



**Podiatrist, Clinical Specialist Diabetes
Job Specification & Terms and Conditions**

Job Title, Grade Code	Podiatrist, Clinical Specialist Diabetes / Cosla, Speisialtóir Cliniciúil (Grade Code 3654)
Remuneration	<p>The salary scale for the post is: 01/08/2025</p> <p>€70,698 €72,062 €73,464 €74,858 €76,251 €77,718 €79,263 €80,804 €82,040</p> <p>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.</p>
Campaign Reference	69MUH2025
ECC Reference	M3493
Closing Date	12 Noon Tuesday 16 th September 2025
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	<p>There is currently one permanent whole-time vacancy available in Mayo University Hospital</p> <p>A panel may be formed as a result of this campaign for Podiatrist, Clinical Specialist Diabetes from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.</p>
Informal Enquiries	<p>We welcome enquiries about the role.</p> <p>Contact Mr Eddie Conran, Deputy Hospital Manager Tel: 0949042330 Email eddie.conran@hse.ie</p>
Details of Service	<p>HSE West and North West region</p> <p>Health Regions implementation involves the internal reorganisation of the HSE into six operational regions with responsibility for the planning and coordinated delivery of health and social care services within their respective defined geographies. While the full implementation will be a multi-year journey, the Health Region approach was stood up in March 2024 and will continue to progress throughout 2025. These new arrangements are fundamental to the delivery of Sláintecare reforms and aim to improve the health service's ability to deliver timely integrated care to patients and service users, care that is planned and funded in line with their needs at regional and local level</p> <p>The HSE has restructured into 6 Health Regions: HSE Dublin and North East HSE Dublin and Midlands HSE Dublin and South East HSE South West HSE West and North West HSE Mid West</p> <p>This new structure aims to provide more integrated and locally planned healthcare services¹. The HSE West and North West region will be led by a Regional Executive Officer (REO) who will be responsible for the operational service delivery in the region.</p> <p>The HSE West and North West region provides health and social care services to a population of almost 800,000 people across counties Donegal, Leitrim, Sligo, West Cavan</p>

Mayo, Galway, and Roscommon. This region is divided into four healthcare areas: HSE Donegal, HSE Sligo Leitrim, HSE Mayo, and HSE Galway Roscommon¹.

The region aims to deliver integrated healthcare services through collaboration between acute hospitals, primary care centres, community services, social care services, public and private providers, health and social care professionals, voluntary sector services, and national ambulance services.

The Regional Executive Officer (REO) of the HSE West and North West region is Tony Canavan, who has extensive experience in various health services within the region

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)
- Portlinculla 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 – Learning

Our 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 University of Galway and other academic partners.
- Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment.

Reporting Relationship	Deputy General Manager Mayo University Hospital Saolta Group Podiatry Manager In Charge III
Purpose of the Post	<p>The Clinical Specialist Podiatrist will be responsible for leading the development and provision of a high-quality service to patients living with diabetes and active foot disease. They will work closely with Hospital Clinical Specialist Podiatrist, Hospital Senior Podiatrist and Hospital Staff Grade Podiatrist across the west-northwest region. It will be necessary to connect and work closely with the multidisciplinary diabetic foot team members to promote integrated working for the hospital active foot. They will work closely with the community Diabetes HUB, Community Speciality team Diabetic Foot Protection Team.</p> <p>The Podiatrist, Clinical Specialist Diabetes will be responsible for leading the development and provision of a high-quality service to patients.</p> <p>The Clinical Specialist will work as part of multi-disciplinary teams in providing a quality, person-centred, evidence-based podiatry service to meet the needs of service users</p>
Principal Duties and Responsibilities	<p><i>The Podiatrist, Clinical Specialist Diabetes will:</i></p> <p>Clinical Practice</p> <ul style="list-style-type: none"> • Ensure professional standards are maintained in accordance with the requirements as set out by CORU https://www.coru.ie/files-codes-of-conduct/podrb-code-of-professional-conduct-and-ethics-for-podiatrists.pdf. • Adhere to national and international guidelines on foot management. • Develop, manage and evaluate the service provided in the designated specialist area • Act as a recognised expert podiatric resource for highly specialised clinical advice in the specialist area to patients, peers and other medical staff including GPs and Consultants. • Treat and manage a specialist clinical caseload. • Undertake specialist podiatry treatments and interventions. • Provide standardised high quality diabetes foot management to patients at high risk of developing foot complications and those with active foot disease. • Ensure that a comprehensive holistic patient assessment is completed and care process devised in collaboration with the diabetes foot multidisciplinary team both in hospital and the out-patient setting. • Develop specialised, tailored management plans with their patients following an accurate assessment and diagnosis, using highly advanced and specialist skills in patient management. • Ensure timely referral to other services in the multidisciplinary team or other as required. • Identify the need for change in own clinical practice, and that of colleagues, within the context of changing demographics, economic and legislative needs. • Provide clinical leadership that will influence and assist in the development of quality improvements in diabetes foot management. • Implement clinical governance within own specialist area and facilitate this within other remits as appropriate. <p>Quality, Safety and Risk Management</p> <ul style="list-style-type: none"> • Implement national / internationally developed standards in care of the at-risk Active Diabetic Foot diabetes foot and avail of evidence-based interventions to achieve these standards. • Develop and review appropriate clinical care pathways for diabetes patients and facilitate these with other specialists within the hospital team and wider networks. • Ensure that every patient is to be treated as an individual and provided with a high quality service in terms of courtesy, kindness, interest and efficiency. • Lead and collaborate on the development and implementation of local and national standards of practice, clinical protocols and clinical pathways for diabetes foot management. • Actively participate in relevant Hospital Special Interest Groups including Diabetes Specialist Implementation Groups on a regular basis. • Support and stimulate research into own area of specialism.

