**Theatre / Endoscopy Operative**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Theatre / Endoscopy Operative(Grade Code: 6013)  |
| **Remuneration** | The salary scale for the post is: 40,710 41,772 42,906 43,993 45,156 46,353 47,588New 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** | TEO25 |
| **Closing Date** | Thursday 14th August 2025 at 10am via Rezoomo only |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week’s 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** | Galway University Hospitals, HSE West & North West RegionInitial assignment will be to Theatre, Merlin Park University Hospital. The successful candidates may be required to work in any service area within the vicinity as the need arises.A panel may be formed as a result of this campaign for Galway University Hospitals 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. Contact Imelda Mathews, Assistant Director of Nursing**Email:** Imelda.mathews@hse.ie for further information about the role. |
| **Details of Service** | 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)
* Mayo University Hospital (MUH)
* Portiuncula University Hospital (PUH)
* Roscommon University Hospital (RUH)
* Sligo University Hospital (SUH) incorporating Our Lady’s Hospital Manorhamilton (OLHM)
* Galway University Hospitals (GUH) incorporating University Hospital Galway (UHG) and Merlin Park University Hospital

The region’s Academic Partner is University of 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 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 appointee will report directly to the Clinical Nurse Manager, Theatre.
* Accountable to: Assistant Director of Nursing and Director of Nursing.
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| **Purpose of the Post**  | * To assist the Nurse and Multidisciplinary clinical team in the provision of quality care to patients in the operative setting.
* The Theatre/Endoscopy Operative performs this role under the supervision and direction of a Registered Nurse.
* Work in accordance with the Department’s Standard Operating Procedures and Quality Management Systems.
* The role involves exposure to blood and body fluids
* To be able to accommodate change in a rapidly changing environment and encourage team members to embrace necessary change. Have a positive attitude to challenges and devise ways to make them happen.
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| **Principal Duties and Responsibilities** | * The post holder will support the principle that 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 awareness of the primacy of the patient in relation to all hospital activities.
* Performance management systems are part of the role and you will be required to participate in the hospital performance management programme.
* Have a working knowledge and comply with the Recommended Practices for Endoscope Reprocessing Units, Health Service Executive (2012) and Standards and Recommended Practices for Central Decontamination Units, Health Service Executive (2011).

**The Theatre/Endoscopy Operative will:*** Assist Nursing in relation to:
* Ensuring all theatres/procedure rooms are ready for use
* Check and ensure equipment is working prior to use, report any issues relating
* Assist in gowning and gloving
* Assist the Anaesthetic Nurse during cases
* Assist the circulating nurse during cases
* Assist the scrub nurse during the cases
* Assist the recovery room nurse with caseload
* Assist with patient positioning ensuring patients dignity at all times
* Be confident and competent with the positioning requirements for procedures
* Be confident and competent in the operation of the theatre table, the use of table attachments, positioning devices, Shoulder attachments, Fracture table assembly, and Spinal table assembly.
* Attend all necessary training required for the post and safe deployment of duties
* Apply diathermy pads to patients under supervision of RGN, Document position of pad
* Transfer of all equipment required for procedures within the Theatre/ Anaesthetic room/ block bay or recovery and return of all equipment to storage area when not in use.
* Assist with transporting & setting up of equipment / cameras, foot pedals for Endoscopic/Laparoscopic procedures.
* Ensure all equipment is checked and in good working order prior to use and reporting of defective items/equipment or issues to the relevant staff/manager
* Check and ensure CO2 cylinder are filled and have adequate levels of CO2.
* Be responsible for the changeover of CO2 Cylinders from Laparoscopic stack system when required performing a level check in advance of case commencing and also expiry date check
* Be responsible for the changeover of O2 and medical air/ gas cylinders on Anaesthetic a machine/patient trolleys when required ensuring expiry date check
* Rotation of stock as required ensuring short dated items/products are used.
* Assist with specimen collection and documentation.
* Ensure the safe use of Formalin machine by using recommended PPE while dealing with specimens while ensuring the safe management of Formalin spillages
* Assist with handling of used instruments and sets at end of surgery and dispatch to CSSD.
* Conduct decontamination of flexible scopes/Ultrasound probes in line with policy and maintain necessary documentation
* Conduct Colonoscope/Gastroscope/Bronchoscope assembly, cleaning (bedside leak test and Wassenburg) storage and record keeping
* Conduct Wassenburg disinfecting, traceability and water sampling.
* Ensure availability of processed scopes when required
* Hold patient’s limbs for skin preparation. Eg Knee/Hand surgery
* Apply or assist with tourniquet application. Document location and time on/off
* Hang irrigation fluids
* Participate & complete Competency based training as required for the post along with on-going education within the department
* Remain at or close to the point of patient care during list duration to enable full MDT communication.

