**Cardiac Physiologist, Chief 1**

**(Echocardiogram)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Cardiac Physiologist, Chief 1/ Fiseolaí Cairdiach, Príomh-Fhiseolaí I  *(****Grade Code 3001/ Cód Grád 3001****)* |
| **Remuneration** | The salary scale for the post is: (as at 01/08/2025)  €59,397 €60,628 €62,265 €63,855 €65,445 €67,019 **€71,087 €75,237 LSIs**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Campaign Reference** | CUHCE86194 |
| **Closing Date** | 12 noon the 14th of October 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** | Cork University Hospital /Ospidéal na hOllscoile Corcaigh  HSE South West / FSS Thiar Theas  There is currently one permanent whole-time vacancy available in Cardiology Diagnostics Department (Level 3C, Cardiac Renal Centre, CUH) within the following clinical streams being established to enhance departmental governance:  **Chief 1 Cardiac Physiologist- in Echocardiography**  A panel may be formed as a result of this campaign for **Chief 1 Cardiac Physiologist of Echocardiography** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | We welcome enquiries about the role.  For further information about the role, contact  Aisling Duggan, Chief II Cardiac Physiologist, Cardiology 3C, CRC,  Cork University Hospital.  **Mobile:** 087 4089 812  **Email:** [Aisling.Duggan2@hse.ie](mailto:Aisling.Duggan2@hse.ie)  For enquiries relating to the recruitment process contact.  Mary Hayes  People Resourcing, Model Business Park, Model Farm Road, Cork  Email: [mary.hayes22@hse.ie](mailto:mary.hayes22@hse.ie)  Tel: 021 492 8737 |
| **Details of Service** | Cork University Hospital (CUH) is the largest acute hospital in the country. The hospital is a primary teaching hospital with close alliances to University College Cork (UCC), nursing, medical and allied health professional training. The hospital also plays a central role in the management of co-located services on site.  Cork University Hospital (CUH) is the largest university teaching hospital in Ireland and the only Level 1 Trauma centre in the country – an accreditation given with the presence of 40 different medical and surgical specialties delivered by the hospital – including Neurosciences, Cardiac Services, Orthopaedics, General Surgery, Renal, Internal Medicine, Vascular, Ophthalmology, Urology, Plastic Surgery, Maxillary-Facial, Paediatrics, Critical Care, Cancer Services, and Emergency Medicine.  CUH is the tertiary referral centre for the HSE Southern area, and the supra regional area of Limerick, Clare, Tipperary, Waterford and Kilkenny. CUH therefore acts as a regional centre for secondary and tertiary care for the catchment population of 550,000 served by the HSE Southern area and a supra-regional centre for a total a population of 1.1 million.  CUH now has 800 beds following completion of the transfer of Cardiac and Renal services to the recently constructed Cardiac Renal Centre. The hospital currently employs 3,400 staff of multiple professions and is the primary teaching hospital for the Faculty of Health and Science in University College Cork.  CUH is designated as the Regional Specialist Centre for Cardiac Services with a broad range of skills and expertise resulting in high volumes of activity and access to appropriate diagnostic and treatment facilities. Best international standards provide evidence that better clinical outcomes are achieved when patients are treated by a multi-disciplinary specialist team.  The team structure comprises:   * Cardiac Physiologist Chief II * Cardiac Physiologist Chief 1 * Senior Cardiac Physiologist * Staff Grade Cardiac Physiologist |
| **Health Regions** | Six Health Regions have been established within the HSE, on the basis of the geographical boundaries agreed by the Government in July 2019 and they will be operational from 2024.    Each Health Region will be tasked with population specific planning resourcing and delivery of health and social care services for the needs of its unique population. This will result in improved accountability and governance in terms of finance and performance, while also bringing decision-making closer to the frontline.  Health Regions will enable and empower staff to provide services that are:  • Integrated, locally planned and delivered  • Easier to access and navigate  • Available closer to home  Health Regions are geographically based units with clearly defined populations. They align community and hospital services within specific areas. The HSE will retain a strong but leaner central organisation, with more service provision developed at a local level.  The HSE South West health region will manage and deliver all public health and social care services in Cork and Kerry. HSE South West includes all hospital and community healthcare services in the region.  This includes:  • South / South West Hospital Group S/SWHG  • Cork Kerry Community Healthcare CKCH  • Midlands Louth Meath Community Health Organisation  • Community Healthcare Organisation Dublin North City and County  The Department of Population and Public Health is also now aligned with this health region  **Services in the South West health region:**  HSE Services working within this region include:  • Acute Hospitals  • Primary care services  • Community services  • Social care services  • Health and social care professionals  • Voluntary sector services  South / South West Hospital Group and Cork Kerry Community Healthcare will become part of HSE South West health region from 3rd March 2025 **and the transition to the new structures will be taking place throughout 2025** |
