 **Staff Nurse, Emergency & Acute Floor incorporating ED, Escalation, AMAU**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | **Staff Nurse/ Altra Foirne —Emergency and Acute Floor incorporating ED, Escalation, AMAU***(Grade Code: 2135)* |
| **Remuneration** | The salary scale for the post is: 01/08/2025€37,288 €39,260 €40,267 €41,598 €43,275 €44,952 €46,620 €48,063 €49,509 €50,949 €52,413 €53,873 **€55,477 LSI** New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Link to Application Form**  | <https://www.rezoomo.com/job/85551/>  |
| **Campaign Reference** | 89MUH2025 |
| **Closing Date** | 12 Noon Tuesday 30th September 2025 |
| **ECC Reference**  | M3643, M3642, M3299 |
| **Proposed Interview Date (s)** | Candidates will normally be given at least one weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | Immediate vacancies A panel may be created from which permanent and specified purpose contract vacancies of full or part time duration for Mayo University Hospital, may be filled. |
| **Location of Post** | Mayo University Hospital have on going opportunities for Staff Nurses in Emergency & Acute Floor incorporating ED, Escalation, and AMAU. |
| **Informal Enquiries** | **Name & Title:** Ms. Deirdre Gill, CNM3 Emergency & Acute Medicine**Tel:** 094 9042382**Email:** Deirdre.gill1@hse.ie  |
| **Details of Service** | **HSE West and North West region**The new healthcare structure in the western region of Ireland replacing HSE West & 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 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.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 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 regionThe West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.The region comprises of 7 hospitals across 8 sites:* [Letterkenny University Hospital (LUH)](https://saolta.ie/hospital/letterkenny-university-hospital)
* [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital)
* [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital)
* [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital)
* [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Lady’s Hospital Manorhamilton (OLHM)
* Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital

The region’s Academic Partner is 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 University of 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** | Reports directly to the Clinical Nurse Manager 1, 2 & 3Accountable to the Assistant Director of Nursing and Director of Nursing |
| **Purpose of the Post**  | The delivery of effective, quality-assured and patient-centred care. The Staff Nurse will assess, plan, implement and evaluate care to the highest professional and ethical standards within the model of nursing care practiced in the relevant care setting. The staff nurse will provide holistic, person-centred care, promoting optimum independence and enhancing the quality of life for service users. |
| **Principal Duties and Responsibilities** | Under the direction of the Clinical Nurse Manager 1 / 2 / 3 / Charge Nurse the post holder will:**Professional Responsibilities*** Practice Nursing according to

 (a) the professional code as laid down by the Irish Nursing & Midwifery Board of Ireland  (b) the policies and procedures as laid down by the Saolta University Health Care Group* Adhere to national, regional and local Health Service Executive (HSE) guidelines, policies, protocols and legislation.
* Work within their scope of practice and take measures to develop and maintain the competence necessary for professional practice.
* Maintain a high standard of professional behaviour and be accountable for their practice.
* Be aware of ethical policies and procedures which pertain to their area of practice.
* Respect and maintain the privacy, dignity and confidentiality of the patient.
* Follow appropriate lines of authority within the Nurse Management structure.
* Participate as a team member in all aspects of patient care.
* Demonstrate a high degree of motivation and assume responsibility for professional self-development
* Recognise the importance of good interpersonal relationship with patients, visitors and staff.
* Demonstrate flexibility by assisting in other areas of the hospital as required
* Participate in internal rotations as required and to facilitate service needs and to enhance professional development.
* Through performance evaluation with Clinical Nurse Manager 1 / 2 / 3 / Charge Nurse recognise self - limitations and plan for appropriate measures to overcome them.

**Clinical Practice*** Deliver the nursing care of an assigned group of patients within a best practice / evidence-based framework.
* Manage a designated caseload.
* Promote the health, welfare and social wellbeing of patients within our services.
* Actively participate as a multi-disciplinary / inter-disciplinary team member in all aspects of service delivery including case conferences, clinical meetings, team meetings.
* Assess, plan, implement and evaluate individual person-centred care programmes within an agreed framework and in accordance with best practice.
* Develop and promote good interpersonal relationships with patients, their families / social network supports and the interdisciplinary care team, in the promotion of person-centred care.
* Ensure that care is carried out in an empathetic and ethical manner and that the dignity and spiritual needs of the patient are respected.
* Promote and recognise the patients’ social and cultural dimensions of care and the need for links with their local community.
* Collaborate and work closely with the patient, their family, the multi-disciplinary / inter-disciplinary team, external agencies and services to facilitate discharge planning, continuity of care and specific care requirements.
* Provide appropriate and timely education and information to the patient, their family and be an advocate for the individual patient and for their family.
* Report and consult with senior nursing management on clinical issues, as appropriate.
* Maintain appropriate and accurate written and electronic nursing records and reports regarding patient care in accordance with local / national / professional guidelines.
* Participate in innovation and change in the approach to patient care delivery particularly in relation to new research findings, evidence-based practice and advances in treatment.
* Participate in clinical audit and review.
* Promote a positive health concept with patients and colleagues and contribute to health promotion and disease prevention initiatives of the Health Service Executive.
* Delegate to and supervise the work of other grades of staff within the remit of their role, as appropriate.
* Demonstrate flexibility by rotating / assisting in other units / care settings as required in order to meet nursing resource needs both within the units of the Emergency & Acute floor and the acute units of the wider hospital as a whole, both on and off-site.

