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**Physiotherapist, Clinical Specialist (Fisiteiripeoir, Speisialtóir Cliniciúil)** **- Acute Stroke**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Physiotherapist, Clinical Specialist** **- Acute Stroke** *(Grade Code: 3707)* |
| **Remuneration** | The Salary scale for the post is: **(as at 01/03/2025)**€69,998 - €71,349 - €72,737 - €74,117 - €75,496 - €76,949 - €78,478 - €80,004 - €81,228New 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** | SLIGO0563 |
| **Closing Date** | **12 noon on Monday 7th 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/81239/**](https://www.rezoomo.com/job/81239/) |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date.  |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Physiotherapy Department, Sligo University HospitalThere is currently 1 Permanent / whole-time vacancy available in Sligo University Hospital (SUH) as Clinical Specialist Physiotherapist in Acute Stroke services.A panel may be formed for Clinical Specialist Physiotherapist, Acute Stroke, 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. ContactName: Sheila Kiely-RyanTitle: Physiotherapist, Manager in Charge III, Physiotherapy Department, Sligo University Hospital.Tel: 071 9136866Email: Sheila.Kiely@hse.ie For specifics on the post ContactName: Aisling Watters, Title: Assistant Staff Officer, HR Department, Sligo University Hospital.Tel: 071 9180347Email: aisling.watters@hse.ie  |
| **Details of Service** | **Physiotherapy Department.**The successful post holder will join a team of 42 physiotherapists and 4 Physiotherapy Assistants working in Sligo University Hospital and across a variety of outreach settings. **Acute Stroke Services.**Within the context of this post, the Acute Stroke unit in Sligo University Hospital (SUH) is a 10-bedded unit with a comprehensive Multi-Disciplinary Team of medical, nursing, therapy, assistant and social care staff. The successful post holder will join the in-patient Consultant-led Acute Stroke MDT team, working with our Early Supported Discharge Stroke Team, to provide a comprehensive, specialised, high quality physiotherapy service to stroke patients in SUH. On occasion, the post holder will be required to provide these services to stroke patients boarding on other wards in SUH and to support the MDT on these wards in the specialised care of acute stroke survivors. The Clinical Specialist Physiotherapist in Acute Stroke will lead a team of Senior and staff physiotherapists, therapy assistants and student physiotherapists working on the Stroke unit and with the ESD Stroke team.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 NUI 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.**HSE 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 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 Clinical Specialist Physiotherapist, Acute Stroke, will report to * Physiotherapist, Manager in Charge III, for physiotherapy clinical governance, attendance and service performance management.
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| **Key Working Relationships** | The Clinical Specialist Physiotherapist, Acute Stroke will work with:* Other members of Physiotherapy team in Medicine and across the entire Physiotherapy service in SUH.
* Members of the MDT in Acute Stroke and Consultants in General Internal Medicine, Gerontology, Emergency Medicine and Neurology.
* MDT Colleagues in other HSE hospitals /units and non-HSE organisations who provide step-down or on-going treatments and rehabilitation opportunities for stroke survivors.
* Other healthcare professionals as indicated
* Our academic partners in University of Galway and ATU Sligo for research and education opportunities and novel/experimental intervention opportunities for our patients.
* Voluntary agencies
* Health Promotion Services
* Administration staff
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| **Purpose of the Post**  | The Clinical Specialist Physiotherapist, Acute Stroke, will* Facilitate specialist physiotherapy assessment, intervention and follow-up of patients on the acute stroke unit, and elsewhere in SUH, in order to achieve internationally prescribed therapy time for patients, which will lead to better functional outcomes and reduced length of stay.
* Work within the multidisciplinary team ethos and liaise with staff to ensure effective communication takes place at all times.
* Promote and ensure clinical effectiveness and a high standard of care, following evidence-based guidelines.
* Evaluate and develop the clinical specialist role through clinical audit and research.
* Work with the Senior and staff physiotherapist and Stroke therapy assistant on the acute stroke unit in developing, delivering, monitoring and improving physiotherapy care to our patients.
* Provide and act as an expert clinical lead for Acute Stroke physiotherapy with senior/physiotherapy colleagues across clinical areas that provide care for Stroke survivors in the North West region.
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| **Principal Duties and Responsibilities** | *The Physiotherapist, Clinical Specialist, Acute Stroke will:** 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 Hospitals awareness of the primacy of the patient in relation to all hospital activities.
* Performance management systems are part of role and the post holder will be required to participate in designated performance management programme

