**Physiotherapist, Senior**

**(Fisiteiripeoir, Sinsearach)**

 **Early Supported Discharge (ESD) Stroke Care**

 **Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title and Grade** | **Physiotherapist, Senior – Early Supported Discharge (ESD) Stroke Care****Fisiteiripeoir, Sinsearach)***(Grade Code 3158)* |
| **Remuneration** | The Salary scale for the post as at 01/03/2025 is: €63,279-€64,629-€66,021-€67,399-€68,779-€70,231-€71,760-€73,285-€74,509New 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** | L8488  |
| **Closing Date** | Friday 11th July 2025 at 4pm |
| **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** | **Letterkenny University Hospital, Co. Donegal.**A panel may be created for **Physiotherapist, Senior - ESD Stroke Care** from which permanent and specified purpose vacancies of full or part time duration may be filled |
| **Informal Enquiries** | **Name**: Tommy Kerr, Physiotherapist Manager in Charge III, Letterkenny University Hospital, Co. Donegal**Phone**: 074 91 23582**Email**: tommy.kerr@hse.ie  |
| **Details of Service** | The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.The region comprises of 7 hospitals across 8 sites:* [Letterkenny University Hospital (LUH)](https://saolta.ie/hospital/letterkenny-university-hospital)
* [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital)
* [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital)
* [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital)
* [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Lady’s Hospital Manorhamilton (OLHM)
* Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) 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-in-Charge III Letterkenny University Hospital through the professional line management structure.  |
| **Purpose of the Post**  | * To be responsible for the provision of a high quality Physiotherapy service in accordance with standards of professional practice.
* To work with the Physiotherapy Manager in co-ordination, developing and delivery a quality client centred Physiotherapy service across the organisation and in their designated area(s).
* To provide a physiotherapy service to patients in LUH wards.
* To work in conjunction with other team members in co-ordinating and developing the service to meet the needs of the population it serves in line with the objectives of the organisation.
* Carry out clinical and educational duties as required.
 |
| **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 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

**Professional / Clinical***The Senior Physiotherapist will:* * 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 the co-ordination and delivery of a quality service in line with best practice and professional standards.
* Be a lead clinician in assigned, allocated clinical areas of responsibility and carry a clinical caseload appropriate to the post.
* Lead a team of Staff Grade Physiotherapists, as appropriate to the role.
* 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.
* Communicate effectively with and provide instruction, guidance and support to, staff clients, family, carers etc.
* Work as a key worker for particular cases, if required.
* 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.
* Be a clinical resource for other Physiotherapists.
* Plan and manage resources efficiently in assigned areas of responsibility.
* Document client records in accordance with professional standards and departmental policies.
* Provide a service in varied locations in line with local policy and within appropriate time allocation (e.g. clinic, home visits).
* Apply health promotion as an ethos across the clinical area to promote health and wellbeing.
* Participate and be a lead clinician as appropriate in review meetings, case conferences etc.
* Seek advice of relevant personnel when appropriate / as required.

**Education & Training***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).
* Co-ordinate and deliver clinical placements in partnership with universities and clinical educators.
* 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.
* Engage in personal development planning and performance review for self and others as required.

**Quality, Health & Safety and 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.
* Assess and manage risk in their assigned area(s) of responsibility.
* 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.
* 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.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Administrative***The Senior Physiotherapist will:* * Contribute to the service planning process.
* 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.
* 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.
* Oversee the upkeep of accurate records in line with best practice.
* Represent the department / team at meetings and conferences as appropriate.
* Inform the Physiotherapy Manager of staff issues (needs, interests, views) as appropriate.
* Promote a culture that values diversity and respect in the workplace.
* Participate in the control and ordering of Physiotherapy stock and equipment in conjunction with the Physiotherapy Manager.
* Be accountable for the budget, where relevant.
* Keep up to date with organisational developments within the Irish Health Service.
* Engage in IT developments as they apply to clients and service administration.
* Perform such other duties appropriate to the role as may be assigned by the Physiotherapy Manager.

**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.

**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.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **1. Statutory Registration, Professional Qualifications, Experience, etc**(a) **Candidates for appointment must:** (i) Be registered, or be eligible for registration, on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU.<https://coru.ie/health-and-social-care-professionals/education/approved-qualifications/physiotherapists/>**If you are a section 91 candidate, please see note \*****AND**(ii) Have three years full time (or an aggregate of three years full time) post qualification clinical experience.**AND**(iii) Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.**AND**(iv) Provide proof of Statutory Registration on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU **before a contract of employment can be issued.** 2. **Annual registration** (i) On appointment, practitioners must maintain annual registration on Physiotherapists Register maintained by the Physiotherapists 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). 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. 4. **Character** Candidates 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 Professional 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 the attached link.**[**https://coru.ie/health-and-social-care-professionals/education/approved-qualifications/physiotherapists/**](https://coru.ie/health-and-social-care-professionals/education/approved-qualifications/physiotherapists/)**Section 91 candidates are individuals who qualified before 30th September 2018 and have 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, 2005.** |
| **Post specific Requirements** |  **Candidate must demonstrate:** * Depth and breadth of experience of working in an acute hospital.
* Depth and breadth of experience across a variety of acute inpatient settings, including respiratory, neurology and elderly care.
 |
| **Other requirements specific to the post** | Supporting on call and weekend work, which is a requirement of this post |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & 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 to service users.
* Demonstrates 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 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.

**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.
* Demonstrate a commitment to continuous professional development and knowledge sharing.

**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.

**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*** Display 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.
 |
| **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 being called forward 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. |
| **Code of Practice** | 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”.Codes of practice are published by the CPSA and are available on [www.cpsa.ie](http://www.cpsa.ie) |
| 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**

|  |  |
| --- | --- |
| **Tenure**  | The current vacancy available is pensionable, **permanent** and **whole time.** 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. |
| **Remuneration**  | The Salary scale for the post as at 01/03/2025 is: €63,279-€64,629-€66,021-€67,399-€68,779-€70,231-€71,760-€73,285-€74,509New 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 |
| **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 job offer 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 recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants recruited since 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. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation * To report child protection concerns at or above a defined threshold to TUSLA.
* To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report

You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Protection of Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Ethics in Public Office 1995 and 2001****Positions remunerated at or above the minimum point of the Grade VIII salary scale (€68,310 as at 01.09.19)** | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 68,310 as at 01.09.2019) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below;A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer. C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <http://www.sipo.gov.ie/> |
| **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. |
| **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-1), 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-2).
* 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 the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)