



FSS an Iarthair agus an Iarthuaiscirt
HSE West and North West



Job Specification & Terms and Conditions

Job Title and Grade	Senior Medical Scientist, (Biochemistry), Galway University Hospitals / Eolaí Míochaine Sinsearach (Bitheolaíocht) Ospidéal Ollscoile na Gaillimhe. (3877)
Campaign Reference	G11974
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	<p>The salary scale for the post at (01/02/2026) is:</p> <p><u>**With designated NFQ Level Level 9 Qualification **</u></p> <p>€61,830 - 64,620 - 67,096 - 69,628 - 72,238 - 74,801 - 77,441 - 80,055 - 82,687.</p> <p><u>**Without designated NFQ Level 9 Qualification **</u></p> <p>€61,830 - 64,620 - 67,096 - 69,628 - 72,238.</p> <p>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.</p> <p>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.</p> <p>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/</p>
Closing Date	Thursday 7 th May 2026, <u>via Rezoomo only.</u>
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	Biochemistry Laboratory, Galway University Hospitals
	There is one permanent full time post available. The successful candidate may be required to work in any service area within the vicinity as the need arises.

	<p>A panel may be formed as a result of this campaign for the post of Senior Medical Scientist (Biochemistry) from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.</p>
Informal Enquiries	<p>We welcome enquiries specific to the role to:</p> <p>Ms. Martina Doheny, Chief Medical Scientist, Clinical Biochemistry, Galway University Hospitals. Tel: 091 – 544499 Email: martina.doheny@hse.ie</p>
Details of Service	<p>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) – GalwayRoscommon IHA, Mayo IHA, Sligo/Leitrim/West Cavan/South Donegal IHA and Donegal IHA. Each managed by an Integrated Health Area (IHA) Manager.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
Our Mission	<p>Our mission is to ensure that the people of West and North West:</p> <ul style="list-style-type: none"> • 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 Recruit.guh@hse.ie
Reporting Relationship	The post holder will report to the Chief Medical Scientist.
Key Working Relationships	The post holder will work closely with the Chief Medical Scientist, Specialist Medical scientist, Senior Medical Scientists, department Quality Manager, and Medical Scientists as part of a team. The post holder will also work with Consultant Chemical Pathologist with Administrative Responsibility (CAR) and members of the departmental clinical team. They will also regularly work with clerical and administrative staff, medical laboratory aides and central sample reception co-ordinator within GUH laboratories.
Purpose of the Post	To participate at senior level in a large highly automated clinical biochemistry laboratory providing a high quality and efficient laboratory service to Consultants, Doctors and their patients within the hospital and community.
Principal Duties and Responsibilities	<ul style="list-style-type: none"> • 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 <p><i>The Medical Scientist Senior (Biochemistry) will :</i></p> <ul style="list-style-type: none"> • 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 throughout the Group's 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 • Perform the appropriate duties of the office of Senior Medical Scientist, in a consultant led service under the guidance & management of the Consultant with Administrative Responsibility for the Department, the Chief Medical Scientist or other designated senior staff, whilst retaining the responsibilities of this post. • Actively participate in the improvement and development of services within the laboratory in liaison with Chief Medical Scientist and Senior Laboratory staff. • Demonstrate behaviour consistent with the Mission and Values of the Hospital • Be responsible for the quality of their work and carry out their duties in accordance with hospital policy. • Perform & supervise analytical testing appropriate to a regional Biochemistry service • Perform & supervise all activities related to the receipt, analysis and reporting of laboratory specimens. • Ensure all equipment is operating correctly and all malfunctions are investigated, reported and repaired accordingly. • Manage assigned areas of the laboratory and participate in the routine workload • Participate in the work of the Department taking day to day responsibility for planning, prioritising and supervising the work of a section or subsection of the Department in accordance with departmental policy. • Ensure the performance of assigned work is to the highest professional standard in accordance with HIQA Standards, ISO 15189, and laboratory SOPs.

