



**Medical Scientist, Senior Microbiology  
Job Specification & Terms and Conditions**

<b>Job Title, Grade Code</b>	Medical Scientist, Senior (Microbiology) / Eolaí Míochaine Sinsearach (Grade Code 3877)
<b>Remuneration</b>	<p>The salary scale for the post is: 01/08/2025</p> <p>€67,334 €70,380 €73,086 €75,853 €78,702 €81,504 €83,106 €85,993 €88,901</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>
<b>Campaign Reference</b>	778MUH2025
<b>ECC Reference</b>	M3605
<b>Link to Application Form</b>	<a href="https://www.rezoo.com/job/85154/">https://www.rezoo.com/job/85154/</a>
<b>Closing Date</b>	12 Noon Wednesday 24 <sup>th</sup> September 2025
<b>Proposed Interview Date (s)</b>	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
<b>Taking up Appointment</b>	A start date will be indicated at job offer stage.
<b>Location of Post</b>	<p>Microbiology Department, Mayo University Hospital</p> <p>There is currently one permanent vacancy available.</p> <p>A panel may be formed as a result of this campaign for Medical Scientist, Senior Microbiology from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.</p>
<b>Informal Enquiries</b>	<p>We welcome enquiries about the role.</p> <p>Contact</p> <p><b>Name &amp; Title:</b> Conor Burke, Chief Medical Scientist, Microbiology  <b>Tel:</b> 094-9042554  <b>Email:</b> <a href="mailto:conor.burke@hse.ie">conor.burke@hse.ie</a></p>
<b>Details of Service</b>	<p><b>HSE West and North West region</b></p> <p>The new healthcare structure in the western region of Ireland replacing HSE West &amp; North West region is part of the Health Service Executive's (HSE) reorganization into six new health regions. This new structure aims to provide more integrated and locally planned healthcare services<sup>1</sup>. The <b>HSE West and North West</b> 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 <b>HSE West and North West region</b> provides health and social care services to a population of almost 800,000 people across counties Donegal, Leitrim, Sligo, West Cavan Mayo, Galway, and Roscommon. This region is divided into four healthcare areas: HSE Donegal, HSE Sligo Leitrim, HSE Mayo, and HSE Galway Roscommon<sup>1</sup>.</p> <p>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.</p>

	<p>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</p> <p>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.</p> <p>The region comprises of 7 hospitals across 8 sites:</p> <ul style="list-style-type: none"> <li>• Letterkenny University Hospital (LUH)</li> <li>• Mayo University Hospital (MUH)</li> <li>• Portlincula University Hospital (PUH)</li> <li>• Roscommon University Hospital (RUH)</li> <li>• Sligo University Hospital (SUH) incorporating Our Lady's Hospital Manorhamilton (OLHM)</li> <li>• Galway University Hospitals (GUH) incorporating University Hospital Galway (UHG) and Merlin Park University Hospital</li> </ul> <p>The region's Academic Partner is University of Galway.</p> <p>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</p> <p><b>Vision</b> Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.</p> <p><b>Guiding Principles</b> Care - Compassion - Trust – Learning</p> <p>Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:</p> <ul style="list-style-type: none"> <li>• Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population.</li> <li>• Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity.</li> <li>• Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with University of Galway and other academic partners.</li> <li>• Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment.</li> </ul>
<b>Reporting Relationship</b>	The successful candidate will report to the Chief Medical Scientist, Department of Medical Microbiology and the Laboratory Manager.
<b>Purpose of the Post</b>	<p>To participate and supervise the provision of a Microbiology service in the MUH laboratory and to perform duties in a manner that provides a high-quality service to users.</p> <p>To perform routine, specialised research and development testing to the highest professional standards for the greater need of the patients.</p> <p>Be responsible for the development, co-ordination and implementation of quality processes within the Microbiology Laboratory and ensure all Laboratory tests are</p>

