**Medical Scientist, Staff Grade (Histology)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Medical Scientist, Staff Grade (Histology) Eolaí Leighis, Grád Foirne (Histeolaíocht)(Grade Code: 3875) |
| **Remuneration** | The salary scale (at 01/03/2025) for the post is: €43,892 - €45,539 - €48,149 - €49,389 - €50,569 - €53,430 - €55,350- €57,316 - €59,324 - €61,342 - €63,364 - €65,404 - €67,458 - €69,534- €71,552 - **€72,938** **LSI**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** | SLIGO 0546 |
| **Closing Date** | 12 noon 6th May 2025**Only fully completed application forms submitted via Rezoomo by the closing date and time will be accepted. No exceptions will be made.****\*\*\*CV's not accepted for this campaign\*\*\*** https://www.rezoomo.com/job/78517/ |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' 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** | Sligo University Hospital. Ospideal Ollscoile ShligighHistology Laboratory.There is currently specified purpose, whole-time vacancy available in the Histology Laboratory.A panel may be formed as a result of this campaign for the Histology Laboratory 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. Name: Sinead O’Rourke Title: Chief Medical Scientist, Sligo University Hospital Tel. 071 9174564Email: sinead.orourke4@hse.ie  |
| **Details of Service** | Pathology is a clinical service, which carries out investigations on specimens from patients. It is central to the diagnosis, management and treatment of disease. The service is at the heart of the development of modern scientific medicine, and the practice of pathology has become steadily more diverse and complex. The laboratory is divided into five main disciplines, namely, Biochemistry, Blood Transfusion, Haematology, Histology and Microbiology, with some other subsections within these disciplines/laboratories. The Histology Laboratory in Sligo provides a diagnostic service ranging from surgery cases to GP cases. Histology techniques: * Paraffin embedded tissue processing
* Cytology
* Immunohistochemistry
* Special stains

The Department is led by the Laboratory directorship including the Chief Medical Scientist, Consultant Histopathologist and Laboratory Manager.HSE West and Northwest Group provides acute and specialist hospital services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.**HSE West and Northwest Strategy**.We are committed to ensuring that our patients are at the centre of all service design, development and delivery. Over the five years of the strategy we will further develop our services, both clinical and organisational based around seven key themes: Quality and Patient Safety; Patient Access; Governance and Integration; Skilled Caring Staff; Education Research and Innovation; eHealth and Infrastructure. These will be our key areas of focus to enable us to meet the future needs of our patients. We continue to work very closely with our colleagues in the community both Community Healthcare West and Community Health Organisation 1 in the North West to deliver more streamlined care to our patients in line with the national focus of bringing services closer to patients.While the tertiary referral centre for the Group is University Hospital Galway, it is essential that all our hospitals work more closely together in delivering services to address the challenges facing us across our region. A key theme of our 5-year strategy is the development of Managed Clinical and Academic Networks (MCAN).These networks will ensure that specialities in individual hospitals will no longer work in isolation but as a networked team which will improve clinical quality and patient safety. It will also support collective learning/sharing of expertise and will be supported by education, training, research and audit programmes. It will result in safer, standardised and more sustainable services for our patients.  |
| **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** | * Reporting to Chief Medical Scientist/Senior Medical Scientist in line with the departmental reporting structures.
* Responsible to Laboratory Manager.
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| **Key Working Relationships** | * The Medical Scientist will work as part of a laboratory based team comprising of Senior Medical Scientist, Medical Scientists and Laboratory Aides. The post holder will report to Chief Medical Scientist/Senior Medical Scientist under the direction of Laboratory Manager and Consultant Histopathologists. The post holder will engage with other Hospital departments as part of their duties and responsibilities.
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| **Purpose of the Post**  | * In co-operation with the Chief Medical Scientist, Consultant Head of Department, and other laboratory staff, perform Histology testing on patient specimens to the highest professional standards.
* To participate as a Medical Scientist, Staff Grade in providing a high quality and efficient laboratory service to Consultants, Doctors and their patients within the hospital and the community.
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| **Principal Duties and Responsibilities** | * The post holder will support the principle that care of the client/service user comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every client/service user to the greatest possible degree
* Maintain throughout the Group’s awareness of the primacy of the client/service user 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

**Scientific/Professional:***The Medical Scientist, Staff Grade will:** Partake in method development, method validation and system suitability testing as appropriate
* Maintain competence in all tests carried out by the Laboratory and demonstrate on going competence in all areas.
* To assist in the monitoring of trends for quality assessment purposes
* Participate as required in the registration, custody and stock level of the Laboratory reagents and other consumables.

