**G10341 Clinical Specialist Occupational Therapist in Rehabilitation**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Clinical Specialist Occupational Therapist in Rehabilitation // Teiripeoir Gairme, Speisialtóir Cliniciúil  (Grade Code: 3824) |
| **Remuneration** | The salary scale for the post as of **01/03/2025** is:  69,998 71,349 72,737 74,117 75,496 76,949 78,478 80,004 81,228  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** | G10341 |
| **Closing Date** | Monday 26th May 2025 at 10am via Rezoomo only. |
| **Proposed Interview Date (s)** | Interviews will be held as soon as possible after the closing date. Candidates will normally be given at least one week’s notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Initial assignment will be in the Occupational Therapy Department, Galway University Hospitals. As Galway University Hospitals is a split-campus hospital, the post holder will be primarily required to work from Merlin Park University Hospital but may be required to also attend clinics, and treat patients in University Hospital Galway.  There is currently one permanent, whole-time vacancy available in Galway University Hospitals  A panel may be formed as a result of this campaign for Clinical Specialist Occupational Therapist in Rehabilitation from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | We welcome enquiries about the role.  Contact Ms Valerie Flattery, Interim Occupational Therapist Manager In Charge III, Galway University Hospitals. **Tel:** (091) 542620 or **Email:** [Valerie.flattery@hse.ie](mailto:Valerie.flattery@hse.ie) for further information about the role. |
| **Details of Service** | The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.  The region comprises of 7 hospitals across 8 sites:   * Letterkenny University Hospital (LUH) * Mayo University Hospital (MUH) * Portiuncula University Hospital (PUH) * Roscommon University Hospital (RUH) * Sligo University Hospital (SUH) incorporating Our Lady’s Hospital Manorhamilton (OLHM) * Galway University Hospitals (GUH) incorporating University Hospital Galway (UHG) and Merlin Park University Hospital   The region’s Academic Partner is University of Galway.  The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff  **Vision**  Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.  **Guiding Principles**  Care – Compassion – Trust – Learning  Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:   * Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population. * Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity. * Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners.   Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Mission Statement** | Patients are at the heart of everything we do. Our Mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.  **OUR GUIDING VALUES**  **Respect** - We are an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more.  **Compassion** - we treat patients and family members with dignity, sensitivity and empathy.  **Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity.  **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research.  **Learning** - we nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential.  **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions.  **Team working** – we engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | * The post holder will report to the Occupational Therapist Manager/ OT Manager in Charge III for both line management and clinical supervision. |
| **Key Working Relationships** | * The job holder will work within the OT team and Multidisciplinary teams (including but not exclusive to medical, nursing, Physiotherapy, Speech and Language Therapy, Social Work and Therapy Assistants). The job holder will liaise with Primary Care and Disability teams as appropriate. |
| **Purpose of the Post** | * The Clinical Specialist Occupational Therapist in Rehabilitation will be responsible for the provision of a high quality Occupational Therapy Service to this complex caseload. They will carry out both clinical and educational duties as required. * The Clinical Specialist OT appointed will possess skills and expertise greater than those expected of a senior grade therapist. This includes expertise in research and audit, and prior experience in service development. * They will lead the co-ordination, development and evaluation of the Occupational Therapy element of the Rehabilitation service in Merlin Park University Hospitals currently consisting of 38 beds spread across 2 units. They will work with other team members in an integrated way in order to meet the needs of the service user group and the objectives of the organisation. They will work in conjunction with other Occupational Therapy team members and primary care services in delivering Occupational Therapy services as part of the GUHs team. * A high degree of inter-professional collaboration is understood to be a tenet of practice in this area, and is an essential element of this post. * The Clinical Specialist Occupational Therapist will develop and maintain high standards of clinical practice within this area through clinical evaluation, audit opportunities and evidence based practice. |
