**Endoscopy Operative**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Endoscopy Operative, Oibrí Ionscópachta*(Grade Code 6017) Band 1* |
| **Remuneration** | The Salary Scale (as at 01/03/2025) for the post is: €40,710 - €41,772 - €42,906 - €43,993 - €45,156 - €46,353 - €47,588 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 0561 |
| **Closing Date** | 12 Noon on 01st July 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/80999/ |
| **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 ShligighEndoscopy Department There is currently one permanent part-time vacancy available in Endoscopy Department A panel may be formed as a result of this campaign for Endoscopy Operative from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled..  |
| **Informal Enquiries**  |  **Name:** Caroline Quinn**Job Title:** Assistant Director of Nursing – Peri-Operative Directorate**Tel:** 071 91 71111 Ext: 74546**Email:** carolinea.quinn@hse.ie |
| **Details of Service** | 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 VISION STATEMENT** Our Vision is to build on excellent foundations already laid, further developing and integrating our Group, fulfilling our role as an exemplar, and becoming the first Trust in Ireland.**OUR GUIDING VALUES** **Respect** - We aim to be 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 will 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 will 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. **Teamworking** – we will engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission. **Communication** - we aim to 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 appointee will report directly to the Clinical Nurse Manager, EndoscopyAccountable to: Assistant Director of Nursing and Director of Nursing. |
| **Key Working Relationships** | To give the applicant a send of the key working relationships associated with the role, provide an overview of the types of people the jobholder will typically engage with as part of their duties and responsibilities. * CNM’s Endoscopy
* Staff Nurses Endoscopy
* Theatre staff
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| **Purpose of the Post**  | * To assist the Nurse and Multidisciplinary clinical team in the provision of quality care to patients in the Endoscopy setting.
* The Endoscopy Operative performs this role under the supervision and direction of a Registered Nurse.
* Work in accordance with the Department’s Standard Operating Procedures and Quality Management Systems.
* The role involves exposure to blood and body fluids
* To be able to accommodate change in a rapidly changing environment and encourage team members to embrace necessary change. Have a positive attitude to challenges and devise ways to make them happen.
* Handle and care of decontamination and storage of endoscopes as per local and national guidelines and manufacturer recommendations
* Assist with patient care in the recovery setting
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| **Principal Duties and Responsibilities** | * The person holding this post is required to support the principle that the 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 role and you will be required to participate in the Group’s performance management programme.
* Have a working knowledge and comply HSE Decontamination standards (2019), in particular Health Service Executive Standards and Recommended Practices for Operational Management of Endoscope Decontamination Facilities
* <https://www2.healthservice.hse.ie/organisation/qps-education/hse-standards-for-decontamination/>

Endoscopy Operatives should conduct themselves in a manner that conveys respect of the individual and ensures safe patient care. The personal characteristics that indicate these principles should include:* Confidentiality
* Courtesy
* Accountability
* Communication
* Dignity and privacy

**The Endoscopy Operative will:*** Ensure appropriate protective clothing is worn as necessary when carrying out duties as per local and national guidelines.
* Check and clean specified medical equipment and report any broken equipment to the Clinical Nurse Manager/Nurse in Charge.
* Ensure all equipment cleaning documentation is kept up to date and available for inspection.
* Stock and replenish all stores within your place of work.
* Give immediate attention to all spillages in order to reduce the risk of accidents within your place of work.
* Ensure universal precautions are taken with the handling and disposal of clinical waste.
* Adhere to infection control policies.
* Adhere to Sligo University Hospital guidelines in the complete process of endoscope decontamination from preclean to safe storage after decontamination.
* Collect and transport used equipment to the Decontamination area as required.
* Decontaminate endoscopes using all solutions and machines according to manufacturer’s instructions.
* Assist in the delivery of patient care under the supervision of the Clinical Nurse Manager/Registered Nurse.
* Attend meetings as required by the Clinical Nurse Manager 2/Nurse in Change.
* Attend all mandatory training as per Sligo University Hospital Mandatory Training requirements.
* Carry out other duties which may be assigned from time to time from the clinical nurse manager/nurse in charge.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards, HSE Decontamination standards etc.and comply with associated HSE protocols for implementing and maintaining these standards.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Traceability:*** Demonstrate knowledge of the importance and rationale for endoscope traceability utilizing the electronic track and trace system (Scopetrack).
* Demonstrate knowledge of the manual scope tracking system used.

**Maintenance:*** Send endoscopes for repair and order loan equipment as per local guidelines.
* Maintain Drying cabinet as per daily and weekly checklists, reporting faults to nurse in charge and maintenance department.
* Maintenance of Wassenburg machines as per daily and weekly check lists, reporting faults as per local guidelines
* Undertake periodic quality assurance testing of endoscopes and related machines as part of the role

Assist Nursing in relation to :* Ensuring endoscopy procedure rooms are ready for use
* Check and ensure equipment is working prior to use, report any issues relating
* Assist the recovery room nurse with caseload including recording and reporting of the national early warning score (EWS)
* Assist with patient positioning ensuring patients dignity at all times
* Be confident and competent with the positioning requirements for procedures
* Attend all necessary training required for the post and safe deployment of duties
* Ensure all equipment is checked and in good working order prior to use and reporting of defective items/equipment or issues to the relevant staff/manager
* Check and ensure CO2 cylinder are filled and have adequate levels of CO2.
* Rotation of stock as required ensuring short dated items/products are used.
* Ensure availability of processed scopes
* Participate & complete Competency based training as required for the post along with on-going education within the department
* Remain at or close to the point of patient care during list duration to enable full MDT communication.