| **Reporting Relationship** | The Cardiac Physiologist, Chief 1 will report to the Chief II Cardiac Physiologist on a professional & operational basis and to the Consultant Cardiologist on a clinical basis within the Cardiac Diagnostic Department at Level 3C, Cardiac Renal Centre, CUH. |
| **Key Working Relationships** | The post holder will have close working relationships with the Chief II Cardiac Physiologist, Consultant Cardiologists, the Clinical Lead for Cardiology and hospital staff. |
| **Purpose of the Post** | The main purpose of this post is to:   * Provide the efficient and safe management of the Cardiology investigations department. * Provide leadership in the performance of diagnostic tests of the cardiovascular systems to patients.   The successful candidate must be familiar with the techniques and range of equipment used in current medical practice for the diagnosis, treatment and care of Cardiac patients and be fully competent in performing and reporting all such investigations.  The post holder will have managerial responsibilities for their area and be actively involved in the service development. The Chief 1 Cardiac Physiologist post represents a challenging clinical/technical and managerial role. |
| **Principal Duties and Responsibilities** | *The Cardiac Physiologist Chief I will:*  **Clinical/Technical**   * Act as a clinical/technical specialist within the cardiac investigations unit and provide clinical/technical advice as required to cardiac physiologists and medical colleagues. * Supervise and conduct the clinical/technical aspects of a full range of cardiac diagnostic procedures in the Cardiac Investigation Unit including measurements, analysis and reporting. * Maintain the highest standards of expertise associated with all cardiac diagnostic applications and to disseminate these knowledge / skills to other physiologist and staff as part of continued professional development program. * Provide clinical/technical support for interrogation and resetting of functional assessment of implantable devices. * Be aware and take appropriate consideration of Medical Device Alerts for Pacemakers/ ICD and Leads. * Remain abreast of clinical/technical developments across a broad range of manufacturers, acting as a point of contact for company representatives. * Demonstrate skill at interpreting complex clinical information, anticipating potential problems and responding to changes promptly and effectively and developing specialised plans of care. * Participate in CT Coronary Angiography. * Provide immediate life support to patients including defibrillation as required. * Provide first line maintenance, electrical safety checking and calibration of equipment. * Ensure the sterilisation of equipment where necessary. * Participate in research projects where necessary.   **Professional**   * Carry out their duties, adhering to all policies, procedures and guidelines and legislation as required by the Cardiac Diagnostic Department and The Health Service Executive. * Observe and maintain strict confidentiality of patient records and staff information.   **Risk Management, Quality, Health & Safety**   * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Ensure the safety of self and others and the maintenance of the environments and equipment used in the workplace in accordance with the Health and Safety and Welfare at work Act, 2005 and local policies and procedures. * Always adhere to HSE’s Personnel Policies and adhere at all times to policies relative to Health & Safety at Work Act. * Be familiar with Hospital and Department Disaster plans and their implementation. * Ensure that heightened protective care is taken in any patient case with communicable disease. * Adhere at all times to Fire Safety Regulations and assist with fire tests, and check access to fire escapes, if required. * Ensure the efficient and safe management of the cardiac investigations’ unit. * Report accidents and incidents. Participate in the investigation and remedial 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**   * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Encourage and promote the on-going professional development of all staff within this area. Demonstrate a commitment to and maintain Continuous Professional Development (CPD) continuing to develop specialist knowledge and experience sufficient to maintain professional registration such as BSE, EACVI, IBHRE/BHRS, etc. * Maintain and enhance expertise through on-going education and training where appropriate * Develop patient educational materials and to continually review these with