| **Principal Duties and Responsibilities** | * The post holder will support the principle that care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree * Maintain awareness of the primacy of the patient in relation to all hospital activities. * Performance management systems are part of the role and you will be required to participate in the hospital performance management programme   **Professional / Clinical Knowledge**  The Clinical Specialist Occupational Therapist will:   * Be responsible for the delivery of occupational therapy services to a complex caseload, commensurate with the clinical skills expected of an advanced specialist in the field of rehabilitation, which includes a stroke rehabilitation, orthogeriatric, progressive neurology and mixed rehabilitation caseload. * Design, implement and evaluate the Occupational Therapy process, keeping the service users’ therapeutic goals, needs and wishes to the fore. * Design, deliver and evaluate rehabilitation programmes and resources to support the person in their in-patient rehabilitation stay. * Use inter-professional screening skills together with discipline specific assessments including standardised tools where indicated to delineate specific cognitive and functional impairments. * Enable timely identification of the most appropriate service to meet needs, including onwards referral and signposting across all sectors on discharge. * Use advocacy skills as needed to bring together an individualised plan of care. * Demonstrate a high level of clinical competence in relation to assessment and management of conditions necessitating a rehabilitation admission with assessment and management of the impact on occupational roles. * Design, oversee and implement a therapeutic programme to address the impact of physical and cognitive impairment on occupational performance. * Identify and where relevant, prescribe equipment as part of a patient-centred intervention plan. * Evaluate impact on extended ADLS, including work roles, driving, and parenting where relevant and within scope of the service. * Be responsible for the development and maintenance of standards of practice of self and staff appointed to the Occupational Therapy service, particularly in the Medical Directorate. * Be responsible for caseload management according to service standards. * In conjunction with the Occupational Therapist Manager/ OT Manager in Charge III, lead service planning and development by anticipating the evolving needs of the service and service users. * Foster and maintain professional working relationships with colleagues, front line managers and other healthcare personnel in the extended team. * Ensure the quality of documentation of all assessments, treatment plans, progress notes, reports and discharge summaries are in accordance with local service and professional standards. * Communicate verbally and / or in writing, the results of assessments, treatment / intervention programmes and recommendations to the team and relevant others in accordance with service policy. * Participate in, and lead teams as appropriate, communicating and working in co-operation with other team members. * Attend clinics, review meetings, team meetings, case conferences, ward rounds etc. as designated by Occupational Therapist Manager/ OT Manager in Charge III. * Ensure that staff in the designated service area(s) arrange and carry out duties in a timely manner, within settings appropriate to service users’ needs and in line with local policy/guidelines. * Be responsible for adhering to existing standards and protocols and for leading out on the development and maintenance of standards / strategies for quality improvement and outcome measurement. * Seek advice and assistance with any assigned duties in line with principles of evidence based practice and clinical governance. * Ensure that professional standards are maintained in relation to confidentiality, ethics and legislation. * Operate within the scope of Occupational Therapy practice within Ireland and in accordance with local guidelines. * Maintain professional accreditation with CORU, and act at all times in accordance with the CORU and AOTI Codes of Ethics for Occupational Therapists. * Have a working knowledge of the Health Information and Quality Authority (HIQA) standards as they apply to the role and comply with relevant associated HSE and departmental protocols for implementing and maintaining these standards.   **Education and Training**  The Clinical Specialist Occupational Therapist will:   * Participate in mandatory training programmes. * Continually develop and maintain an up to date knowledge of occupational therapy in this practice area, by personal study, participation in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice, contributing to research etc. as agreed by the Occupational Therapist Manager/ OT Manager in Charge III, as part of a personal development plan. * Provide leadership, direction and support and ensure the continuing development of the Occupational Therapy staff and students within the service. * Engage in professional clinical Occupational Therapist supervision with the Occupational Therapist Manager/ OT Manager in Charge III or alternate identified by mutual agreement. * Engage in peer support with colleagues both within and outside the organisation or department. * Supervise Senior and/or Staff Grade Occupational Therapists within the clinical sub-team as identified by the Occupational Therapist Manager/ OT Manager in Charge III. * Manage, participate and play a key role in the practice education of student therapists, including undertaking fieldwork supervisor responsibilities as required. * Take part in teaching / training / supervision of other Occupational Therapy and non-Occupational Therapy staff / students and attend practice educator courses as appropriate. * Further develop and