- Participate in local and national audit, benchmarking and quality assurance measures in own specialist area and facilitate these in the podiatry service.
- Participate in the development, co-ordination and implementation of strategy relevant to the service.
- Provide clinical and non-clinical risk management, set standards and measure clinical effectiveness in own specialist area.
- Take reasonable care of their own health & safety and that of others who may be affected by what they do or do not do.
- Engage in and promote research (including collaborative interdisciplinary research), audit, evaluation and development as they relate to service delivery and best practice.
- Maintain links with diabetes representative organisations, have a full understanding of the legal responsibilities of the professional role, and commit to improving the experience of service users with an appreciation of cultural diversity.
- Use work items provided by the Health Service Executive in accordance with training and instructions, including personal protective equipment.
- Develop and review policies, procedures, protocols and guidelines for managing diabetes patient care within the Podiatry Department and in consultation with stakeholders.
- Plan, develop and review innovative service developments across own and other specialist services within the team in conjunction with their Line Manager.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Work Practice

- To work as a autonomous specialist podiatrist in your field of speciality.
- To work as a Podiatry Lead within the multidisciplinary team of specialists involved in the management of foot and ankle pathology.
- To work closely with the regional hospital podiatrist colleagues across the region.
- Provide a specialist service within the hospital and liaise with the community networks, Enhanced community Care HUB Diabetes Specialist Teams.
- Liaise with other members of the multidisciplinary team, patients, carers and others, on matters relating to the management and treatment of patients with highly complex foot pathology.
- Provide clinical support to the project team and networks by maintaining an effective range of communication skills to instruct, inform, and negotiate in order to achieve active patient participation, a cohesive approach to treatment and successful case management.
- Be responsible for collating and monitoring data relating to the specialist area and to prepare activity reports on this area for the Project Lead.
- Inform your line manager /clinical manager of changes or trends within service provision to diabetes patients and provide recommendations on implementing changes.
- Develop and implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
- Participate in the business planning aspect of the specialist team and contribute to the business planning process the podiatry service.

Education and Development

- Provide case supervision to less experienced Podiatrists in own specialist clinical area.
- Be committed to personal development and acquisition of further skills and knowledge in own specialist clinical area in order to maintain and further develop a high level of clinical expertise.

- Plan, develop and provide specialist training / teaching for podiatry staff within the HSE to facilitate others in the setting up of new and the further development of clinical services for the foot management service.
- Contribute to the development of a module(s) of training for other health care professionals such as Primary Care staff, GP's, Practice Nurses and Public Health Nurses.
- Facilitate clinical practice placements for podiatry undergraduate students and other health care professionals as appropriate.
- Support training needs arising within the major teaching hospitals from student and qualified nurses, students from other disciplines, undergraduate and postgraduate medical personnel, and to provide training and evaluation as required.
- Supervise, mentor and provide peer support of less experienced members of staff within the team and advise the project lead/podiatry manager of needs required.
- Liaise with relevant outside agencies such as universities, CORU and professional bodies in order to promote the profession.