	performed and reported in compliance with accreditation standard ISO 15189 and compliance with Article 14 (Traceability) and Article 15 (Notification of Serious Adverse Reactions and Events).
<b>Principal Duties and Responsibilities</b>	<p><i>The Senior Medical Scientist will:</i></p> <p><b><u>Scientific / Professional</u></b></p> <ul style="list-style-type: none"> <li>• Maintain awareness of the primacy of the patient in relation to all hospital activities.</li> <li>• Perform assigned work to the highest professional standard in accordance with ISO 15189 and laboratory SOPs.</li> <li>• Demonstrate behaviour consistent with the values of the profession of Medical Scientist, Senior.</li> <li>• Participate in implementing a service that supports the clinical needs of patients and is consistent with the mission, vision, values, and strategic plan of the HSE.</li> <li>• Participate in the implementation of operational processes to standards of best practice to optimise use of resources.</li> <li>• Design and implement structured policies and systems for the management of service delivery in consultation with key stakeholders to ensure clear role accountability for service levels, quality and decision making.</li> <li>• Participate in the work of the department taking day to day responsibility for planning, prioritising and supervising the work of a section or subsection of the Department in accordance with departmental policy.</li> <li>• Be responsible for performance, maintenance, condition, quality control and record keeping of all instruments within assigned areas of the laboratory. Ensure all equipment malfunctions are investigated, reported and repaired accordingly.</li> <li>• Perform analytical testing appropriate to a multi-disciplinary laboratory.</li> <li>• Perform all activities related to the receipt, analysis and reporting of laboratory specimens.</li> <li>• Be responsible for managing consumables and reagent stocks supplies associated with assigned areas of the laboratory.</li> <li>• Ensure that procedures are carried out in compliance with national and international guidelines and actively participate in internal and external quality control and quality assurance.</li> <li>• Actively participate in Quality Management programs which are patient centred and which measure audit performance and client satisfaction.</li> <li>• Co-operate with other laboratory departments to ensure a holistic laboratory service is provided for all patients.</li> <li>• Be able to work to tight deadlines and re-prioritise work proactively as required.</li> <li>• Report all anomalies, near misses, non-conformances, incorrect results immediately to appropriate senior staff.</li> <li>• Identify and resolve system failures and anomalies.</li> <li>• Observe strict confidentiality when dealing with all aspects of patient or hospital information.</li> <li>• Be familiar with and implement the Major Emergency Plan.</li> <li>• In co-operation with the Consultant Heads of Department, Laboratory Manager, Chief Medical Scientist, and other designated senior staff, participate in the introduction of new ideas and methods according to HSE policy.</li> <li>• Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.</li> </ul> <p>Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</p> <p><b><u>Staff Management</u></b></p>

- Train, manage, supervise and encourage development of staff grade, support staff and trainees within the department, in line with the goals of management and overall laboratory management.
- Participate in laboratory meetings particularly in relation to assessment of performance, development of the service and organisational changes. Contribute to effective communication within the department.
- Promote a culture that values diversity and respect in the workplace, create and promote positive working relationships.
- Promote healthy working relationships and a professional, punctual and dedicated team.
- Facilitate open communication within the laboratory and to other hospital and user sectors.
- Maintain attendance / absence records and duty rosters as required.
- Ensure that the laboratory standard operating procedures and health and safety policies are understood and carried out by all staff.
- Participate fully as a team member, sharing knowledge and information and supporting colleagues to promote a cohesive laboratory team and the achievement of team objectives.
- Participate with the Chief Medical Scientist in the annual staff review process.

#### **Health & Safety**

- Implement agreed policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards.
- Work in a safe manner with due care and attention to the safety of self, patient and others.
- Be aware of risk management issues, adequately identifies, assesses, manages and monitors risk within their area of responsibility, take appropriate action; report any adverse incidents or near misses.
- Assist and cooperate with senior staff in procedures aimed at accident prevention in the laboratory.
- Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
- Investigate accidents, incidents and near misses, and take the necessary corrective action.
- 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.

#### **Education & Training**

- Promote a culture of learning (for self and others); participate in mandatory training programmes and other training as required to keep up to date with current practice and continuing professional development.
- Design and deliver training to staff within the laboratory to support the training of new and existing Medical Scientists, student Medical Scientists and Laboratory Aides working in their section.
- Facilitate arrangements in the laboratory area for educating and training scientific, medical personnel and others as appropriate.
- Maintain an up-to-date personal training / retraining record in accordance with laboratory policy.
- Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate, including personal development planning as per laboratory policy.

### **Administrative**

- Assist in costing activities within the laboratory.
- Participate in the provision of appropriate statistical and management information.
- Make the most effective use of information technology for both patient care and administrative support.
- Represent the department at meetings and conferences as designated.
- Co-operate fully with the implementation of new procedures, technologies and IT systems.
- Keep up to date with organisational developments within the Irish Health Service.

### **KPIs**

- 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 your line manager, assist in the development of a Performance Management system for your profession.
- The management and delivery of KPIs as a routine and core business objective.

### **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS**

- Employees must attend fire lectures annually and must observe fire orders.
- All accidents within the Department must be reported immediately.
- Infection Control Policies must be adhered to.
- In line with the Safety, Health and Welfare at Work 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 needs of Senior Management.
- To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

### **Risk Management, Infection Control, Hygiene Services and Health & Safety**

- The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
- The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility.
- The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:
  - Continuous Quality Improvement Initiatives
  - Document Control Information Management Systems
  - Risk Management Strategy and Policies
  - Hygiene Related Policies, Procedures and Standards
  - Decontamination Code of Practice
  - Infection Control Policies
  - Safety Statement, Health & Safety Policies and Fire Procedure
  - Data Protection and confidentiality Policies
- The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group's Risk Management Incident/Near miss reporting Policies and Procedures.

