**Radiation Therapist, Clinical Specialist – Radiation Safety Officer**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Radiation Therapist, Clinical Specialist – Radiation Safety Officer(Grade Code: 3964) |
| **Remuneration** | The salary scale for the post as of **01/03/2025** is: 64,300 67,568 70,341 73,120 75,949 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** | G8986 |
| **Closing Date** | Thursday, 17th July 2025 at 10am via Rezoomo only |
| **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** | Radiation Oncology Centre, Galway University Hospitals, HSE West & North WestThere is currently 1 permanent, whole-time vacancy available in Galway University Hospitals.A panel may be formed as a result of this campaign for Galway University Hospitals 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 Stephen Coyne, Radiation Therapy Service Manager**Tel:** 091-542567 / **Email:** stephen.coyne@hse.ie for further information about the role. |
| **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 Radiation Therapy Service Manager III, and Radiation Therapy Service Manager I, or designated officer.
* Have Radiation Therapists report directly to them.
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| **Purpose of the Post**  | * To undertake responsibility on a day-to-day basis for the implementation, management and supervision of Radiation Safety within the Radiation Oncology Department in Galway University Hospital whilst maintaining a clinical role. The division of time between Radiation Safety and Clinical duties will vary depending on staffing. However it is expected that they will be rostered clinically during staff shortages and to keep their clinical competency.
* To provide specialist clinical care within a team of Radiation Therapists in the day to day provision of safe and accurate radiotherapy services.
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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.
* The person holding this post will take primary responsibility for the implementation, management and supervision of Radiation Safety within the Radiation Oncology Department within Galway University Hospital whilst maintaining a clinical role

**RSO Specific Duties*** Liaise with the RTSM III and RTSM I, Radiation Protection Adviser (RPA) on Radiation issues within the department.
* Attend and participate in relevant meetings, in particular the GUH Radiation Safety Committee meeting and also present incidents and near misses at the Radiation Oncology Management team meeting.
* Participate in clinical audits relevant to the post and prepare for HIQA and EPA inspections.
* Involvement in the commissioning, training and implementation of new radiation oncology equipment.
* Ensure that every staff member has read and understood the Radiation Safety Procedures.
* To identify controlled and/or supervised areas to internal and external staff members.
* Promote the ALARA principle.
* To ensure that all personal protective equipment is regularly examined and records maintained accordingly.
* Ensure the accurate records/logs of all incidents and near misses are maintained.
* Staff dose monitoring.
* Quality assurance of radiation oncology equipment.
* Investigate and report on circumstances of out-of-range dose readings and report to appropriate staff in consultation with the RPA.
* Investigate and report on radiation incidents and near misses using internal and external incident reporting methods.
* Maintain up-to-date knowledge of developments and requirements regarding radiation safety.
* Maintain knowledge of regulations /EU directives, statutory instruments regarding medical ionising radiation protection.
* Maintain on-going training and training records for all staff in radiation safety for staff and visitors.
* Participate in and organise lectures or presentations for other staff disciplines in radiation safety as required.
* Ensure that all hospital policies and relevant legislation on radiation safety are understood by all relevant staff and complied with.
* Promote and participate in research projects involving radiation safety.
* Identify and implement operational processes to the standards of best practice in order to optimise use of resources and to ensure compliance with statutory requirements.
* Development and implementation of risk management strategies.
* Responsible for the implementation of radiation protection systems in consultation with the RPA and in their absence.

**Clinical Service Delivery*** Provide specialist clinical care and support within a team of radiation therapists for an allocated area (planning/ pre-treatment area/ CT simulator/ treatment unit or clinical area) ensuring safe and accurate delivery of radiotherapy planning and treatment processes.
* Undertake and/ or independently check specialised dose calculations and complex planning data throughout the processes of localisation, simulation, planning, verification and treatment delivery.
* Ensure that all radiotherapy equipment is safe and accurate to operate and immediately report any faults.
* Maintain accurate records of equipment service, maintenance, malfunction, downtime and performance as required and co-ordinate preventative maintenance schedules in accordance with clinical demand.
* Report all incidents, errors and near misses immediately and ensure that corrective and preventive measures are implemented effectively as appropriate. Investigate and take appropriate action in accordance with hospital policy in relation to complaints, accidents and incidents.
* Give regular feedback through the reporting structure providing regular updates on the day to day running of the clinical area of responsibility.