reference to changes in clinical practice and technological advances. * Keep abreast of new developments in the field and to attend relevant courses and conferences to this end. * Demonstrate pro-active commitment to all communications with internal and external stakeholders * Be responsible, in partnership with local general management for the practice education of student therapists through provision of placements and through support for therapists who are practice educators within their departments   **Management & Leadership**   * Provide necessary leadership and support to ensure that the corporate & service objectives of the Hospital are understood by all Cardiac diagnostic staff * Develop an effective communication process for the Dept. by arranging and participating in regular meetings and by generating relevant management information. * Manage the Dept. within agreed objectives. * Promote and facilitate the preparation and implementation of service plans, operational plans, practices and procedures which are quality driven, patient focused, and which help to improve efficiency and effectiveness of services and raise and maintain standards and reduce costs. * Implement HR processes and procedures in accordance with National policies. * Manage and control Department spending in conjunction with the Hospitals Finance Manager * Understand and promote the Hospitals commitment to a continuous quality improvement. * Ensure that the highest possible standards of treatment and care are provided to the patient and to ensure that the quality of patient’s services is a prime concern of all staff members. * Be responsible for Cardiac Physiology personnel, the effective and efficient deployment of available resources, to identify opportunities for improving services and to analyse practice and service performance. * Development of cardiac diagnostic investigations/services and policies in conjunction with the Consultant Cardiologist and the Clinical Director. * Ensure accurate patients records and departmental statistics are kept, using computerized systems as appropriate and have these statistics and records available as required. * Be responsible for supervision, training and appraisal of staff with the aim of maintaining good staff relations, improving staff development and the retention of staff. * Have responsibility for reporting failures of equipment, liaising closely with Clinical Engineering and Maintenance. * Demonstrate the use of highly advanced communication skills and maintain a high level of professionalism when potentially distressing or upsetting situations arise, manage any issues of conflict promptly and effectively to support and promote effective working. * Maintain and work to set standards of care and promote the team to adhere with all the policies including infection control, manual handling, health and safety, uniform policy & other HSE policies as appropriate. * Motivate team members on a day-to-day basis by agreeing goals and objectives. * Ensure full utilisation of the NIMIS RIS/PACS management system. * Lead and co-ordinate technicians within this area ensuring tasks are allocated according to the relevant priority and apply maximum delegation   **Administrative**   * Work in collaboration with the clinical engineering department, procurement, IT and maintenance department to facilitate and monitor the purchase, loan and maintenance of new and existing equipment through appropriate channels. * Collect and evaluate data about the service and demonstrate the achievement of the service. * Review and evaluate the cardiac diagnostic service regularly, identifying changing needs and opportunities to improve services. * Represent the department/team at meetings and conferences as appropriate. * Participate in selection and interviewing for departmental staff when the time arises. * Be responsible for orientation and training needs of all staff and students assigned to the department.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must at the latest date for receipt of completed application forms for the post, possess:**   1. **Professional Qualifications, Experience, etc**   Candidates must:   1. Possess the BSc in Clinical Measurement from Dublin Institute of Technology or equivalent as confirmed by the Irish Institute of Clinical Measurement Science (IICMS)   **Or**   1. Possess the BSc in Clinical Measurement from Technological University Dublin (TU Dublin)   **Or**   1. Possess an equivalent relevant scientific qualification (Level 8) as confirmed by the Irish Institute of Clinical Measurement Science (IICMS).   **Or**   1. (a) Possess the Certificate in Medical Physics and Physiological Measurement (MPPM) from Dublin Institute of Technology   **Or**   1. (b) An equivalent as confirmed by the Irish Institute of Clinical Measurement Science (IICMS) (***See Note 1\****)   **And**   1. Candidates must have a minimum of 5 years full time (or an aggregate of 5 years full time) relevant post qualification experience   **And**   1. Candidates must possess the requisite clinical, leadership, managerial and administrative capacity to properly discharge the functions of the role.   **Note 1\***  ***In exceptional cases where the IICMS are not in apposition to validate pre 2005 qualifications, the Clinical Measurement Physiologists experts on the eligibility/selection board may at their discretion deem as eligible***  ***HSE Applicants who are currently employed as Clinical Measurement Physiologists and who were employed in or before 2005, on the presentation of proof of their qualification(s) that was acceptable on the commencement of their employment***  **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience within the specialist area of Cardiac Investigations |
