approved Physiotherapy qualifications <https://coru.ie/health-and-social-care-professionals/education/approved-qualifications/physiotherapists/> **If you are a section 91 candidate, please see note\*****AND**1. Have three years full time (or an aggregate of three years full time) post qualification clinical experience.

**AND**1. 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**1. Provide proof of Statutory Registration on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU **before s contract of employment can be issued.**
2. **Annual Registration**
3. On appointment practitioners must maintain annual registration on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU

**AND**1. 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.**NOTE\***Individuals who qualified before 30th September 2018 and are registered or have applied for registration under Section 91 of the Health and Social Care Professionals Act, 2005, must hold a Physiotherapy qualification approved by CORU in order to be eligible to apply.The list of approved qualifications under the Section 91 route can be accessed on theattached link: <https://coru.ie/files-registration/hse-list-of-physiotherapist-qualifications.pdf> Section 91 candidates are individuals who qualified before 30th September 2018 and havebeen engaged in the practice of the profession in the Republic of Ireland for a minimum of 2 years fulltime (or an aggregate of 2 years fulltime), between 1st October 2016 and 30th September 2018 are considered to be Section 91 applicants under the Health and Social Care Professionals Act, 2025. |
| **Post Specific Requirements** | * Demonstrate evidence of depth and breadth of relevant recent experience of managing plastics patients including but not limited to: traumatic hand injuries(tendon/nerve/bone ligament repairs), non- traumatic hand /upper limb disorders, skin grafts/flaps for cancers, skin loss/injury, non-healing wounds & burns, breast reconstruction surgery , etc
* Demonstrate evidence of continuing professional development with experience and competence in hand therapy
* Demonstrate evidence of interprofessional working
* Awareness of the Health Service reform programmes
* Understanding of the relevant National Clinical Care Programmes
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| **Other requirements specific to the post** | * Have access to appropriate transport to fulfil the requirements of the role
* Participate in an on-call rota
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| **Skills, competencies and/or knowledge** | **Professional Knowledge and Experience** * Demonstrate clinical knowledge, clinical reasoning skills and evidence-based practice appropriate to carrying out the duties and responsibilities of the role in line with relevant legislation and standards.
* Demonstrate an appropriate level of understanding of the Physiotherapy process, the underpinning theory and its application to the role.
* Demonstrate evidence of having applied /used appropriate assessment tools and treatments and a knowledge of the implications of outcomes for service users.
* Demonstrate the knowledge, abilities and technical skills required to provide safe, efficient and effective service in the area of practice.
* Demonstrate a willingness to engage and develop IT skills relevant to the role.

**Planning and Managing Resources** * Demonstrates the ability to plan activities and co-ordinate resources to ensure value for money and maximum benefit for the organisation.
* Demonstrates the ability to plan and organise own workload and that of others in an effective and methodical manner within strict deadlines, ensuring deadlines are met
* Sets realistic goals and time-scales, taking account of potential problems and competing priorities
* Demonstrates ability to prioritise the most important tasks on an ongoing basis.
* Demonstrates flexibility and adaptability in response to workforce demands.
* Demonstrate ability to take initiative and to be appropriately self-directed.

**Commitment to Providing a Quality Service*** Demonstrate a commitment to and the ability to lead on the delivery of a high-quality, person-centred service.
* Demonstrates innovation in the provision of person-centred care and in overcoming resource limitations.
* Ensures that all service users are treated with dignity and respect and ensures that the welfare of the service user is a key consideration at all times.
* Works at an operational level to build alliances and learn how to best position service delivery to meet the needs of its service users.
* Is open to change and supports the implementation of change.

**Managing and Developing (Self and Others)** * Demonstrates ability to lead by example and adapts leadership style to suit the demands of the situation and the people involved.
* Demonstrate an ability to manage and develop self and others in a busy working environment.
* Demonstrate the ability to work independently as well as part of a team, collaborates well with others.
* Demonstrates the ability to react constructively to setbacks and to both give direction / feedback, and take direction / feedback, from others.
* Demonstrates a commitment to continuous professional development and knowledge sharing.

**Evaluating Information and Judging Situations*** Demonstrate the ability to evaluate information and make effective decisions in relation to service user care.
* Explains the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach.
* Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties. Recognises how service constraints impact on service delivery.

**Communications and Interpersonal Skills** * Displays effective communication skills (verbal & written).
* Tailors the communication method and the message to match the needs of the audience; demonstrates active listening skills.
* Demonstrates effective interpersonal skills including the ability to collaborate in partnership with others.
* Demonstrates sensitivity, diplomacy and tact when dealing with others; is patient and tolerant when dealing with conflict situations.
* Demonstrates strong negotiation skills; remains firm but flexible when putting forward a point of view.
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| **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. |

**Physiotherapist, Senior Plastic, Reconstructive and Hand Surgery (GUHs) / Fisiteiripeoir, Sinsearach**

**Terms and Conditions of Employment**

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| **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.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](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)