

**Radiographer, Senior with Ultrasound Experience**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Radiographer, Senior (Ultrasound experience)***(Grade Code: 3107)* |
| **Remuneration** | The Salary Scale (at 01/08/2025) is: €57,882 - €60,058 - €62,344 - €64,672 - €67,027 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 0614 |
| **Closing Date** | 12 Noon on 22nd October 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/86554/ |
| **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. Oispidéal Ollscoile ShligighRadiography DepartmentThere is currently one Permanent whole-time vacancy available in the Radiology Department A panel will be created as a result of this campaign for Sligo University Hospital (including Our Ladys’ Hospital, Manorhamilton & An Clochar X-ray services) from which current and future permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | **Name:** Claire Toman**Title:** Radiography Services Manager 3, Sligo University Hospital**Tel:** 071-9174531 **Email:** claire.toman@hse.ie |
| **Details of Service** | **Sligo University Hospital(SUH) Radiology Department:*** Multidisciplinary Service providing a comprehensive Radiology service including Multi Slice CT, Ultrasound, Radio Isotopes, Fluoroscopy/Interventional, Orthopaedic, MRI and a wide range of general work. There are 4 DR general rooms. It was the first hospital to implement the NIMIS PACS System in June 2011.
* The Radiology service combines in-patient and out-patient clinical services. The Radiographer (Senior Grade) will play a key role in the provision of best practice diagnostic services to patients within the catchment area.
* There are approximately 110,000 exams undertaken per annum.
* Radiology services are provided to hospital in-patients; out-patient clinics; GPs and other hospital referrals.
* Access for chest x-rays and recent injury is on a walk-in basis to GPs in the area
* The modalities are led by clinical specialist radiographers. All other radiographers rotate through general and other modalities( where appropriately trained)
* The Screening (Fluoroscopy) referrals includes Barium studies, HSGs.

**Interventional Radiology Service*** includes urology, haematology/oncology, palliative care, nephrology patients IR procedures include line insertions, embolisations, biopsies, joint injections, nephrostomies, IVC filters, drainages etc.

**MRI service*** MRI scanner was replaced in 2025.
* The scanner is used to perform wide range of examinations, e.g. MSK, abdominal, neurology, ENT, oncology, paediatrics, orthopaedics, . There is a service for patients with MRI safe pacemakers and GA service. The service is operated in partnership with private provider.

**CT Service:*** The service expanded with the opening of a second CT scanner in Q2, 2025.Existing scanner is also due to be replaced by Q1, 2026.They provide wide range of imaging for both unscheduled and scheduled care. This includes urgent imaging for trauma, stroke, in patients (surgical, medical, orthopaedics, paediatrics, oncology etc.). Scheduled care includes referrals from outpatients, oncology, orthopaedics, ENT, neurology, paediatrics, surgical, medical and GP’s, Radiographer led CT Colonography service.Cardiac CT service is expected to commence 2026.

**Ultrasound service**:* Provided for GP, OPD and inpatients referrers. US imaging includes general abdominal adults, paediatrics, vascular, small parts, MSK, endocrine and gynaecological. There are 3 US units and 1 portable in the main department. The service is led by clinical specialist radiographers. There also is a satellite unit in OLHM for scheduled GP & OPD US exams. There are plans for expansion into primary care sites in the future. Radiographers from main department rotate through the satellite site

**Nuclear Medicine:*** There are plans underway for a new NM dept to be built with a new SPECTCT Gamma Camera to open in 2027.

IIRRT endorsed IV Cannulation & Administration of Contrast Course for Radiographers**On call service**There are two radiographers’ rostered onsite outside of core hours to cover general and CT. A third radiographer is on standby from home for theatre.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.**Guiding Principles**Care - Compassion - Trust – LearningOur guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:* Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population.
* Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity.
* Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners.

Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Mission Statement**  | Patients are at the heart of everything we do. Our mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.**OUR GUIDING VALUES** **Respect** - We 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** | Reports to Radiography Services Manager 3 or Radiography Services Manager 1 in their absence. |
| **Key Working Relationships** | It is important that the Radiographer, Senior (Ultrasound) can work independently as well as part of a wider healthcare team, building and maintaining relationships and understanding and valuing individuals and their respective professional roles. S/he maintains open communication channels with team members and others as appropriate. S/he reacts constructively to setbacks and is able to both give and receive feedback. The key holder will work collaboratively with radiographers, clinical specialist radiographers, RSM’s consultant radiologists, medical, nursing, support staff and other HSCP colleagues. |
| **Purpose of the Post**  | * To deliver a quality patient focused radiographic service in a caring manner.
* To rotate through the different general radiography, ultrasound and other modalities where appropriately trained.
* To perform imaging in line with department protocols to a high standard of technical quality in a caring and efficient manner and in line with established guidelines and operating procedures.
* Assist the RSM’s and CSR’s in the daily operational management of the different areas within the service
* To support the Clinical Specialist Ultrasound Radiographers & Consultant Radiologists in the delivery of the Ultrasound Service
* To be involved in the provision of the on call service.
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| **Principal Duties and Responsibilities** | **Clinical / Professional***The Radiographer Senior(US) will:** Carry out his / her duties under the supervision of the Radiography Services Manager 3 or his / her designate from time to time
* Lead in the provision of radiography service in a professional manner thereby upholding the reputation of the department and the hospital.
* Work as part of a multi-disciplinary team in the provision of an integrated