maintain clinical competence in relation to current developments in Adult Rehabilitation and synthesise the implications which these may have for clinical practice. * Act as a role model in the occupational therapy specialism through high standards of clinical competence and professionalism. * To act as advisor and clinical expert in occupational therapy to the extended inter-professional team. * Act as a clinical resource within the Saolta hospital group within the area of specialism and support development of other sites, including inservice training, in collaboration with the relevant service managers   **Research & Development**  The Clinical Specialist Occupational Therapist will:   * Undertake research and audit relevant to the service area in collaboration with colleagues in the Occupational Therapy department and the wider multi-disciplinary team. * Actively instigate, participate in or investigate research projects as appropriate and achievable within existing workload. * Develop and maintain an environment conducive to learning. * Promote occupational therapy practice in line with relevant research and evidence base. * Initiate or participate in innovations in uni/multidisciplinary practice in collaboration with the Occupational Therapist Manager/ OT Manager in Charge III and members of the multidisciplinary team. * Disseminate information through seminars and publications as appropriate. * Understand and utilise evidence based practice to inform clinical reasoning. * Network with other clinical specialists, the Association of Occupational Therapists of Ireland (AOTI), education providers and other professional bodies as appropriate to exchange and enhance knowledge base and practice.   **Health & Safety**  The Clinical Specialist Occupational Therapist will:   * Promote a safe working environment in accordance with Health and Safety legislation. * Be aware of and implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards. * Actively participate in risk management issues, identify risks and take responsibility for appropriate action. * Maintain a high standard of infection control within the working environment * Report any adverse incidents in accordance with organisational guidelines.   **Administrative**  The Clinical Specialist Occupational Therapist will:   * Be responsible for the co-ordination and delivery of service in designated area(s). * Review and allocate resources within the designated area in collaboration with the Occupational Therapist Manager/ OT Manager in Charge III and relevant others. * Promote good working practice and uniformity of standards of best practice. * Promote quality by reviewing and evaluating the Occupational Therapy service regularly, identifying changing needs and opportunities to improve services in collaboration with the Occupational Therapist Manager/ OT Manager in Charge III and relevant others. * Develop and implement service / business plans, quality initiatives, audits etc. and report on outcomes in collaboration with the Occupational Therapist Manager/ OT Manager in Charge III . * Oversee the upkeep of accurate Healthcare Records and other documentation in line with best clinical governance, organisational requirements and the Freedom of Information Act and provide information and statistics as required within the clinical area. * Attend and participate in departmental team meetings. * Represent the department / team at meetings and conferences as appropriate. * Liaise with the Occupational Therapist Manager/ OT Manager in Charge III regarding the needs, interests and perspective of Occupational Therapy staff. * Promote good team working and a culture that values diversity. * Participate in the management of Occupational Therapy stock and equipment in conjunction with the Occupational Therapist Manager/ OT Manager in Charge III * Engage in IT developments as they apply to service user and service administration * Keep up to date with developments within the organisation and the Irish Health Service and respond in a constructive way to changes affecting the organisation. * Plan annual leave within the clinical area to ensure that occupational therapy cover is adequate. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * Deputise for the Occupational Therapist Manager/ OT Manager in Charge III in their absence, as part of a departmental rota, and/or in delegated tasks as they arise. * Perform such other duties appropriate to the office as may be assigned by the Occupational Therapist Manager/ OT Manager in Charge III.   **KPI’s**   * The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets. * The development of Action Plans to address KPI targets. * Driving and promoting a Performance Management culture. * In conjunction with line manager assist in the development of a Performance Management system for your profession. * The management and delivery of KPIs as a routine and core business objective.   