**Professional / Clinical*** Identify and prioritise the requirements of the service within a constantly changing environment.
* Provide advanced physiotherapy assessment, management and treatment/appropriate interventions for patients assigned to his/her caseload.
* Ensure a high standard of physiotherapy assessment, treatment and management is provided for patients under his/her care and ensure that professional standards of practice are adhered to.
* Work as an Advanced Physiotherapy Practitioner within the Acute Stroke service and the associated remit of other services e.g. Internal Medicine, Neurology, Rehabilitation
* Work as the lead contact (advanced practitioner) in line with competency level, triaging, diagnosing, treating and managing of patients with complex Stroke and related conditions.
* Collect and analyse data to evaluate the effectiveness of their input. He/she will be required to produce and present reports in relation to their service on request.
* Be an expert clinical lead for Acute Stroke service for physiotherapists in SUH and across the region.
* Promote and ensure clinical effectiveness of acute stroke physiotherapists through performance management, education, audit and research.
* Oversee, monitor and uphold the standards of professional practice through clinical audit, supervision and training.
* Operate within the scope of Physiotherapy practice as per CORU requirements and in accordance with local guidelines.
* Be responsible for a clinical caseload.
* Ensure a high standard of physiotherapy assessment, treatment and management is provided for service users under his/her care.
* Ensure the privacy and dignity of the service user is respected at all times.
* Keep abreast of research and practice developments in relevant clinical area(s); advise on and, in collaboration with the Physiotherapy Manager, introduce improvements / changes to work practices, procedures, techniques or technology in light of new developments.
* Communicate with other Clinical Specialists nationally and internationally to further develop clinical excellence and research.
* Act as an advanced clinical advisor in the specialist clinical area(s) to Physiotherapists and other Health Care Professionals regarding the management of complex cases.
* Keep accurate written and/or electronic records on the assessment, treatment, outcome and other information relevant to service users.
* Serve on and provide specialist advice to committees / working groups that may be set up relevant to the area of clinical speciality.
* Participate in relevant service and professional meetings.
* Undertake other duties within the hospital as specified by the Physiotherapy Manager including maintaining their own ward competency level.
* Contribute to forward planning and development of acute stroke services in SUH.

**Education and Training*** Participate in mandatory training programmes.
* Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate.
* Engage in professional clinical Physiotherapist supervision and in peer support with Physiotherapist colleagues.
* Contribute to a structured process for education of colleagues, undergraduates and other disciplines in the area of Acute Stroke.
* Ensure newly qualified therapists have adequate induction and clinical supervision and assist in implementing annual staff development and performance review.
* Be responsible, in partnership with local General Management, for the practice education of student therapists through provision of placements and through support for therapists who are practice educators within their departments.

**Quality, Health & Safety and Risk** * 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.
* The identification and development of Key Performance Indicators (KPIs) which are aligned to the HSE National Stroke Strategy 2022-2027 and congruent with the Hospital’s service plan targets.
* The development of Action Plans to address KPI targets.
* 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.
* Develop and promote quality standards of work and co-operate with quality assurance programmes.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Management*** Be responsible for the co-ordination and delivery of service in designated area(s).
* Review and allocate resources within the designated area, in collaboration with relevant others.
* Develop and implement strategic service and business plans, quality initiatives, audits etc. based on up to date evidence-based practice and report on outcomes.
* Foster and lead a culture and practice of; evaluating service outcomes; data collection; implementing quality improvement initiatives as appropriate.
* Oversee the upkeep of accurate records in line with best clinical governance, organisational requirements and relevant legislation e.g. FOI, GDPR
* Record, collate and submit statistics, including key performance indicators, within agreed timeframes.
* Keep accurate written and/or electronic records on the assessment, treatment, outcome and other information relevant to patients
* Record, collate and submit statistics, including key performance indicators for the National Stroke Strategy 2022-2027 and the Irish National Audit of Stroke, NOCA within agreed timeframes
* Promote good team working, and a culture that values diversity.
* Work within the multidisciplinary team and liaise with staff to ensure effective communication.
* Liaise with the Physiotherapist Manager regarding the needs, interests and views of Physiotherapy staff.
* Represent the department / team at meetings and conferences as appropriate.
* Engage in IT developments as they apply to service user and service administration.
* Keep up to date with developments within the Health Service.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to 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 have at the latest date of application:1. **Statutory Registration, Professional Qualifications, Experience, etc.**

(a) Candidates for appointment must:1. Be registered, or be eligible for registration, on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU.

