Cardiac Physiologist Senior

**Cardiac Physiologist Senior**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Cardiac Physiologist Senior, Fiseolaí Cairdiach Sinsearach***(Grade Code: 3003)* |
| **Remuneration** | The Salary Scale (at 01/03/2025) is: €54,028 - €55,610 - €57,296 - €59,029 - €60,825 - €62,492 - **€66,615 - €70,746 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 0571 |
| **Closing Date** | 12 Noon on 8th 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/81141/ |
| **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, Ospidéal Ollscoile Shligigh**There is one temporary vacancy available in the Cardiac Department, which will be filled on a whole time basis, Sligo University Hospital. A panel may be created from this recruitment campaign from which all current and future permanent and specified purpose vacancies of full and part-time duration may be filled throughout Sligo University Hospital / Community Diagnostic. |
| **Informal Enquiries**  | We welcome enquiries about the role. **Name**: Orlagh Harrington**Title**: Chief II Cardiac Physiologist, Sligo University Hospital**Tel**: 071 91 71111 ext: 72801**Email**: Orlagh.harrington@hse.ie.  |
| **Details of Service** | **Cardiac Diagnostic Services - Delivering Excellence Across the North-West**Our Cardiac Diagnostics Department proudly serves patients aged 16 and over across Sligo, South Donegal, Leitrim and West Cavan. We provide a wide range of **non-invasive** **cardiac tests**, supporting early detection and ongoing management of heart conditions.**Comprehensive Referral Pathways**Referrals are accepted from:* **General Practitioners**
* **Hospital Consultants**
* **Specialist Clinics -** including Atrial fibrillation (AF), Heart Failure (HF) and Valvular Clinics, Renal transplant and Oncology

We also support the **Paediatric Service** with ECGs and cadiac monitoring for younger patients.       **A Skilled and Dedicated Team**Our team comprises:* **Chief II Cardiac Physiologist**
* **Chief I Cardiac Physiologist** (based in the Integrated Service Hub)
* **7 Senior Cardiac Physiologists**
* **1 Staff Grade Physiologist**

Together, we are committed to delivering patient-centred, timely and accurate diagnostic services.     **Commitment to Education and Innovation*** We proudly host **student placements** from ATU and DIT, helping shape the next generation of cardiac physiologists.
* Our team delivers **ECG training for NCHDs,** enhancing cardiac care competency across hospital departments.

      **Looking Ahead - Expanding Our Services**Exciting developments are underway, including:* A **CT Angiography Suite**
* **Stress Ecocardiography**
* **Physiologist-led Loop Recorder Insertion Clinics**

These additions will allow us to offer even more comprehensive cardiac diagnostics, closer to home for our patients.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** | * The post holder will report to the Chief II Cardiac Physiologist
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| **Key Working Relationships** | Cardiac Physiologists play a pivotal role in the multidisciplinary healthcare team, particularly within cardiology departments. their expertise in diagnostic and therapeutic cardiac procedures ensures accurate assessments and optimal patient outcomes. Here is an overview of their key working relationships:* **Consultant Cardiologists**
* **Hospital Consultants**
* **Clinic Nurse Specialists (CNS) & Advanced Nurse Practitoners (ANP)**
* **Ward Teams & Bed Management**
* **Radiology**
* **Hospice**
* **General Pracititoners**
* **Patients & families**
* **Cardiac administration**

Effective collaboration among these roles ensures comprehensive patient care, from accurate diagnosis to tailored treatment plans and efficient hospital operations. |
| **Purpose of the Post**  | The Cardiac Physiologist, Senior will provide various diagnostics as required by the Chief II Cardiac Physiologist  |
| **Principal Duties and Responsibilities** | The busy Cardiac Department carries out a comprehensive range of non-invasive and limited invasive investigations as outlined below. The successful candidate will be expected to demonstrate an appropriate level of knowledge and competence and be suitably qualified to perform/train in all of these areas.The Cardiac Physiologist, Senior should be familiar with the techniques and range of equipment used in current medical practice for the diagnosis, treatment and care of cardiac patients including resuscitation equipment.**Professional/ Clinical***The Cardiac Physiologist, Senior will:** Perform the following procedures:

o        Resting ECG o        Exercise treadmill testing, both Medical and Physiologist  led ( as per British Society protocols, performance, interpretation and analysis for reporting)o        Fit and analyse of ambulatory ECG and BP recordingso        Pacemaker and ICD/CRT follow-up including ICD deactivation and assist with MRI PPM scanso        Transthoracic echocardiography and report on sameo        Assist with transoesophageal echocardiographyo        Train and assist with Dobutamine Stress Echocardiography o        Report procedure findings and highlighting abnormal findings* Vetting and Scheduling of Cardiology diagnostic tests on NIMIS.
* Be responsible for the maintenance of standards of practice of self and staff appointed to clinical/ designated area(s).
* Be responsible for managing own caseload and for assessment, planning, implementation and evaluation of cardiac diagnostic services for service users according to service standards and best practice.
* Supervise staff, prioritising and allocating work and promoting positive staff morale and team working in conjunction with the Chief Cardiac Physiologist.
* Foster and maintain professional working relationships with colleagues, front line managers, and other healthcare personnel in the team.
* Ensure the quality of documentation of reports are in accordance with local service and professional standards.
* Communicate verbally and/ or in writing results, data interpretation and reports to the relevant team and consultants in accordance with service policy.
* Participate as part of a multi-disciplinary team as appropriate, communicating and working in co-operation with other team members.
* Ensure that staff in the department arrange and carry out duties in a timely manner, and in line with local policy guidelines.
* Be responsible for adhering to existing standards and protocols and for the development and maintenance of standards/ strategies for quality improvement and outcome measurement.
* Ensure that professional standards are maintained in relation to confidentiality, ethics and legislation.
* Operate within the scope of practice and in accordance with local guidelines.

**Education and Training***The Cardiac Physiologist, Senior will:** Participate in mandatory training programmes.
* Participate in continuing professional development including in-service training, attending and presenting at conferences/ courses relevant to practice, contributing to research etc. as agreed by the Chief Cardiac Physiologist.
* Engage in support/ supervision with peer Cardiac Physiologists and Managers and participate in performance review.
* Ensure newly qualified staff have adequate induction and clinical supervision and assist in implementing annual staff development and performance review.

**Administrative***The Cardiac Physiologist, Senior will:** Be responsible for the co-ordination and delivery of service.
* Review and allocate resources in collaboration with the Chief Cardiac Physiologist and relevant others.
* Promote good working practice and uniformity of standards of best practice.
* Promote quality by reviewing and evaluating the Cardiac Investigations Department service regularly, identifying changing needs and opportunities to improve services, in collaboration with the Chief Cardiac Physiologist and relevant others.
* Develop and implement service / business plans, quality initiatives, audits etc. and report on outcomes in collaboration with the Chief Cardiac Physiologist.
* Oversee the upkeep of accurate records in line with best clinical governance, organisational requirements and the Freedom of Information Act, and render reports and other information / statistics as required.
* Represent the department at meetings and conferences as appropriate.
* Liaise with the Chief Cardiac Physiologist regarding the needs, interests and views of Cardiac Investigations staff.
* Promote good team working, and a culture that values diversity.
* Participate in the management of stock and equipment in conjunction with the Chief Cardiac Physiologist
* Engage in IT developments as they apply to service users and service administration
* Keep up to date with developments within the organisation and the Irish Health Service.
* Perform such other duties appropriate to the office as may be assigned by the Chief Cardiac Physiologist.

**Health and Safety***The Cardiac Physiologist, Senior will:** Promote a safe working environment in accordance with health and safety legislation.
* Be aware of and implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
* Actively participate in risk management issues, identify risks and take responsibility for corrective actions.
* Report any adverse incidents in accordance with organisational guidelines.
* 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 etcand 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.