 Patient-centred service.* Be responsible for performing ultrasound, general radiography, imaging, specialised radiography and examinations to a high standard of technical quality in a caring and efficient manner and in line with established guidelines and operating procedures.
* The post holder when in ultrasound will be required to scan independently and provide preliminary reports for the Radiologist and operate within the professional guidelines of the Irish Institute of Radiography and Radiation Therapy (IIRRT).
* Carry out his/ her duties under the supervision of the Clinical Specialist Radiographer/ Radiography Services Manager 3 or his/ her designate from time to time.
* Participate in the provision of ultrasound services in a professional manner thereby upholding the reputation of the department and the hospital.
* Liaise closely with the Radiography Service Manager 3, Clinical Specialist Radiographer, Consultant Radiologists and other staff as appropriate to ensure the smooth running of the service.
* Liaise with the relevant team members in the provision of efficient and timely radiography services
* Adhere to all departmental imaging protocols; be responsible for the correct identification of patient images
* Adhere to professional guidelines as determined by the Irish Institute of Radiographers and Radiation Therapists (IIRRT).
* Contribute to the development and implementation of agreed policies, procedures and safe professional practice
* Monitor and adhere to relevant legislation, regulations and standards relevant to the use of ionising radiation
* Ensure that appropriate radiation protection is used and that the radiation dose is kept to a minimum consistent with the ALARA principle
* Perform routine inspection of equipment and quality assurance procedure
* Be responsible for the cleaning and care of imaging equipment
* Be responsible for the safe use of all imaging equipment and adhering to instructions on its use. Also ensure other staff complies with same.
* Be responsible for the logging of and reporting of all equipment faults to Radiography Services Manager 3 or his / her designate.
* Attend at such other health institutions administered by the HSE as may be designated from time to time
* Demonstrate flexibility in response to service needs
* Lead and assist in audit and quality assurance programmes; participate in the implementation of findings
* Is accountable – takes responsibility for his / her actions, seeks advise / a second opinion as required
* Maximise the use of new technology including the NIMIS PACS System
* Ensure the correct completion of records and reports.
* Respect and maintain the privacy, dignity and confidentiality of the service user and in relation to all hospital activities as per statutory requirements.
* Relate to and communicate with all other staff in a courteous and helpful manner at all times
* Demonstrate sufficient knowledge in the area of Ultrasound.
* An awareness of safety standards while operating ultrasound machinery.
* Practitioner competence and professional credibility – demonstrates a high level of clinical knowledge to effectively carry out the duties and responsibilities of the role.
* The ability to lead on clinical practice and service quality.
* Awareness of quality focus initiative in line with the groups continuous quality improvement programme.
* Promotion of evidence-based decision making; evidence-based clinical knowledge in making decisions regarding patient/ client care.
* The ability to ensure that critical human and material resources are allocated in an effective way, monitors activity levels and intervenes to align resources and maximise efficiencies.
* The ability to manage and maintain a flexible approach in a rapidly changing environment.
* Ability to work as part of a multidisciplinary team in the provision of the service.
* Strong interpersonal and communication skills including the ability to build and maintain relationships.

**Education & Training***The Radiographer Senior(US) will:** Participate in mandatory training programmes
* Participate in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice, promoting and contributing to research etc. as agreed with the Radiography Services Manager 3 or designated officer.
* Provide peer support when necessary
* Contribute to and promote the involvement of self and others in HR development programmes as agreed with the Radiography Services Manager 3.
* Actively participate in induction / teaching / training / supervision of Radiographers and other staff within the department.
* Identify teaching / learning / audit / opportunities within the department for themselves / others

**Health & Safety***The Radiographer Senior(US) will:** Work in a safe manner with due care and attention to the safety of self and others
* Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
* Contribute to risk assessment and oversee the implementation of the department’s safety statement; identify risks and take appropriate action.
* Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).
* Be responsible for the cleaning and proper care and storage of all safety equipment including personal protective equipment (e.g. lead aprons, thyroid shields).
* Be responsible for keeping the department in general and their work area specifically clean, tidy and safe.
* Have a working knowledge of HIQA Standards as they apply to the role for example, Standards for Healthcare and National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.

**Administrative***The Radiographer Senior(US) will:** Lead in the establishment and maintenance of standards for quality improvement and ensure adherence to existing standards and policies.
* Contribute to the planning and development of the service and participate in service improvements
* Represent the Radiology service at meetings and conferences as required.
* Engage in IT developments as they apply to service user and service administration
* Keep up to date with developments within the organisation and the Irish Health Service
* Receive visiting professionals and visitors to the department.