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The post holder must foster and support a quality improvement culture throughout your area of responsibility in relation to hygiene services.</li> <li>• The post holders' responsibility for Quality &amp; Risk Management, Hygiene Services and Health &amp; Safety will be clarified in the induction process and by your line manager.</li> <li>• 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.</li> <li>• The post holder must co-operate with management, attend Health &amp; Safety related training and not undertake any task for which they have not been authorised and adequately trained.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p><b>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.</b></p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/ or experience</b></p>	<p><b>1. <u>Statutory Registration, Professional Qualifications, Experience, etc</u></b></p> <p><b>(a) Candidates for appointment must:</b></p> <p>I. Be registered, or be eligible for registration, on the Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU.</p> <p style="text-align: center;"><b>Or</b></p> <p>II. Applicants who satisfy the conditions set out in Section 91 of the Health and Social Care Professionals Act 2005, (see note 1 below*), must submit proof of application for registration with the Medical Scientists Registration Board at CORU. The acceptable proof is correspondence from the Medical Scientists Registration Board at CORU confirming their application for registration as a Section 91 applicant was received by the 30th March 2021.</p> <p style="text-align: center;"><b>And</b></p> <p>III. Possess one of the following NFQ Level 9 post graduate qualifications or equivalent qualification at minimum Level 9 validated by the Academy of Clinical Science and Laboratory Medicine;</p> <p>MSc Clinical Laboratory Science, Dublin Institute of Technology (DIT).</p> <p>MSc Clinical Laboratory Science, Technological University Dublin (TU Dublin).</p> <p>MSc Clinical Chemistry, University of Dublin, Trinity College (TCD).</p> <p>MSc Biomedical Science, University of Ulster (UU)</p> <p>MSc Biomedical Science, Cork Institute of Technology (CIT)/University College Cork (UCC).</p> <p>MSc Biomedical Science, Munster Technological University (MTU)/University College Cork (UCC).</p>

	<p>MSc Molecular Pathology, Dublin Institute of Technology (DIT)/University of Dublin, Trinity College (TCD).</p> <p>MSc Medical Science, Atlantic Technological University (ATU)</p> <p style="text-align: center;"><b>Or</b></p> <p>IV. An equivalent qualification at minimum Level 9 validated by the Academy of Clinical Science and Laboratory Medicine (ACSLM).</p> <p style="text-align: center;"><b>OR</b></p> <p>(v) Possess Fellowship of the Academy of Clinical Science and Laboratory Medicine awarded before July 2018.</p> <p style="text-align: center;"><b>OR</b></p> <p>(vi) Have attained the Fellowship examination of the Institute of Biomedical Science (Awarded prior to 1999).</p> <p style="text-align: center;"><b>AND</b></p> <p>(vii) Possess four years full time clinical experience (or an aggregate of four years' full time clinical experience) as a medical scientist in a clinical diagnostic laboratory since qualifying as a medical scientist.</p> <p style="text-align: center;"><b>AND</b></p> <p>(viii) Demonstrate evidence of Continuous Professional Development.</p> <p style="text-align: center;"><b>AND</b></p> <p>(b) Candidates must have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office.</p> <p><b>2. Annual registration</b></p> <p>(i) On appointment, practitioners must maintain annual registration on Medical Scientists Register maintained by the Medical Scientists Registration Board at CORU</p> <p style="text-align: center;"><b>And</b></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><b>Note 1* Section 91 candidates are individuals who qualified before 31st March 2019 and have been engaged in the practice of the profession in the Republic of Ireland for a minimum of 2 years fulltime (or an aggregate of 2 years fulltime), between 31st March 2014 and 31st March 2019 are considered to be Section 91 applicants under the Health and Social Care Professionals Act 2005.</b></p> <p><b>Health</b> 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><b>Character</b> Each candidate for and any person holding the office must be of good character.</p>
<b>Post Specific Requirements</b>	Demonstrate depth and breadth of experience as relevant to the role.
<b>Other requirements specific to the post</b>	<ul style="list-style-type: none"> <li>A flexible approach to working hours is required.</li> <li>Participation in the provision of out of hours service where required</li> </ul>