**Transport Duties*** Moving of equipment and stocks within the departments

**Cleaning Duties*** Cleans and decontamination of equipment according to local infection control guidelines and national guidelines
* Clean blood spills in accordance with hospital policy
* Complete cleaning duties/cleaning schedule as required and document accordingly
* Storage rooms,, consumable stock room, , equipment stores room to be kept clean & tidy.

 **Stocking Duties*** Completes store orders as per schedule/as required and ensures adequate supplies from CSSD,surgical supplies and the NDC stores
* Receive and store CSSD supplies in the appropriate storage facility,
* Stocking ofstock and non-stock supplies from requisitions to appropriate storage areas while paying attention to stock rotation.
* Stocking and storage of chemicals as per local guidelines
* Assist with Laundry management and be aware of Laundry policies
* Stock the decontamination area while a paying attention to stock rotation

**Communication*** Communicate effectively with all members of the multidisciplinary team to ensure care is patient focused and of the highest standard.
* Report any untoward incident or equipment problem to Nurse in charge
* Demonstrate a good working relationship with all grades of staff.
* Treat patients, visitors and fellow workers with respect and dignity at all

 times.* To promote a positive image of the Department and Directorate at all times.

**Confidentiality*** Respecting confidential information obtained in the course of employment and refraining from discussing such information.
* Maintaining an awareness of the privacy of the patient in relation to all hospital activities as per the General Data Protection Regulations and Data Protection Acts.

**Education and Training*** Keep up to date with local Policy & Guidelines, new procedures and equipment
* Undertake recommended education and training as per competency training programme while in post as required to execute the role.
* Attend all mandatory training and participate in professional training.
* Suggest methods in which errors or quality problems can be reduced.
* Attend departmental training sessions and keep up-to-date with changes in practices, developments and new procedures.
* Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
* Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
* Take responsibility for identifying what learning you need to do your job better and jointly plan with your line manager what training you require.
* Complete the relevant HSE land courses as relevant to the role, eg chemical safety awareness training, HSE land Decontamination modules
* Must be willing to undertake and complete a level 6 minor award in Decontamination as part of the role if not already completed
* Undertake and complete local competency training programme in decontamination as part of the role for the decontamination process of endoscopes
* Staff must demonstrate knowledge and skills detailed within the competency programme to achieve competence
* Will attend internal and external courses provided by manufacturers as required

**Use of Resources** * To support the MDT staff in ensuring that resources are used appropriately and keep waste to a minimum.
* To constantly seek to improve use of resources within Theatres/Endoscopy.
* To ensure that all equipment is cared for, cleaned and stored to provide best levels of service.

**Other*** In the event of a major incident, employees will be expected to report for duty on notification.
* Maintain a high standard of hygiene in line with HIQA and hospital guidelines.
* Service needs require that staff may be rostered for unsocial hours’/shift work.
* Carry out other duties, which may be assigned from time to time.
* 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 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 must on the latest date of application:** 1. **Professional Qualifications, Experience, etc.**
2. Hold a qualification in Health Services Skills or Health Care Support at Quality and Qualifications Ireland (QQI)\* Level 5 (or higher).

**Or**1. Hold a relevant health care qualification at least equivalent to (a) above.

**And**1. Have experience working in a Hospital environment relevant to the role.

**And**1. Candidates must have the personal competence and capacity to properly discharge the functions of the role.

**\*Note: FETAC and HETAC have been replaced by Quality & Qualifications Ireland (QQI). For more information, visit www.QQI.ie****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 working in a Hospital environment as relevant to the role.
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| **Other requirements specific to the post** | * Flexibility regarding working hours to meet the demands of the service
* Undertake local competency based training programme for decontamination of endoscopes
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| **Skills, competencies and/or knowledge** | Candidates must demonstrate:**Professional Knowledge*** Demonstrate awareness of and adherence to relevant standards, policies and legislation for example health and safety, Freedom of Information Act 1997, Childcare Act, HIQA Standards and JAG standards.
* Knowledge in the decontamination of reusable invasive medical devices
* Evidence of basic computer skills
* A commitment to continuing professional development

**Planning & Organising Skills*** Demonstrate the ability to look ahead and forward plan for service delivery.
* Demonstrate the ability to prioritise their workload and complete tasks in a timely and efficient manner.
* Demonstrate a meticulous approach to work and the ability to pay attention to detail.

**Commitment to Providing a Quality Service*** Demonstrate the ability to ensure high quality work and results.
* Demonstrate experience in the use of quality standards and procedures to ensure continuous improvements in the running of the service.
* Demonstrate ability to work to Standard Operating Procedures
* Demonstrate ability to work accurately under pressure
* Demonstrate ability to stay calm/work under pressure
* Competent IT skills for use of the electronic track and trace system

**Teamwork*** Demonstrate the ability to be a good team player.
* Demonstrate the ability to work independently and as a member of team and make positive contributions to that team.
* Demonstrate initiative, flexibility and problem solving skills.

**Communication and Interpersonal Skills** * Demonstrate effective interpersonal and communication skills including the ability to present information in a clear and concise manner.
* Possess a competent level of spoken and written English
* Demonstrate ability to listen openly, using questions to check understanding/avoid misinterpretation.
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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. |

**Endoscopy Operative**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is permanent and part 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.  |

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)