**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 Building is not permitted.
* Hospital uniform code must be adhered to.
* Provide information that meets the need of Senior Management.

**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 Hospitals 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 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 responsibility of the post holder 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** | **Candidates must have at the latest date of application: -**1. **Statutory Registration, Professional Qualifications, Experience, etc.**

**(a) Candidates for appointment must:**

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| (i) | Be registered, or be eligible for registration*,* on the Radiography Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU. ([*https://www.coru.ie/*](https://www.coru.ie/)*)* |
|  | **And** |
| (ii) | Have 3 years fulltime (or an aggregate of 3 years) post qualification clinical experience.  |
|  | **And** |
| (iii) | Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office |
|  | **And** |
| (iv) | Provide proof of Statutory Registration on the Radiography Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU **before a contract of employment can be issued.**  |
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1. **Annual registration**

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| (i) | On appointment practitioners must maintain annual registration on the relevant division of the Radiographers Register maintained by the Radiographers 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**

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.1. **Character**

Candidates for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Candidate must have a Postgraduate Diploma in Ultrasound or equivalent **Demonstrate depth and breadth of experience in the area of Ultrasound as relevant to the role.** |
| **Other requirements specific to the post** | As there is a requirement to take part in the on-call rota and possible rotate through satellite sites, access to transport is necessary.  |
| **Skills, competencies and/or knowledge** | Candidates must demonstrate:* Sufficient clinical knowledge and evidence based practice to carry the out duties and responsibilities of the role
* An ability to apply knowledge to best practice
* The ability to effectively evaluate information and make appropriate decisions
* A commitment to assuring high standards and strive for a user centred service
* The ability to take initiative and to be appropriately self-directed
* The ability to plan and deliver service in an effective and resourceful manner
* An ability to manage and develop self and others in a working environment
* The ability to work independently as well as part of a team
* Effective communication and interpersonal skills including the ability to collaborate with colleagues, families, carers etc.
* Awareness and appreciation of service users and the ability to empathise with and treat others with dignity and respect
* Flexibility and openness to change
* A commitment to continuing professional development

A willingness to develop IT skills relevant to the role**Professional Knowledge and Experience***For example:** Demonstrates a high level of clinical and technical knowledge to carry out the duties and responsibilities of the role.
* Demonstrates the knowledge, abilities, clinical and technical skills required to provide safe, efficient and effective service in the area of practice.
* Formulates, articulates and demonstrates sound clinical and technical reasoning; demonstrates knowledge of practices and procedures that apply in current practice.
* Has appropriate knowledge of the signs and symptoms of a broad range of pathologies and trauma which are used as clinical indications for referral for imaging procedures.
* Integrates professional judgement with the clinical / technical application of practice and procedures.
* Demonstrates an awareness of legislative requirements that impact on the practice of Radiography and provision of services.
* Maximises the use of ICT; computer skills particularly Microsoft Office, Outlook etc. and willingness to develop IT skills relevant to the role.

**Planning and Managing Resources***For example:** Plans, organises and delivers the service in an effective and resourceful manner, effectively managing self in a busy working environment.
* Co-ordinates resources to ensure value for money and maximum benefit for the organisation.
* Pre-empts potential problems or competing priorities and takes the appropriate actions.
* Effective time management skills including the ability to effectively prioritise tasks and delegate as appropriate.

**Managing and Developing (Self & Others)***For example:** Works independently and collaboratively as part of a multi-disciplinary team.
* Ability to lead and motivate a team of radiographers. Adapts management style to suit the demands of the situation and the people involved.
* Manages and develops self and others in a busy working environment.
* Reacts constructively to setbacks; gives and receives feedback.

**Commitment to Providing a Quality Service***For example:** A commitment to the delivery of a high quality, person centred service.
* Awareness and appreciation of service users and the ability to empathise with and treat others with dignity and respect.
* Provides a flexible service and is open to change; promotes and embraces change and improvements.
* Understands the principles of quality assurance and quality improvement and the importance of the role of audit and review in quality management, including the use of appropriate outcome measures.

**Evaluating Information and Judging Situations***For example:** Evaluates information, solves problems and makes effective decisions in relation to service user care.
* Makes decisions in a transparent manner by involving and empowering others where appropriate.
* Demonstrates sound clinical / professional decision-making, which can be justified even when made on the basis of limited information.
* Demonstrates a logical and systematic approach to problem solving.

**Communication and Interpersonal Skills***For example:** Maintains a professional relationship in all communications, treating others with dignity and respect.
* Works collaboratively with others to understand and establish expectations and desired outcomes.
* Tailors the message to match the needs of the audience; fosters open, honest and clear communication.
* Demonstrates sensitivity, diplomacy and tact when dealing with 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. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/>  |
| **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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.Codes of practice are published by the CPSA and are available on <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <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. |

**Radiographer, Senior with Ultrasound Experience**

**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 for Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection for 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)