ADD IN line above – need something here to cover redeploying these staff to (i) Johns in the SHH and, in time, (ii) the new planned Minor Injury Unit in Ballina* Refer clients to other services, as required.

**Clinical Governance*** Participate in clinical governance structures within the local / regional / national clinical governance framework.
* Contribute to ongoing monitoring, audit and evaluation of the service, as appropriate.
* Accurately record and report all complaints to appropriate personnel according to local service policy.
* Participate in the development of policies / procedures and guidelines to support compliance with current legal requirements, where existing, for the safe storage and administration of medicines and other clinical products.
* Participate in the development of policies / procedures and guidelines with health, safety, fire, risk and management personnel and participate in their development in conjunction with relevant staff and in compliance with statutory obligations.
* Observe, report and take appropriate action on any matter which may be detrimental to patient care or wellbeing.
* Be aware of, and comply with, the principles of clinical governance including quality, risk and health and safety and be individually responsible for clinical governance, risk management / health and safety issues in their area of work.
* Participate in the development, promotion and implementation of infection prevention and control guidelines.
* Adhere to organisational dress code.
* Assume responsibility for and coordinate the management of the unit / care setting in the absence of the Clinical Nurse Manager.

**Education, Training & Development*** Take responsibility for own competency and learning and development needs and actively contribute to the learning and development of the interdisciplinary team.
* Complete all mandatory training as deemed necessary by the Director of Nursing and Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland).
* Participate in performance evaluation / review with their line manager, identifying areas for improvement and appropriate plans / measures to achieve them.
* Provide feedback to the Clinical Nurse Manager or the designated officer with regard to compilation of proficiency assessments for students in the clinical setting.
* Develop and use reflective practice techniques to inform and guide practice as part of their daily work.
* Identify and contribute to the continual enhancement of learning opportunities within a population health framework.
* Participate in the clinical / workplace induction of all new nursing and support staff.
* Contribute to the identification of training needs pertinent to the clinical area.
* In conjunction with the Clinical Skills Facilitator develop teaching skills and participate in the planning and implementation of orientation, training and teaching programmes for nursing students and other health-care staff, as appropriate.
* Having undergone appropriate training, act as a mentor / preceptor or clinical assessor for students.
* Participate in the development of performance indicators in conjunction with the Clinical Nurse Manager.
* Participate in innovation and change in the approach to service user care delivery and contribute to the service planning process based on best practice and under the direction of Nurse Management / Nurse Practice Development, particularly in relation to new research findings and advances in treatment.

**Health & Safety*** 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.

**Administration*** Ensure that records are safeguarded and managed as per HSE / local policy and in accordance with relevant legislation.
* Work closely with colleagues across the integrated services programme in order to provide a seamless service delivery to the client within the integrated services programme.
* Maintain records and submit activity data / furnish appropriate reports to the Director of Nursing, as required.
* Contribute to policy development and formulation, performance monitoring, business planning and budgetary control.
* Maintain professional standards including patient and data confidentiality.
* Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements.
* Contribute to ongoing monitoring, audit and evaluation of the service, as appropriate
* Ensure that the care setting is maintained in good order using appropriate models, that supplies are adequate and that all equipment is in good working order and ready for immediate use.
* Ensure that equipment is safe to use and report any malfunctions in a timely manner.
* Assist with ordering of supplies as required and ensure the appropriate and efficient use of supplies is made and exercise economy in the use of consumables.

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

**PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:*** Employees must attend fire lectures annually and must observe fire orders.
* All accidents within the Department must be reported immediately.
* Infection Control Policies must be adhered to.
* In line with the Safety, Health and Welfare at Work 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 or the Hospital Campus 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.
* As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA & to assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.
* As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a Designated Officer in accordance with Section 2 of the Act. You will remain a Designated Officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.