 **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 annually 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 Act, 2005 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.
* It is the post holders’ specific responsibility for Quality & Risk Management, Hygiene Services and Health & Safety this will be clarified to you in the induction process and by your line manager.
* The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
* The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
* The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
* It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **1. Professional Qualifications, Experience, etc.**1. Eligible applicants will be those who on the closing date for the competition
2. Possess the BSc in Clinical Measurement from Dublin Institute of Technology

**OR**1. Possess the BSc in Clinical Measurement from Technological University Dublin (TU Dublin)

**OR**1. Possess an equivalent relevant scientific qualification (Level 8) as confirmed by the Irish Institute of Clinical Measurement Science (IICMS).

**OR**1. a) Possess the Certificate in Medical Physics and Physiological Measurement (MPPM) from Dublin Institute of Technology

**OR**b) An equivalent scientific qualification as confirmed by the Irish Institute of Clinical Measurement Science awarded in or before 2005. **(See** **Note 1\*)****AND**1. All candidates must have a minimum of 3 years fulltime (or an aggregate of 3 years fulltime) relevant post qualification experience.

**AND**1. Candidates must 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.

***Note 1****.**In exceptional cases, where the IICMS are not in a position to validate pre 2005 qualifications, the Clinical Measurement Physiologists experts on the eligibility / selection board may, at their discretion, deem as eligible:**HSE applicants who are currently employed as Clinical Measurement Physiologists, and who were employed in or before 2005, on the presentation of proof of their qualification/s that was acceptable on the commencement of their employment***3. Health**Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.**4. Character**Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience in cardiac diagnostics as relevant to the role. |
| **Other requirements specific to the post** | * The post holder must be available outside of normal working hours for emergency situations.
* The successful candidate should have access to appropriate transport to fulfil the requirements of the role as the post may involve travel to locations which may not be accessible by public transport in some cases.
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| **Skills, competencies and/or knowledge** | *The Senior Cardiac Physiologist will demonstrate:***Professional Knowledge & Experience** *For example:** Sufficient theoretical, practical, and clinical knowledge to carry out the duties and responsibilities of the role and to develop, maintain, monitor and evaluate new and emerging trends.
* The necessary experience and knowledge to carry out the post in a competent and safe manner.
* Up-to-date knowledge of best practice in delivering a quality service in accordance with relevant legislation and standards.
* Evidence of computer skills and a willingness to develop IT skills relevant to the role.
* A commitment to continuous professional development.

**Planning and Managing Resources** *For example:** The ability to effectively plan and manage resources, ensuring value for money and maximum benefit for the organisation within a model of person-centred care.
* The ability to effectively manage large workloads, monitoring progress to ensure deadlines are met and reprioritising as required.
* Flexibility in responding to changing service demands, being adaptable & able to work well under pressure.

**Managing and Developing (Self and Others)***For example:** Ability to work independently as well as part of a multidisciplinary team.
* Leadership and management ability including the ability to manage a team and facilitate staff development by providing support such as supervising, mentoring, coaching and formal development planning.
* An ability to adapt their management style to suit the demands of the situation and the people involved.

**Commitment to providing a Quality Service***For example:** A commitment to the provision of a high-quality service.
* An awareness and appreciation of the service user and an ability to empathise with and treat others with dignity and respect.
* Innovation including the ability to effectively challenge existing practices and procedures in developing and improving services to patients.
* An openness to change and support others through the implementation of change.
* Motivation and initiative

**Evaluating Information and Judging Situations** *For example:** Sound clinical and professional judgement consistent with accepted models of practice.
* Experience of gathering, interpreting, analysing /evaluating information to make well informed decisions.
* A proven ability to solve problems / develop solutions to complex situations and make effective decisions especially regarding service user care.
* An ability to communicate decisions comprehensively and ensure that the relevant people understand how to implement them.

**Communications and Interpersonal Skills***For example:** Effective communication skills including the ability to present information in a clear and concise manner.
* Strong interpersonal skills; building and maintaining relationships and understanding and valuing individuals and their respective professional roles.
* Sensitivity, diplomacy and tact when dealing with others
* 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 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. |

**Cardiac Physiologist Senior**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is temporary 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.  |

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)