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.
- Employees must complete agreed mandatory training
- 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.

Health and Safety, Risk Management and Infection Control

- 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

	<ul style="list-style-type: none"> ○ Infection Control Policies ○ Safety Statement, Health & Safety Policies and Fire Procedure ○ Data Protection and confidentiality Policies <ul style="list-style-type: none"> • The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group's Risk Management Incident/Near miss reporting Policies and Procedures. • The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. • The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. • The post holders' responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. • The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. • The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. • The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. • It is the post holder's responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice. • Work in a safe manner with due care and attention to the safety of self, patient and others. • At all times comply with the requirements of the Laboratory Safety Statement. • Participate in risk assessments, identify risks, propose and implement appropriate remedial measures. • Report incidents and near misses as appropriate. • Cooperate with staff attendance at fire training lectures and observation of fire orders. • Dispose of contaminated materials including sharps in a safe manner as per health and safety protocols. • Have a working Knowledge of the health information and quality Authority (HIQA) standards as they apply to the role for example, Standards for Healthcare, national Standards for the prevention and control of healthcare Associated infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service <p>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.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>Statutory Registration, Professional Qualifications, Experience, etc</p> <p>Eligible applicants will be those who on the closing date for the competition have the following:</p> <ol style="list-style-type: none"> I. Be registered, or be eligible for registration, on the Podiatrists Register maintained by the Podiatrists Registration Board at CORU. <p style="text-align: center;">And</p>

	<p>II. Have Five years fulltime (or an aggregate of five years) post registration qualification experience. Of which four years full time (or an aggregate of four years) post registration qualification clinical experience must be in the required area of Specialism.</p> <p style="text-align: center;">And</p> <p>III. Demonstrate a proven record of clinical excellence in the specialism</p> <p style="text-align: center;">And</p> <p>IV. Candidates must demonstrate evidence of continuing professional development relevant to the required areas of specialism, in the form of post graduate qualification or relevant courses.</p> <p style="text-align: center;">And</p> <p>V. Candidates must demonstrate achievement in the areas of clinical audit, quality improvement initiatives, practice development, teaching and research.</p> <p style="text-align: center;">And</p> <p>VI. Provide proof of Statutory Registration on the Podiatrists Register maintained by the Podiatrists Registration Board at CORU before a contract of employment can be issued.</p> <p style="text-align: center;">And</p> <p>VII. Candidates must possess the requisite knowledge and ability (including a high standard of suitability, management, leadership and professional ability), for the proper discharge of the duties of the office.</p> <p><u>Annual Registration</u></p> <p>(i) On Appointment practitioners must maintain annual registration on the Podiatrists Register maintained by the Podiatrists Registration Board at Coru</p> <p>(ii) Practitioners must confirm annual registration with Coru to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p>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.</p> <p>Character Each candidate for and any person holding the office must be of good character.</p>
Post Specific Requirements	<p>Demonstrate depth and breadth of experience in lower limb musculoskeletal assessment and gait analysis, including computerised gait analysis and evaluation of plantar pressures as relevant to the role.</p> <p>Demonstrate depth and breadth of experience in treating at risk diabetic and chronic diabetes foot ulceration, as relevant to the role</p> <p>Demonstrate depth and breadth of experience in prescription and fitting of orthotic devices, casting techniques and provision of off-loading devices, as relevant to the role.</p>
Other requirements specific to the post	<p>Hospital experience desirable</p> <p>Have access to appropriate transport to fulfil; the requirements of the role, as the post may require travel within the region / hospitals.</p>
Additional eligibility requirements:	<p>Citizenship Requirements Eligible candidates must be:</p>