- Responsible for managing consumables and reagent stocks supplies associated with assigned areas of the laboratory.
- Contribute to the evaluation, procurement, validation and implementation of new analytical equipment, procedures, IT systems, work practices etc.
- Participate in the implementation and maintenance of the Quality Management System to ISO 15189.
- Participate in the preparation and review of standard operating procedures or other Laboratory documents in accordance with the Laboratory's document control procedures.
- Participate in the reporting of non-conformances, complaints, incidents and near misses and perform corrective actions as required.
- Participate in audits as required.
- Participate in relevant accreditation processes, in particular, the ISO 15189 Standards as governed by the Irish National Accreditation Board.
- Participate in laboratory meetings particularly in relation to assessment of performance, development of the service and organisational changes. Contribute to effective communication within the department.
- Actively participate in continuing professional development, education and research activities as appropriate to the development of the department.
- Ensure that procedures are carried out in compliance with international and national guidelines and actively participate in internal and external quality control and quality assurance.
- Ensure all policies in relation to record keeping are followed
- Undertake suitable training and development programmes as required and maintain the required standards of competence when undertaking duties.
- Be familiar with electronic information systems in place & under development and be familiar with and proficient in the use of the information technology systems within the department.
- Be familiar with the Health & Safety policies of the HSE and the department and ensure that they are followed to maintain a safe working environment for all employees and visitors.
- Co-operate with Consultants, Chief Medical Scientist and other designated senior staff, and proactively participate in the introduction of new ideas and methods according to HSE policy.
- Be able to work to tight deadlines and re-prioritise work proactively as required
- Observe the strictest confidence when dealing with all aspects of patient or hospital information.
- Actively participate in Performance management systems which are part of the role
- Co-operate with other laboratory departments to ensure a holistic laboratory service is provided for all patients.
- Behave at all times in a manner appropriate to your profession and the obligations and constraints of the post, including an awareness of the primacy of the patient, maintaining patient confidentiality and relating to patients, clients and other stakeholders in an understanding and sympathetic way.
- Carry out the Major Emergency Plan for isolated incidents of multiple trauma as required by hospital policy.

Staff Management

The Medical Scientist Senior (Biochemistry) will :

- Manage and supervise basic grade, support staff and trainees within the department
- Ensure that staff are fully trained to carry out all procedures

- Supervise and ensure competence of staff to carry out procedures, act as coach/mentor as required.
- Promote a culture of learning by participating and assisting in continuous professional development of self and others.
- Design and deliver training to staff within the department to support the training of new and existing medical scientists, student medical scientists and laboratory aides working in their section. Document staff training.
- Promote healthy working relationships and a professional, punctual and dedicated team
- Facilitate open communication within the department and to other hospital and user sectors
- Maintain attendance/ absence records and duty rosters as required
- Monitor sickness/ absence levels and implement local and national control measures at Department Level. Proactively manage persistent poor staff attendance.
- Ensure that the laboratory standard operating procedures and health and safety policies are understood and carried out by all staff.
- Participate fully as a team member, sharing knowledge and information and supporting colleagues to promote a cohesive laboratory team and the achievement of team objectives.

Health & Safety

- *The Medical Scientist Senior (Biochemistry) will :*
- Implement agreed policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards.
- Work in a safe manner with due care and attention to the safety of self, patient and others
- Be aware of risk management issues, identify risks and take appropriate action; report any adverse incidents or near misses.
- Assist and cooperate with senior staff in procedures aimed at accident prevention in the Laboratory.
- Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
- Investigate accidents, incidents and near misses, and take the necessary corrective action
- 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 & Training

The Medical Scientist Senior (Biochemistry) will :

- Participate in mandatory training programmes
- Take responsibility for, and keep up to date with current practice by participating in continuing professional development.
- Maintain an up-to-date personal training/ retraining record in accordance with laboratory policy.