<b>Additional eligibility requirements:</b>	<b>Citizenship Requirements</b> Eligible candidates must be: (i) EEA, Swiss, or British citizens  <b>OR</b> (ii) Non-European Economic Area citizens with permission to reside and work in the State  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.
<b>Skills, competencies and/or knowledge</b>	<b>Professional Knowledge &amp; Experience</b> <ul style="list-style-type: none"> <li>• Demonstrates sufficient theoretical, practical, and clinical knowledge to carry out the duties and responsibilities of the role and to develop, maintain, monitor and evaluate new and emerging trends.</li> <li>• Demonstrates up-to-date knowledge of best practice in delivering a quality laboratory service in accordance with relevant ISO and Laboratory SOPs and experience in Laboratory Accreditation.</li> <li>• Demonstrates evidence of computer skills and a willingness to develop IT skills relevant to the role.</li> <li>• Demonstrates evidence of commitment to continuous professional development.</li> </ul> <b>Planning and Managing Resources</b> <ul style="list-style-type: none"> <li>• Demonstrates the ability to effectively plan and manage resources, ensuring value for money and maximum benefit for the organisation within a model of person-centred care.</li> <li>• Demonstrates the ability to effectively manage large workloads, monitoring progress to ensure deadlines are met and reprioritising as required.</li> <li>• Demonstrates good time management skills.</li> <li>• Demonstrates capacity for management responsibility and demonstration of initiative.</li> <li>• Demonstrates the ability to evolve and adapt to a rapidly changing environment.</li> <li>• Demonstrates the ability to manage self in a busy working environment</li> </ul> <b>Managing and Developing (Self and Others)</b> <ul style="list-style-type: none"> <li>• Demonstrates ability to work independently as well as part of a team.</li> <li>• Demonstrates ability to maintain self-control in difficult and challenging situations.</li> <li>• Demonstrates supervisory, management and leadership experience.</li> <li>• Demonstrates leadership and management ability including the ability to manage a team and facilitates staff development by providing support such as supervising, mentoring, coaching and formal development planning.</li> <li>• Adapts leadership style to suit the demands of the situation and the people involved.</li> </ul> <b>Commitment to providing a Quality Service</b> <ul style="list-style-type: none"> <li>• Demonstrates a commitment to provide a high-quality service.</li> <li>• Displays awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect.</li> <li>• Demonstrates motivation, initiative and an innovative approach to job and service developments, is flexible and open to change.</li> <li>• Monitors and reviews his/ her own work, and that of the team to ensure its quality and accuracy.</li> </ul> <b>Evaluating Information and Judging Situations</b> <ul style="list-style-type: none"> <li>• Demonstrates sound clinical and professional judgement consistent with accepted models of Medical Laboratory practice</li> <li>• Demonstrates the ability to evaluate information, solve problems and make effective decisions especially regarding service user care.</li> </ul>

	<ul style="list-style-type: none"> <li>Communicates decisions comprehensively and ensures that the relevant people understand how to implement them.</li> <li>Makes decisions and solve problems in a timely manner.</li> <li>Gathers and analyses information from a variety of (relevant) sources before making a decision and will use opportunities to empower others as appropriate.</li> <li>Displays the ability to explain the rationale behind decisions confidently when faced with opposing or competing demands</li> </ul> <p><b>Communications and Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>Displays effective communication skills including the ability to present information in a clear and concise manner.</li> <li>Demonstrates strong interpersonal skills; building and maintaining relationships and understanding and valuing individuals and their respective professional roles.</li> <li>Demonstrates sensitivity, diplomacy and tact when dealing with others</li> <li>Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view.</li> </ul>
<b>Campaign Specific Selection Process</b>  <b>Ranking/Shortlisting / Interview</b>	<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>
<b>Diversity, Equality and Inclusion</b>	<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 <a href="#">Diversity, Equality and Inclusion</a></p>
<b>Code of Practice</b>	<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</p>

	and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the <a href="#">CPSA Code of Practice</a> .
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.	

### **Medical Scientist, Senior Microbiology Terms and Conditions of Employment**

<b>Tenure</b>	<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>
<b>Working Week</b>	<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>
<b>Annual Leave</b>	The annual leave associated with the post will be confirmed at Contracting stage.
<b>Superannuation</b>	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 01 <sup>st</sup> 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 31 <sup>st</sup> December 2004
<b>Age</b>	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><b><u>* Public Servants not affected by this legislation:</u></b> 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>
<b>Probation</b>	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.

<b>Protection of Children Guidance and Legislation</b>	<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 <a href="#">HSE Children First</a> for further information, guidance and resources.</p>
<b>Infection Control</b>	<p>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.</p>
<b>Health &amp; Safety</b>	<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"> <li>• Developing a SSSS for the department/service<sup>1</sup>, 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.</li> <li>• 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.</li> <li>• Consulting and communicating with staff and safety representatives on OSH matters.</li> <li>• 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.</li> <li>• Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures<sup>2</sup>.</li> <li>• Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.</li> <li>• Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.</li> </ul> <p><b>Note:</b> Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

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

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