**Quality & Audit:***The Medical Scientist, Staff Grade will:** Comply with the requirements of ISO 15189 and with the laboratory documented policies and procedures as appropriate.
* Carry out calibration and qualification of equipment and instrumentation as delegated.
* Actively participate in internal and external quality control and quality assurance and other quality strategies and initiatives required for maintenance of accreditation.
* Participate in and be subject to appropriate internal and external audit including method demonstration as determined by ISO 15189.
* Report suspected non-conforming work or opportunities for improvement or preventative actions to their supervisor.
* Receive and record details concerning non-conforming work such as mishaps, complaints and defects in supplies and equipment, investigate the circumstances with appropriate team members and take the necessary actions and report findings as required, as determined by the Chief Medical Scientist

**Health & Safety***The Medical Scientist, Staff Grade 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 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.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. 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, Staff Grade will:** Participate in mandatory training programmes
* Take responsibility for, and keep up to date with current practice by participating in continuing professional development as appropriate.
* 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, Staff Grade 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.
* Be familiar with and duly implement all documented procedures and policies.
* Participate in the provision of appropriate statistical and management information.
* 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.

**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** | **Candidates that are graduating in 2025 are eligible to apply for this campaign.****Candidates must have at the latest date of application: -**In exercise of the powers conferred on me by Section 22 of the Health Act 2004, I hereby approve the qualifications, as set out hereunder, for the appointment and continuing as an **Medical Scientist** in the Health Service Executive. **1. Statutory Registration, Professional Qualifications, Experience, etc**

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| (a)  | **Candidates for appointment must:**  |
| **(i)**  | Be registered, or be eligible for registration, on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU.  |
| **OR** |
| **(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.  |
| **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 Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU **before a contract of employment can be issued. *Applicable to Section 38 applicants only).***  |

 **2. Annual registration *\* (Applicable to Section 38 Applicants only\*)***

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| **(i)**  | On appointment practitioners must maintain annual registration on the Medical Scientists Register maintained by the Medical Scientists 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.Note 1\*Section 91 candidates are individuals who qualified before 31st March 2019 and have been 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 31st March 2014 and 31st March 2019 are considered to be Section 91 applicants under the Health and Social Care Professionals Act 2005.Note 2\*For information in relation to the type of applicants – please click on this link:https://coru.ie/health-and-social-care-professionals/registration/what-kind-of-applicant-am-i-/ |
| **Post Specific Requirements** | * Demonstrate depth and breadth of experience in Histology as relevant to the role
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| **Other requirements specific to the post** | * Participation in the out-of-hours ‘on-call’ rota, where required
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| **Skills, competencies and/or knowledge** | ***Candidates must demonstrate the following****:* **Professional Knowledge*** Demonstrate good theoretical and practical knowledge of medical microbiology, particularly in relation to pathogens of Public Health significance.
* Demonstrate evidence of having experience in a medical microbiology laboratory.
* Demonstrate up-to-date knowledge of Best Practice in delivering a quality medical microbiology service.
* Demonstrate understanding of the role of medical microbiology in the healthcare system.
* Demonstrate knowledge of laboratory accreditation; participate in the development and authorship, and/or review and revision of SOP’s. Participate in internal audit schedule.
* Demonstrate understanding of the role of quality assurance, quality management and process improvement principles in laboratory operation and planning.
* Demonstrate understanding of the major features of a laboratory information system.
* Demonstrate commitment to continuing professional development
* Demonstrate evidence of computer skills and a willingness to develop IT skills relevant to the role
* Demonstrate experience in documentation preparation.
* Assist in all costing activities within the Laboratory.
* Provide appropriate statistical and management information as needed.
* Demonstrate the ability to evaluate information, solve problems and make effective decisions.
* 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.
* Demonstrate awareness and compliance with HSE policies, procedures, guidelines and standards and promotion of this to others.
* Be aware of and adhere to relevant standards policies and legislation for example Health and Safety, Freedom of Information Act 2014, HIQA Standards.

**Planning & Organising*** Demonstrate evidence of effective planning and organising skills
* Demonstrate experience of managing workloads, ability to work under pressure and multi-task.
* Demonstrate the ability to manage self in a busy working environment
* Demonstrate the ability to evaluate information, solve problems and make effective decisions.
* Demonstrate the ability to identify and resolve system failures and anomalies
* Demonstrate ability to manage deadlines
* Ensure most effective use of resources.
* Demonstrate evidence of commitment to continuing professional development.

**Commitment to providing a Quality Service** * Demonstrate a strong commitment to the provision of a quality service
* Demonstrateup-to-date knowledge of best practice in delivering a Quality Laboratory Service
* Demonstrate motivation and an innovative approach to job and service developments
* Demonstrate awareness and appreciation of the service user and the patient
* Demonstrate flexibility and openness to change.
* Demonstrate a focus on quality and customer centred service provision.

**Team Skills*** Demonstrate ability to work to your own initiative, work independently and as lead person and ability to manage a team.
* 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 evidence of project management skills encompassing all streams of work appropriate with key objectives and priorities to achieve National, Regional and internal milestones and responsibilities.
* Demonstrate experience in staff training and maintaining staff training records.
* Demonstrate ability to maintain self-control in difficult and challenging situations.
* Demonstrate supervisory, management and leadership experience.

**Communication & Interpersonal Skills*** Demonstrate interpersonal skills in functioning as a member of a Health Care Team.
* Demonstrate principles of confidentiality with all information.
* Demonstrate effective communication skills including the ability to present information in a clear and concise
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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. |

 **Medical Scientist, Staff Grade (Histology)**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is **Specified purpose** 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 working week applying to the post is to be confirmed at Job Offer stage. HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **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.  |
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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)