- Engage in performance review processes including personal development planning as per laboratory policy.
- Facilitate arrangements in the laboratory area for educating and training scientific, medical personnel and others as appropriate.
- Co-operate fully with the implementation of new procedures, technologies and IT systems

Administrative

The Medical Scientist Senior (Biochemistry) will :

- Actively participate in the improvement and development of services with the Chief Medical Scientist and Senior Medical Scientists in collaboration with the Consultant in Administrative Charge.
- Review existing SOPs and assist in the preparation of new SOPs to comply with accreditation requirements
- Be familiar with and duly implement all documented procedures and policies
- Participate as required in the registration, custody and stock monitoring of materials held in the laboratory.
- Participate in designated programs for internal and external control to comply with accreditation requirements
- Ensure all policies relating to record keeping are followed and all laboratory records are retained in accordance with hospital policy, accreditation standards and best practice guidelines
- Ensure non-conformances and complaints are fully investigated, resolved and reported to the Chief Medical Scientist and the Quality Officer
- Report to laboratory management all issues that might adversely affect the quality system
- Participate in the provision of appropriate statistical and management information
- Ensure most effective use of resources
- Assist in all costing activities within the laboratory
- Make the most effective use of information technology for both patient care and administrative support.
- Represent the department at meetings and conferences as designated
- Promote a culture that values diversity and respect in the workplace
- Keep up to date with organisational developments within the Irish Health Service

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.
- 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.

	<ul style="list-style-type: none"> • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <p>Education & Training</p> <ul style="list-style-type: none"> • Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. <p>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.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>1. <u>Statutory Registration, Professional Qualifications, Experience, etc.</u></p> <p>(a) Eligible applicants will be those who on the closing date for the competition have the following:</p> <p>(i) Be registered, or be eligible for registration as a Medical Scientist on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU.</p> <p style="text-align: center;">Or</p> <p>(ii) Applicants who satisfy the conditions set out in Section 91 of the Health and Social Care Professionals Act 2005, (see note 1 below*), must submit proof of application for registration with the Medical Scientists Registration Board at CORU. The acceptable proof is correspondence from the Medical Scientists Registration Board at CORU confirming their application for registration as a Section 91 applicant was received by the 30th March 2021.</p> <p style="text-align: center;">And</p> <p>(iii) Possess a Master’s Qualification (MSc) or equivalent (NFQ Level 9) postgraduate qualification on the National Framework of Qualifications (NFQ) maintained by Quality and Qualifications Ireland (QQI) in a Science related discipline, as relevant to the role. Validated by the Academy of Clinical Science and Laboratory Medicine.</p> <p style="text-align: center;">Or</p> <p>(iv) An equivalent qualification at minimum Level 9 validated by the Academy of Clinical Science and Laboratory Medicine (ACSLM).</p> <p style="text-align: center;">Or</p> <p>(v) Possess Fellowship of the Academy of Clinical Science and Laboratory Medicine awarded before July 2018.</p> <p style="text-align: center;">Or</p> <p>(vi) Have attained the Fellowship of the Institute of Biomedical Science by examination or thesis (Awarded prior to 1999).</p> <p style="text-align: center;">And</p>

	<p>(vii) Possess three years full time clinical experience (or an aggregate of three years full time clinical experience) as a medical scientist in a clinical diagnostic laboratory since qualifying as a medical scientist. And</p> <p>(viii) Demonstrate evidence of continuing professional development relevant to the required area of specialism/role. And</p> <p>(ix) 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</p> <p>(x) Candidates must provide proof of Statutory Registration on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU before a contract of employment can be issued. OR</p> <p>For a section 91 candidate you must submit proof of application for registration see criterion 1a (ii).</p> <p>2. Annual registration</p> <p>(i) On appointment practitioners must maintain annual registration on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU. And</p> <p>(ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p>3. Health Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>4. Character Candidates for and any person holding the office must be of good character.</p>
Post specific Requirements	<ul style="list-style-type: none"> • Demonstrate in depth experience in Biochemistry as relevant to the role. • Demonstrate in depth experience of working in a large automated Biochemistry laboratory.
Other requirements specific to the post	<ul style="list-style-type: none"> • A flexible approach to working hours is required in order to ensure deadlines are met and successful candidates will be expected to participate in laboratory weekend cover.
Skills, competencies and/or knowledge	<p><u>Knowledge & Professional Knowledge</u></p> <ul style="list-style-type: none"> • Demonstrate up-to-date knowledge of best practice in delivering a Quality Laboratory Service. • Demonstrate an in depth knowledge of laboratory medicine especially Biochemistry practice and procedures. • Demonstrate knowledge of the requirements of ISO 15189. • Demonstrate awareness and compliance with HSE policies, procedures, guidelines and standards and promotion of this to others.