**Professional Standards & Development*** Be responsible for maintaining and developing specialist skills and knowledge in all aspects of Radiotherapy, keeping own continuous professional development up-to date. Undertake appropriate training to maintain high levels of evidence based clinical skills and competence to practise.
* Actively contribute to policies which are critical to patient care and takes account of different functions and service units when developing plans and services
* Adhere to the hospital’s protocols with an expectation to contribute to the development and implementation of procedures and protocols within the radiation therapy department at a local level and if appropriate at a group/ national level.
* Be innovative in service management. Support the Radiation Therapy Service Manager in the implementation of initiatives aimed at on-going service development and improvement.
* Advise on equipment selection, purchase, replacement or upgrading and plan for changing circumstances.
* Be familiar with, understand and comply with all Saolta and departmental policies, procedures and protocols and ensure staff and students within your area of responsibility also comply.
* Be familiar with and adhere to relevant legislation governing the use of Ionising Radiations and ensure staff and students within your area of responsibility also comply.

**Communication & Information Management*** Communicate in a clear and empathetic manner to clients and carers/ families to address any concerns.
* Develop and maintain effective communication with all members of the multidisciplinary team to ensure there is an effective flow of information relating to radiotherapy in order to promote mutual respect and understanding of professional roles and responsibilities.
* Report and record all accidents, incidents, near misses within your area of responsibility, using appropriate hard-copy or electronic documentation and assist with investigations, when necessary.
* Demonstrate willingness to share knowledge and/ or new ideas with staff and colleagues.

**Education & Training*** Keep up-to-date in all aspects of radiotherapy and take responsibility for own continuous professional development, undertaking appropriate training and maintaining competence to practice.
* Undertake and keep up-to-date on all mandatory training as required by the Saolta University Health Care Group/ HSE.
* Provide specialist clinical training and supervision for less experienced Radiation Therapists.
* Be responsible, in partnership with wider network management, for the education of student therapists through provision of placements and through support for Therapists who are practice educators within their department.
* Ensure excellent work practices and educate others through coaching and mentoring.
* Develop and maintain a training function as may be required in relation to qualified staff and/ or trainees and students. Supervise and assess all training as required.

**Leading & Building the Team*** Deputise for the Radiation Therapy Service Manager III (RTSM) and Radiation Therapy Service Manager I (DRTSM) as required.
* Ensure high standards of practice in own work areas and act as a professional role model for other staff. Facilitate the work of staff by offering advice and support.
* Develop staff to their full potential by devolving authority and responsibility within professional limits. Lead and enthuse the team around change issues.
* Allocate responsibilities to appropriate staff. Ensure the optimum and effective use of staff through efficient scheduling, skills/ grade mix planning, workload measurement and staff deployment in cooperation with Radiation Therapy Service Manager.
* Provide leadership skills at local level and where appropriate at group level for the professional development of Radiation Therapists and contribute to the development of other professions as required.
* Develop staff morale by delegating appropriately. Define team goals and keep the team focused.
* Take responsibility for managing and improving attendance of staff within your area of responsibility in accordance with the HSE Managing Attendance Policy (January 2009) Revised 2014.
* Monitor workload pressures on staff and intervene as appropriate.
* Hold regular team briefings and encourage a contribution from all staff.

**Quality Assurance*** Ensure that Policies for the Safe Use and Application of Ionising Radiation including Standard Operating Procedures issued by the Radiation Safety Committee of Galway University Hospitals and all relevant legislation on radiation safety is understood and complied with by staff.
* Ensure that the needs of patients and their carers’ are at the core of the delivery of radiotherapy services. Monitor the patient's mental and physical condition to ensure safety and accuracy of procedure.
* Delivery of appropriate advice to patients either in person or by referral to another health care professional (i.e. Dietician, Social Worker, Physiotherapist, etc.)
* Ensure adherence to all codes and guidelines relating to professional practice including the maintenance of quality assurance standards.
* Be familiar with the relevant organisational policies, procedures & standards in relation to infection control, hygiene services, health & safety.
* Participate in the development of radiotherapy policies, procedures, work instructions and clinical protocols and also in the process of internal and external audit.
* Regularly measure and review practice and clinical standards of care.
* Identify areas for quality improvement and work with multi-disciplinary team members in achieving a quality improvement.
* Support the Radiation Therapy Service Manager in setting, monitoring and maintaining the highest standards of care within the radiotherapy quality management system.
* Demonstrate an understanding of quality processes designed to improve the care of patients and service users and promote a culture of continuous service improvement among staff. Encourage staff participation and that of service users in reviewing and modernising services and service development.