**Transport Duties*** Collect patients from ward and escort them to theatre
* Ensure the availability of patient trollies in the department at all times.
* Transfer patients to and from all areas within the Theatre/Endoscopy Department
* Ensure the safe transfer of patients at all times eg. availability of cot sides for beds pre/post op
* Ensure the availability of cot side protectors if required
* Transfer patients from the recovery room back to the ward
* Transport specimens or blood samples to the Pathology department or collect blood from the Pathology department/ Blood fridge in the event of an emergency/CODE RED.
* Ensure the availability of specimen containers within the dept at all times
* Deliver stores requisition sheets for Surgical Supplies, or complete the online order.
* Moving of equipment and stocks within the departments
* Collect CSSD Trolley and relocate sterile sets and single instruments to allocated storage area eg sterile store
* Ensure availability of instrumentation/ rotation of sets/instrumentation in accordance with expiry date
* Collect required instrumentation from CSSD when required.
* Transport Instrumentation to Theatre from CSSD in line with theatre list requirements
* Transport used Instrumentation to CSSD post procedure.

**Cleaning Duties*** Cleans and decontamination of equipment according to local infection control guidelines.
* Cleans theatre/procedure room floors at end of each operating session
* Clean Theatre equipment, Theatre tables, and attachments, positioning devices, monitoring cables, C ARM, Ultrasound machine, probes, Diathermy machine, laparoscopic stacks, IV poles, foot pedals and any other equipment used during the procedure.
* Empty rubbish bins both Clinical and non-clinical waste, sharps bins and linen skips in all areas within the theatre dept. & cooperation with waste management team and related initiatives.
* Ensures all clinical/non clinical waste/ Linen skip is emptied in each theatre post procedure
* Ensure swab count bags are hung prior to each procedure
* Carry out the environmental cleaning within the Theatre dept. inclusive of Theatres, recovery, Anaesthetic rooms, reception, block bay, corridors, patient toilets and staff changing areas
* Check, clean, dress and dismantle patient trolleys ensuring an adequate supply of oxygen.
* Clean spills and wet floors promptly
* Cleaning of other apparatus as required or requested
* Clean blood spills in accordance with hospital policy
* Ensure a supply of sharps bins and large yellow bins for the safe disposal of sharps/ large disposable instrumentation and suction Liners/containers.
* Removal and replacement of suction liners when ¾ full
* Disposal of suction tubing/disposable items in accordance with policy
* Responsibility for Clog machine
* Responsible for the stocking of scrubs/ masks/ Theatre caps/ shoe covers in changing rooms and emptying of Skip when required
* Responsibility for ensuring gloves, gowns, paper towels, soaps, surgical hand scrubs, nail brushes are stocked and available in Theatre set up rooms
* Responsible for the cleaning and appropriate storage of lead gowns, hats, Thyroid shields etc.
* Complete cleaning duties/cleaning schedule as required and document accordingly
* Frequent cleaning of touch points, eg door handles, switches
* Cleaning of worktops/surfaces/ Theatre operating lights surface
* Clean procedure trolleys pre/post use
* Storage rooms, sterile store, consumable stock room, Anaesthetic stores, equip stores room to be kept clean & tidy.