- Demonstrate awareness of all the processes involved in laboratory automation from selection, through testing to decommissioning.
- Demonstrate experience in documentation preparation.
- Demonstrate evidence of computer/ IT Skills.
- Demonstrate evidence of commitment to continuing professional development.
- Demonstrate flexibility and openness to change.
- Demonstrate evidence of project management skills.
- Be aware of and adhere to relevant standards policies and legislation for example Health and Safety, Freedom of Information Act 1997, Childcare Act, HIQA Standards.

Planning & Organisation Skills including Commitment to providing a Quality Service.

- Demonstrate evidence of effective planning and organising skills
- Demonstrate ability of managing large workloads, ability to work under pressure and multi-task.
- Demonstrate good time management skills.
- Demonstrate the ability to manage self in a busy working environment.
- Demonstrate a focus on quality and patient centred service provision.
- Be able to design and implement structured policies and systems for the management of service delivery in consultation with key stakeholders and ensure clear role accountability for service levels, quality and decision-making discretion.

Managing & Developing (Self & Others)

- Demonstrate experience in staff training and maintaining staff training records.
- Demonstrate ability to work to your own initiative, work independently and as a lead person and ability to manage a team.
- Demonstrate ability to maintain self-control in difficult and challenging situations.
- Demonstrate supervisory, management and leadership experience.

Evaluating Information & Judging Situations

- Demonstrate the ability to evaluate information, solve problems and make effective decisions.
- Demonstrate capacity for management responsibility and demonstration of initiative, including decision making. Improve efficiency within working environment ability to evolve and adapt to a Rapid Changing Environment.
- Demonstrate the ability to identify and resolve system failures and anomalies.

Communication & Interpersonal Skills

- Demonstrate effective communication skills including the ability to present information in a clear and concise manner.

<p>Additional eligibility requirements:</p>	<p><u>Citizenship requirements</u></p> <p>Eligible candidates must be:</p> <p>(i) EEA, Swiss, or British citizens</p> <p style="text-align: center;">OR</p> <p>(ii) Non-European Economic Area citizens with permission to reside and work in the State</p> <p>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.</p> <p>Read more about Department of Enterprise, Trade & Employment Work Permits</p>
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting/ Interview</p>	<p>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.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>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.</p>
<p>Diversity, Equality and Inclusion</p>	<p>The HSE is an equal opportunities employer.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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/</p>
<p>Code of Practice</p>	<p>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”.</p> <p>Codes of practice are published by the CPSA and are available on www.cpsa.ie</p>

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

<p>Tenure</p>	<p>The current vacancy available is pensionable permanent and whole time.</p> <p>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.</p> <p>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.</p>
<p>Remuneration</p>	<p>The salary scale for the post at (01/02/2026) is:</p> <p><u>**With designated NFQ Level Level 9 Qualification **</u></p> <p>€61,830 - 64,620 - 67,096 - 69,628 - 72,238 - 74,801 - 77,441 - 80,055 - 82,687.</p> <p><u>**Without designated NFQ Level 9 Qualification **</u></p> <p>€61,830 - 64,620 - 67,096 - 69,628 - 72,238.</p> <p>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.</p>
<p>Working Week</p>	<p>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.</p> <p>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.</p>
<p>Annual Leave</p>	<p>The annual leave associated with the post will be confirmed at contracting stage.</p>
<p>Superannuation</p>	<p>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.</p>
<p>Age</p>	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><u>* Public Servants not affected by this legislation:</u></p>

	<p>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.</p> <p>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.</p>
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	<p>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.</p> <p>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.</p> <p>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.</p> <p>You should check if you are a Mandated Person and be familiar with the related roles and legal responsibilities.</p> <p>Visit HSE Children First for further information, guidance and resources.</p>
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	<p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, 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.

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

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| | <ul style="list-style-type: none">• 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 procedures².• 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. |
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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