**Finance*** Be cognisant of financial implications associated with the service delivery in their area and contribute to financial planning to ensure that appropriate budgetary control procedures are implemented. Manage use of consumables efficiently.
* Contribute to the development and implementation of operational policies, protocols and guidelines to ensure optimum utilisation of resources and systematic audit of such usage.

**Health & Safety*** 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.

**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** | **This campaign is confined to staff who are currently employed by the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 as per Workplace Relations Commission agreement -161867**Candidates must on the closing date:**Statutory Registration, Professional Qualifications, Experience, etc.** (a) Candidates for appointment must: (i) Be registered, or be eligible for registration, on the Radiation Therapists Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU. **AND**(ii) Have not less than 6 years full time (or an aggregate of 6 years full time) post qualification clinical experience in the specialty of Radiation Therapy. **AND**(iii) **Continuous Professional Development** Possess a minimum of 10 postgraduate ECTS credits or equivalent in the relevant specialty inclusive of activities that are complementary to the role, as recognised by the IIRRT\*\* (See Note 1 below).**AND**(iv) **Requisite Knowledge & Ability** Candidates must have the requisite knowledge and ability (including a high standard of suitability, managerial, leadership and professional ability) for the proper discharge of the duties of the office. **AND**(v) Provide proof of Statutory Registration on the Radiation Therapists Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU before a contract of employment can be issued.  **Note 1** Portfolio Requirements for meeting the educational requirements for the post of Radiation Therapist Clinical Specialist. All candidates wishing to apply for the role of Radiation Therapist Clinical Specialist must submit a portfolio for review, along with their application form, to demonstrate how they meet the educational requirements of the post. A minimum of 10 postgraduate ECTS credits, or equivalent in the specialty, as recognised by the IIRRT, is required to meet the eligibility for this post and certified proof of completion must be included. Ten European Credit Transfer System (ECTS) credits equates to 250 hours of specific learning, effort with one ECTS equating to 25 hours of work. ‘Effort includes all courses, lectures, tutorials, seminars, time spent in independent study or research and any additional time and effort expected of a Radiation Therapist’). A minimum of 5 ECTS must be accumulated through direct learning. The purpose of this portfolio is to demonstrate to the IIRRT in writing that you meet the above eligibility criterion. The portfolio should be pertaining to the preceding 4 years working in the speciality of radiation therapy and should include: * Details of relevant education undertaken including copies of certificates of any

relevant courses completed\*; * Copy of transcripts of any academic courses completed bearing the stamp of the

awarding body and details of the curriculum of the completed course\*\*; * Details of relevant continuing professional development\*;
* Details of relevant research activity\*;
* Details of involvement in relevant educational activities\*;
* Details of relevant professional activities, which demonstrates acquired prior learning of the speciality\*;

**NOTE:** **The Post Graduate award or relevant modules at QQI Level 9 need not be in the** **preceding 4 years.** \* Include details of the time spent on the activity and the acquired competences relevant to the context of practice gained through this form of learning. \*\* The IIRRT reserve the right to request original transcripts**Annual Registration** (i) On appointment practitioners must maintain annual registration on the Radiation Therapists division of the Radiographers Register maintained by the Radiographers 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** | * Demonstrate depth and breadth of experience in the speciality area of radiation safety in Radiation Oncology, as relevant to the role.
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| **Other requirements specific to the post** | * The appointee will be required to participate in departmental ‘out of hours’ rota arrangements including weekend on call, as required.
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| **Skills, competencies and/or knowledge** | Candidates must:* Demonstrate a high level of clinical expertise, knowledge and evidence based practice to carry out the duties and responsibilities of the role.
* Demonstrate an ability to apply knowledge to best practice.
* Demonstrate the ability to lead on clinical practice and service quality.
* Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money within a model of person-centred care and the ability to manage deadlines and effectively handle multiple tasks.
* Demonstrate an ability to manage and develop self and others in a busy working environment.
* Demonstrate the ability to effectively evaluate information and make appropriate decisions.
* Demonstrate a commitment to assure high standards and strive for a user centred service.
* Demonstrate effective communication and interpersonal skills.
* Demonstrate effective leadership and team management skills including the ability to work with multi-disciplinary team members.
* Display awareness and appreciation of service users and the ability to empathise with and treat others with dignity and respect.
* Demonstrate resilience and composure.
* Demonstrate flexibility and openness to change.
* Demonstrate a commitment to continuing professional development.
* Demonstrate a willingness to develop IT skills relevant to the role.
* Demonstrate initiative and innovation in the delivery of service.
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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. |

**G8986 Radiation Therapist, Clinical Specialist – Radiation Safety Officer**

**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. 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)