**PLEASE NOTE** Service needs require that Staff Nurses are rostered for: • Unsocial hours/Shift work• Night Duty**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:

o Continuous Quality Improvement Initiativeso Document Control Information Management Systemso Risk Management Strategy and Policieso Hygiene Related Policies, Procedures and Standardso Decontamination Code of Practiceo Infection Control Policieso Safety Statement, Health & Safety Policies and Fire Procedureo Data Protection and confidentiality Policies* The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group’s Risk Management Incident/Near miss reporting Policies and Procedures.
* The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.
* The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services.
* 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.
* 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.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him / her from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **1. Statutory Registration, Professional Qualifications, Experience, etc** (a) Eligible applicants will be those who on the closing date for the competition: (i) Be registered, or be eligible for registration, in the General Nurse Division of the Register of Nurses kept by the Nursing & Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).  **And** (b) Candidates must possess the requisite knowledge and ability, (including a high standard of clinical and administrative capacity), for the proper discharge of the duties of the office. **2. Annual registration** (i) On appointment, practitioners must maintain live annual registration on the General Nurse Division of the Register of Nurses & Midwives maintained by Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann).  **And** (ii) Practitioners must confirm annual registration with the NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC). **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 recent post registration experience in emergency nursing; within the last 24 months at closing date of campaign (**September 30th, 2025**) |
| **Other requirements specific to the post** | Service needs require that Staff Nurses are rostered for: * Unsocial hours/Shift work
* Night Duty

Successful candidate must be willing to undertake any necessary specialist courses associated with the area of practice.Service needs will require a level of movement of nursing staff between wards/departments/acute units both on and off site for the provision of relief duties from time to time. |
| **Additional eligibility requirements:** | **Citizenship Requirements** Eligible candidates must be: 1. EEA, Swiss, or British citizens

**OR**1. 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.To qualify candidates must be eligible by the closing date of the campaign. Read more about [Department of Enterprise, Trade & Employment Work Permits](https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/). |
| **Skills, competencies and/or knowledge** |  **Professional Knowledge & Experience** * Demonstrates practitioner competence and professionalism in order to carry out the duties and responsibilities of the role.
* Practices nursing care safely and effectively, fulfilling their professional responsibility within their scope of practice.
* Practices in accordance with legislation affecting nursing practice.
* Displays evidence-based clinical knoledge in making decisions regarding client care.
* Demonstrates a commitment to continuing professional development.
* Demonstrates a willingness to develop IT skills relevant to the role.
* Demonstrate knowledge of the HSE Transformation Programme
* Demonstrate a willingness to engage and develop IT skills relevant to the role

**Planning and Organising Skills*** Demonstrates evidence of effective planning and organising skills.
* Demonstrates the ability to manage deadlines and effectively handle multiple tasks.
* Demonstrates an awareness of resource management and the importance of value for money.
* Demonstrates flexibility and adaptability in their approach to work, is open to change and new ways of working.

**Building and Maintaining Relationships*** Demonstrates the ability to work on own initiative as well as part of a team.
* Demonstrates the ability to build and maintain relationships including the ability to work effectively as part of a multi-disciplinary team.
* Demonstrates an awareness and appreciation of the patient / client and their families
* Uses diplomacy and tact in fraught situations and can diffuse tense situations comfortably.
* Ensures that care is carried out in an empathetic and ethical manner.

**Analysis, Problem Solving and Decision-Making Skills*** Demonstrates evidence-based decision-making and shows effective analytical and problem-solving skills.
* Uses a range of information sources and knows how to access relevant information to address issues.
* Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions.
* Demonstrate resilience and composure.

**Commitment to Providing a Quality Service** * Demonstrates a commitment to providing a quality service.
* Demonstrates evidence of the ability to care for clients in a non-judgemental manner.
* Takes action and informs relevant people when problems arise.
* Pays attention to detail, ensures that all records and data are up to date and available when required.

**Communication Skills*** Demonstrates excellent communication skills (written and verbal) so as to effectively carry out the duties and responsibilities of the role.
* Communicates in a clear, effective and sensitive manner, listening and ensuring that messages are clearly understood / tailors the method as appropriate.
* Anticipates and recognises the emotional reactions of others when delivering sensitive messages.
* Demonstrates the ability to influence others effectively.
* Is assertive as appropriate.
 |
| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/>  |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.Codes of practice are published by the CPSA and are available on <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |



**Staff Nurse, Emergency Department**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure**  | The current vacancy available is **permanent** and **whole time.** The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard weekly working hours of attendance for your grade are 37.5 hours per week. Your normal weekly working hours are 37.5 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.For further information, guidance and resources please visit: [HSE Children First Webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/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-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)