	<p>(i) EEA, Swiss, or British citizens</p> <p>OR</p> <p>(ii) Non-European Economic Area citizens with permission to reside and work in the State</p> <p>Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.</p> <p>To qualify candidates must be eligible by the closing date of the campaign.</p>
Skills, competencies and/or knowledge	<p><u>Professional Knowledge and Experience</u></p> <p><i>For Example:</i></p> <ul style="list-style-type: none"> • Demonstrates an advanced level of clinical knowledge / can clearly and methodically assess and analyse complex problems / situations. • Demonstrates an awareness of the signs/ symptoms of conditions for which podiatry is / is not indicated. • Demonstrates sound knowledge of complex presenting conditions of the patients / clients. • Demonstrates specialist knowledge of the various theoretical models and approaches that apply in current podiatry practice. • Knowledge and experience of effective models of Podiatry assessments and treatments including: <ul style="list-style-type: none"> ○ A knowledge of and ability to undertake a comprehensive assessment of the vascular and neurological status of the lower limb including use of Doppler waveform analysis, Ankle Brachial Pressure Index calculation, and tests for sensory and motor dysfunction. ○ Knowledge of advanced vascular and neurological investigation. ○ A high standard of local wound care including sharp debridement skills and knowledge of international best practice clinical guidelines on standard and advanced topical therapies. ○ The ability to detect signs of infection, determine level of infection, referral for imaging investigations and antibiotic therapy if necessary, and ability to effectively carry out investigations such as wound swabs and biopsies. ○ A sound knowledge of antibiotic therapies for diabetes foot infections and the ability to interpret microbiological and radiology reports. ○ Knowledge of dermatological conditions associated with diabetes. ○ Good theoretical knowledge and experience in nail surgery and the use of local anaesthesia. ○ Experience in computerised gait analysis and evaluation of plantar pressures ○ Knowledge and experience in prescription and fitting of orthotic devices in line with international best practice clinical guidelines, casting techniques, and provision of off-loading devices. ○ Knowledge and clinical expertise in interpreting and advising on the results of diagnostic testing. • Demonstrates the knowledge, abilities and clinical skills required to provide safe, efficient and effective service in the area of practice. • Demonstrates knowledge of a range of appropriate therapeutic interventions relevant to the client group and an ability to apply knowledge to best practice • Demonstrates knowledge of health promotion and disease management. • Knowledge of the HSE Primary Care Strategy and how it relates to Podiatry. • Maximises the use of IT with a willingness to develop IT skills as relevant to the role. <p><u>Planning and Managing Resources</u></p> <p><i>For example:</i></p>

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

Managing and Developing (Self and Others)

For example:

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

Commitment to providing a Quality Service

For example:

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

Evaluating Information and Judging Situations

For example:

- Exercises a high degree of professional autonomy in the analysis of highly complex facts or situations that contribute to the implementation of a treatment or management strategy for the service user.
- Demonstrates the ability to effectively analyse and critically evaluate complex information and make appropriate decisions.
- Explains the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach.
- Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties and/or to respond to changing needs. Recognises how service constraints impact on service delivery.
- Demonstrate evidence-based practice through the process of clinical reasoning and decision making, allowing knowledge to be applied to complex/different situations.

Communications and Interpersonal Skills

For example:

- Displays effective communication skills (written & verbal) e.g. presents written information in a clear, concise and well-structured manner / communicates complex information by tailoring the communication method and the message to match the needs of the audience.

	<ul style="list-style-type: none"> • Demonstrates sound interpersonal skills including the ability to collaborate effectively with a wide range of people, colleagues, families, carers etc. • Demonstrates sensitivity, diplomacy and tact when dealing with others and is patient and tolerant when dealing with conflict or negative attitudes from others. • Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view.
Campaign Specific Selection Process Ranking/Shortlisting / Interview	<p>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.</p> <p>Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.</p> <p>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.</p>
Diversity, Equality and Inclusion	<p>The HSE is an equal opportunities employer.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Read more about the HSE's commitment to Diversity, Equality and Inclusion</p>
Code of Practice	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>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.</p> <p>Read the CPSA Code of Practice.</p>
<p>The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.</p> <p>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.</p>	

**Podiatrist, Clinical Specialist Diabetes
Terms and Conditions of Employment**

Tenure	<p>The current vacancy available is permanent and whole time.</p> <p>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.</p> <p>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.</p>
Working Week	<p>The standard weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are 35 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.</p> <p>You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.</p>
Annual Leave	The annual leave associated with the post will be confirmed at Contracting stage.
Superannuation	<p>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</p>
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><u>* Public Servants not affected by this legislation:</u></p> <p>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.</p> <p>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.</p>
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	<p>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.</p> <p>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.</p> <p>Visit HSE Children First for further information, guidance and resources.</p>

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	<p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, 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 procedures². • 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. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

¹A template SSSS and guidelines are available on [writing your site or service safety statement](#).

²Structures and processes for effective [incident management](#) and review of incidents.