| **Other requirements specific to the post** | * Availability to work out of contracted hours to meet the service needs as required * Participate in on call rota |
| **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. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge and Experience**   * Demonstrate knowledge in the following non-invasive diagnostic areas: * ECGs, Holter Monitoring and Event Monitoring, performing and reporting * 24-hour BP Monitoring. * Exercise Stress testing (technician led) performing and reporting * Transthoracic Echocardiography, Including Transoesophageal and Dobutamine Stress Echo, performing and reporting. * Pacemaker and ICD follow up. * Display evidence based clinical knowledge in making decisions regarding client care * Demonstrate evidence of computer skills including use of Microsoft Word, Excel, email, and hospital information system, NIMIS/PACS etc. * Demonstrate willingness to attend course/conferences, undertake relevant exams and to keep abreast with new developments * Demonstrates knowledge and experience relevant to the role as per the duties & responsibilities, eligibility criteria and post specific requirements of the role * Maximises the use of ICT, demonstrating excellent computer skills particularly Microsoft Office, Outlook etc. * Demonstrate the ability to work in line with relevant policies and procedures   **Planning and Managing Resources**   * Demonstrates the ability to plan and organise own workload and that of others in an effective and methodical manner within strict deadlines, ensuring deadlines are met * Demonstrates the ability to plan and manage resources to ensure optimum service delivery * Sets realistic goals and timescales, taking account of potential problems and competing priorities * Devotes time and energy to the most important task at any given time * Maintains an awareness of value for money * Adequately identifies, manages and reports on risk within area of responsibility * Demonstrate a quality focus approach to all activities and work practices. * Demonstrates a high level of initiative, flexibility and adaptability in response to workforce demands. * Demonstrate a proactive approach to quality control and making improvements in efficiency and effectiveness of service * Demonstrate an ability to plan, introduce and adapt to change   **Building & Maintaining Relationships (including Leadership & Management)**   * Demonstrate evidence of leadership and team management skills including the ability to work with multi-disciplinary team members. * Demonstrate evidence of ability to create and support an atmosphere of cohesiveness and cooperation within the department, encouraging teamwork and open communication between all levels of staff. * Demonstrates a commitment to managing and developing 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 * Identifies and builds relationships and influences key stakeholders * Contributes positive views on the future direction and contribution of the service   **Evaluating Information and Judging Situations**   * Demonstrate the ability to gather and analyse information from a variety of sources before evaluating the benefits and consequences of decisions. * Demonstrate the ability to make decisions and solves problems in a timely manner.   **Commitment to providing a Quality Service**   * Leads on the design, delivery and implementation 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. * Adequately identifies, manages and reports on risk within area of responsibility   **Communication and Interpersonal Skills**   * 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. * 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** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.  Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Cardiac Physiologist, Chief 1 (Echocardiography)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard 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.  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. |
| **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 1st of 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.  All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998.  Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities.  You should check if you are a [Mandated Person](hhttps://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/) and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)