<http://coru.ie/uploads/documents/Physiotherapist_Qualifications_HSE_List.pdf> **If you are a section 91 candidate, please see note\*****AND**1. Have 5 years full time (or an aggregate of five years) post registration qualification experience. Of which four years full time (or an aggregate of four years) post registration qualification clinical experience must be in the required area of Specialism

**AND**1. Demonstrate a proven record of clinical excellence in the specialism

**AND**1. Candidates must demonstrate evidence of continuing professional development relevant to the required area of specialism, the form of post-graduate qualifications or relevant courses

**AND**1. Candidates must demonstrate achievement in the areas of clinical audit, quality improvement initiatives, practice development, teaching and research

**AND**1. 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.

  1. **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).1. **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. 1. **Character**

Each candidate 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 Professionals 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/files-registration/hse-list-of-physiotherapist-qualifications.pdf**](https://coru.ie/files-registration/hse-list-of-physiotherapist-qualifications.pdf)**Section 91 candidates are individuals who qualified before 30th September 2018 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 1st October 2016 and 30th September 2018 are considered to e Section 91 applicants under the Health and Social Care Professionals Act, 2005** |
| **Post specific Requirements** | Applicants must :* Demonstrate depth and breadth of knowledge of, and recent experience of working in, the clinical specialty area of acute stroke physiotherapy.
* Demonstrate evidence of specialist CPD and training in the area of stroke-specific physiotherapy.
* Demonstrate evidence of commitment to research, quality initiatives and service improvement developments, including successfully developing, delivering and sustaining a service improvement project.
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| **Other requirements specific to the post** | * Full drivers licence, to provide support to and cover for the ESD Stroke team.
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| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience** *For example:** Demonstrates an advanced level of 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
* Demonstrates an ability to apply specialist knowledge to best practice
* Demonstrates evidence of having applied / used appropriate assessment tools and treatments and a knowledge of the implications of outcomes to service users, particularly those with complex needs in the specialist area
* Demonstrate a willingness to engage and develop IT skills relevant to the role

**Planning and Managing Resources**  *For example:** Balances clinical work with other research and educational responsibilities
* Demonstrates effective time management
* Provides flexible interventions to meet the varied needs of individual service users
* Optimises the use of available resources to achieve effective outcomes
* Demonstrates the ability to plan and manage the delivery of an optimum service in an effective and resourceful manner, within a model of person-centred care
* Demonstrates a high level of initiative, flexibility and adaptability in response to workforce demands
* Promotes the delivery of a holistic, user-focused approach, which encompasses a multi-professional and inter-professional perspective

**Managing and Developing (Self and Others)***For example:** Demonstrates advanced leadership and team skills including the ability to lead by example
* Demonstrates a commitment to manage and develop self and others in a busy working environment
* Deals positively and constructively with obstacles and conflict within teams
* Demonstrates commitment to continuing professional development (CPD) and facilitates staff development by providing support such as; supervising, mentoring, coaching and formal development planning. Develops and/or implements systems to support a CPD culture within the service

**Commitment to providing a Quality Service***For example:** Demonstrates a commitment to and the ability to lead on the delivery, design and implementation of a high quality, person centred service
* Designs and develops new, innovative and non-traditional service delivery models which aim to promote a comprehensive and integrated quality service within evolving healthcare structures, overcoming any resource limitations
* Demonstrates and promotes collaborate working relationships as well as having the ability to work independently and exercise a high degree of professional autonomy
* Displays awareness and appreciation of service users and the ability to empathise with and treat others with dignity and respect

**Evaluating Information and Judging Situations** *For example:** Exercises a high degree of professional autonomy in the analysis of highly complex facts or situations that contribute to the implementation of a treatment or management strategy for the service user.
* Demonstrates the ability to effectively analyse and critically evaluate complex information and make appropriate decisions.
* 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 and/or to respond to changing needs. Recognises how service constraints impact on service delivery.
* Demonstrate evidence based practice through the process of clinical reasoning and decision making, allowing knowledge to be applied to complex/different situations.

**Communications and Interpersonal Skills*** Displays effective communication skills (written & verbal) e.g. presents written information in a clear, concise and well-structured manner / communicates complex information by tailoring the communication method and the message to match the needs of the audience.
* Demonstrates sound interpersonal skills including the ability to collaborate effectively with a wide range of people, colleagues, families, carers etc.
* Demonstrates sensitivity, diplomacy and tact when dealing with others and is patient and tolerant when dealing with conflict or negative attitudes from others.
* Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view.
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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 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.The HSE is an equal opportunities employer. |
| **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 that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should 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.The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| 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. |

**Physiotherapist, Clinical Specialist**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is **permanent** and **whole time** The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard 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 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. |
| **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-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, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)