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:**   * Employees must attend fire lectures periodically and must observe fire orders. * All accidents within the Department must be reported immediately. * Infection Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. * The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. * The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:   + Continuous Quality Improvement Initiatives   + Document Control Information Management Systems   + Risk Management Strategy and Policies   + Hygiene Related Policies, Procedures and Standards   + Decontamination Code of Practice   + Infection Control Policies   + Safety Statement, Health & Safety Policies and Fire Procedure   + Data Protection and confidentiality Policies * The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Region’s Risk Management Incident/Near miss reporting Policies and Procedures. * The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. * The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. * The post holders’ responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. * The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. * The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. * The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. * It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | Candidates must on the closing date:  **Statutory Registration, Professional Qualifications, Experience, etc.**  i) Be registered, or be eligible for registration, on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU.  **AND**  ii) Have five years full time (or an aggregate of five years) post registration qualification experience. Of which four years full time (or an aggregate of four years) post registration qualification clinical experience must be in the required area of Rehabilitation.  **AND**  iii) Demonstrate a proven record of clinical excellence in rehabilitation.  **AND**  iv) Candidates must demonstrate evidence of continuing professional development relevant to the required area of rehabilitation, in the form of post-graduate qualifications or relevant courses.  **AND**  v) Candidates must demonstrate achievement in the areas of clinical audit, quality improvement initiatives, practice development, teaching and research.  **AND**  vi) Provide proof of Statutory Registration on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU before a contract of employment can be issued.  **Annual Registration**  i) On appointment practitioners must maintain annual registration on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU.  **AND**  ii) Practitioners must confirm annual registration with CORU 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 post qualification experience in the delivery of occupational therapy in the context of Adult Rehabilitation that includes Stroke Rehabilitation/ Ortho Geriatrics/ Neurological (TBI and Progressive Neurological Conditions) and Surgical and Medical Rehabilitation. * Demonstrate a high level of clinical knowledge and post graduate study/ significant CPD in the area of Adult Rehabilitation. |
| **Skills, competencies and/or knowledge** | ***Candidates must demonstrate:***  **Professional Practice**   * Competency in the clinical area, in line with the Therapy Projects Office Competency Framework for Clinical Specialist 2008. * Evidence of advanced clinical experience, knowledge reasoning and skills in the assessment, planning, implementation, evaluation and modification of treatment programmes for service users. * Evidence of appropriate delegation of tasks within the clinical area. * Evidence of appropriate referral of decisions to a higher level of authority or to include colleagues in the decision making process. * Evidence of a critical understanding of the context in which practice occurs for example social, political and inter-professional collaboration. * Evidence of delivery of self-management programmes or information in both individual and group formats. * Have a working knowledge of 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.   **Commitment to Providing a Quality Service**   * Evidence of clinical leadership in development of new service initiatives in collaboration with line manager and other appropriate stakeholders. * Evidence of application of research, audit and resulting change initiatives. * Evidence of collecting, evaluation and reporting data on therapy outcomes for service users. * Evidence of knowledge and application of risk management processes. * Evidence of application of clinical standards, guidelines and procedures. * Evidence of use of evidence based practice through clinical reasoning and decision making, applying evidence based outcome measures to evaluate efficacy of treatment and quality of care.   **Planning and Managing Resources**   * Evidence of appropriate planning and balancing clinical demands with other responsibilities through effective time management and organisation skills. * Evidence of IT skills to enable service and statistical analysis, health care records documentation, report writing and email communication. * Evidence of appropriate documentation in line with HSE standards for Health Care Records.   **Managing & Developing (Self & Others)**   * Evidence of leadership of clinical practice within the multidisciplinary team working with clinicians involved in the delivery of memory services. * Evidence of multidisciplinary working in the designated clinical area. * Evidence of experience in communication skills, oral and written in clear, concise and well structured manner in multidisciplinary team working appropriate to the content and target audience. * Evidence of negotiating clearly and constructively with relevant stakeholders. * Demonstrates evidence of delivering an educational role. |
| **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. | |

**G10341 Clinical Specialist Occupational Therapist in Rehabilitation**

**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 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

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

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