**Stocking Duties*** Completes store orders as per schedule/as required and ensures adequate supplies from CSSD and surgical supplies
* Receive and store CSSD supplies,
* Stocking surgical supplies, Anaesthetic supplies and IV fluids to appropriate storage areas.
* Assist with Laundry management and be aware of Laundry policies
* Stock Anaesthetic Rooms, Prep. Rooms, Scrub room, Disposal Rooms, Procedure Rooms and the Recovery Room while paying attention to stock rotation
* To ensure that all portable medical gas cylinders and oxygen cylinders are stored appropriately and are in proper working order.
* Ensure the safe collection, return and storage of O2, CO2 and Medical air cylinders
* Use of Track and trace system when assisting set up of procedure trolleys and record keeping / Documentation of Track and trace.
* Assist with set up of procedure trollies
* Assist nurse with the dismantling of trolleys

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

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

**Education and Training*** Keep up to date with local Policy & Guidelines, new procedures and equipment
* Undertake recommended education and training as per competency training programme while in post as required to execute the role.
* Attend all mandatory training and participate in professional training.
* Suggest methods in which errors or quality problems can be reduced.
* Attend departmental training sessions and keep up-to-date with changes in practices, developments and new procedures.
* Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
* Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
* Take responsibility for identifying what learning you need to do your job better and jointly plan with your line manager what training you require.

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

**Other*** In the event of a major incident, employees will be expected to report for duty on notification.
* Maintain a high standard of hygiene in line with HIQA and hospital guidelines.
* Service needs require that staff may be rostered for unsocial hours’/shift work.
* Carry out other duties, which may be assigned from time to time.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**KPI’s*** The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets.
* The development of Action Plans to address KPI targets.
* Driving and promoting a Performance Management culture.
* In conjunction with line manager assist in the development of a Performance Management system for your profession.
* The management and delivery of KPIs as a routine and core business objective.

**PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:*** Employees must attend fire lectures periodically and must observe fire orders.
* All accidents within the Department must be reported immediately.
* Infection Control Policies must be adhered to.
* In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits.
* In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted.
* Hospital uniform code must be adhered to.
* Provide information that meets the need of Senior Management.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Risk Management, Infection Control, Hygiene Services and Health & Safety*** The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
* The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
* The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
	+ Continuous Quality Improvement Initiatives
	+ Document Control Information Management Systems
	+ Risk Management Strategy and Policies
	+ Hygiene Related Policies, Procedures and Standards
	+ Decontamination Code of Practice
	+ Infection Control Policies
	+ Safety Statement, Health & Safety Policies and Fire Procedure
	+ Data Protection and confidentiality Policies
* The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Region’s Risk Management Incident/Near miss reporting Policies and Procedures.
* The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
* The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.
* The post holders’ responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager.
* The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others.
* The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained.
* The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
* It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.

**The above Job 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 them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria****Qualifications and/ or experience** | Candidates must on the closing date:**Professional Qualifications, Experience, etc.**1. Hold a qualification in Health Services Skills or Health Care Support at Quality and Qualifications Ireland (QQI)\* Level 5 (or higher).

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

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

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

**\*Note: FETAC and HETAC have been replaced by Quality & Qualifications Ireland (QQI). For more information, visit www.QQI.ie****Health**A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **Character**Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Demonstrate depth and breadth of experience working in a Hospital environment as relevant to the role.
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| **Other requirements specific to the post** | * Flexibility regarding working hours to meet the demands of the service
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| **Skills, competencies and/or knowledge** | Candidates must demonstrate:**Professional Knowledge*** Demonstrate a commitment to continuing professional development

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

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

**Communication and Interpersonal Skills** * Demonstrate effective interpersonal and communication skills including the ability to present information in a clear and concise manner.
* Possess a competent level of spoken and written English
* Demonstrate ability to listen openly, using questions to check understanding/avoid misinterpretation.
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process. Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion**  | The HSE is an equal opportunities employer.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html)  |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf).  |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |

**TEO25 Theatre / Endoscopy Operative**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is permanent/temporary and whole time/part-time. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **39** hours per week. Your normal weekly working hours are **39** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. |
| **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)