**Psychologist Senior, Psycho-Oncology Services, Cancer Services**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Senior Psychologist Psycho-Oncology Services(Síceolaí, Comhairleoir Sinsearach)  **Grade Code**:3692 |
| **Remuneration** | The salary scale for the post from 01/03/2025:  97,528 99,846 102,183 104,507 106,813 107,699 **111,167 114,638 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** | G10655 |
| **Closing Date** | 10:00am Monday 18th August 2025 via Rezoomo |
| **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** | **Galway University Hospitals**  There is currently Permanent whole-time vacancy available in **Psychologist Senior, Psycho-Oncology Services, Cancer Services**  A panel may be formed as a result of this campaign for **Psychologist Senior, Psycho-Oncology Services** 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: Dr Natalie Hession, Principal Psychology/Psycho-oncology Lead  Phone: 091 548574  Email: [natalie.hession@hse.ie](mailto:natalie.hession@hse.ie)  for further information about the role.  Contact recruit.guh@hse.ie for enquiries relating to the recruitment process. |
| **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** | Professional reporting relationship for clinical Governance and clinical supervision will be to Principal Psychologist (Psycho-oncology Service).  Operationally accountable to the Principal Psychologist (Psycho-oncology Service) |
| **Key Working Relationships** | Key working relationships associated with the role include:   * Psycho-oncology Multidisciplinary team * Radiation Oncology team * Medical Oncology team * Haematology Oncology Team * Surgical Oncology Teams * Palliative Care team * Social Work Team * Clinical Nurse Specialists/Advanced Nurse Practitioners * Hospital Management * Cancer MCAN Team * Charity partner – Cancer Care West |
| **Purpose of the Post** | In general, the purpose of the post is to provide the assessment and interventions for the population receiving treatment from the GUH Oncology Service and their families.  The main focus is to enhance, under the scope of psychological practice, the cancer patient’s experience, and the quality of life and health outcomes of cancer patients and their caregivers, by addressing their emotional, psychological, cognitive and social needs.  The Psycho-Oncology service provides a comprehensive psychological assessment and therapeutic intervention service for both in and out patients at Galway University Hospital. The vast majority of referrals to the Psycho-oncology Service are in relation to any or a combination of the following: a) mental health difficulties including, but not exclusive to: mood and anxiety difficulties, trauma and b) oncology specific needs, including adjustment to the diagnosis and treatment, body image difficulties, treatment compliance, sleep difficulties and fatigue and sexual difficulties.  The purpose of the position to be part of a dedicated multidisciplinary service to the GUH Psycho-Oncology Service as outlined by the NCCP Model of Care for Psycho-Oncology. |
| **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**  The Senior Grade Psychologist will:   * Be responsible for the delivery of professional psychology services appropriate to the post in line with best practice. * Carry a clinical caseload appropriate to the post for both adults and AYA (Adolescent and Young Adults), in and out patients. * Provide psychological assessments for the client group based upon the appropriate use, interpretation and integration of data from a variety of sources including psychological tests, self-report measures, direct and indirect observation and interviews with patients, family members and/or carers. * Formulate and implement plans for psychological therapeutic intervention or management based on an appropriate conceptual framework. * Provide clinical supervision to other Psychology staff members. * Exercise autonomous professional responsibility for the assessment, treatment and discharge of patients whose problems are managed using psychologically based care plans. * Contribute a psychological perspective to case planning and multi-agency case working and review and attend relevant hospital MDMs. * Contribute to the OECI accreditation process underway across the Cancer MCAN * Provide professional reports as required in accordance with professional standards. * Communicate effectively and work in co-operation with team members and others to ensure integrated service provision. * Develop and maintain close liaison with key stakeholders. * Ensure co-ordinated interdisciplinary and inter-agency service delivery, including NCCP, community cancer support services, hospital psycho-oncology services. * Participate in meetings, committees and/or conferences as required. * Act as a representative of the psycho-oncology service / profession as required. * Work within limits of professional competence in line with principles of best practice, professional conduct and clinical governance. * Represent and advocate for the psychological/psycho-oncology needs of service users. * Work in and promote an ethical and professional manner at all times. * Be aware of and refer the service user to other services as necessary. * Initiate and participate in needs assessment and health promotion as appropriate. * Deputise for the Principal Psychologist (Psycho-oncology) as appropriate / required. * Promote a culture that values equality, diversity and respect in the workplace. * Be familiar with government strategies relating to developments in health service delivery and anticipate changing demands on service and respond to these changes. Be particularly cognisant of developments in Cancer strategy and relevant NCCP publications.   **Research & Evaluation**  The Senior Grade Psychologist will:   * Utilise evidence-based literature and research to support effective practice. * Undertake project management including audit and service evaluation with colleagues within the service to help develop service provision. * Participate in evaluation of all clinical activity within the post and provide such information as required by the Psycho-oncology service for the purpose of service monitoring and evaluation. * Conduct, encourage and support service-related research and provide research advice as appropriate. * Publish research outcomes in professionally recognised journals and share information on outcomes at professional conferences where appropriate. * Represent a professional view point in relation to nationally accepted good practice and to ensure a high level of ethical standards and professional conduct. * Lead and contribute to developments and innovative practice.   **Education & Training**  The Senior Grade Psychologist will:   * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Receive regular clinical professional supervision. * Provide post-graduate teaching and training and deliver teaching and training to professional postgraduates including Doctoral Psychology trainees. * Provide supervision to the work of non-psychologists in delivery of psychological interventions as appropriate. * Provide psychological training, advice and consultation to staff from health and other agencies in areas relevant to psycho-oncology. * Provide professional and clinical supervision of trainee psychologists. * Provide supervision as appropriate on running community-based intervention groups for other professions. * Provide advice, consultation and training to staff working with oncology patients across a range of agencies and settings where appropriate. * Attend mandatory training programmes. * Be informed of advances in professional knowledge and practice. * Be informed of developments in national policies, strategies and legislation and perceived impact on practice. * Take responsibility for continuous professional development and ensure compliance with statutory registration requirements. * In collaboration with the Principal Psychologist, attend training courses as informed by service requirements and career & personal development planning. * Be responsible for the induction of new staff as appropriate.   **Health & Safety**  The Senior Grade Psychologist will:   * Comply with and contribute to the development of policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards and ensure their staff compliance. * Have a working knowledge of HIQA or Mental Health Commission 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. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * 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.   **Management**  The Senior Grade Psychologist will:   * Provide line management supervision to assigned staff. * Manage and co-ordinate service delivery in their area of responsibility. * Assign duties and responsibilities as appropriate to ensure effective service delivery. * Ensure the maintenance of appropriate service user records and statistics in accordance with HSE requirements and local guidelines, Freedom of Information Act, Data Protection Acts and other relevant legislation. * Provide service reports / data as required. * Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways and integrated care arrangements. * Actively participate in the development and continuing improvement initiatives of psychology services in conjunction with the Principal Psychologist and relevant others. * Attend appropriate meetings of professional bodies/ Irish Hospital Psychologists Group in order to keep up-to-date with standards in professional practice. * Contribute to policy development, performance monitoring, business / service planning and budgetary control in conjunction with Principal Psychologist and relevant others. * Maintain an awareness of HR policies and procedures / engage in recruitment processes and other HR functions as required. * Assist in ensuring that the psychological service makes the most efficient and effective use of developments in IT. * Maintain professional standards with regard to service user and data confidentiality. * Keep up to date with organisational developments within the Irish Health Service. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * To manage, participate and play a role in the practice education of student therapists * Staff will work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020. Check the [Framework](https://www.hse.ie/eng/services/list/4/mental-health-services/advancingrecoveryireland/national-framework-for-recovery-in-mental-health/) for any updates.   **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** | **Below are the professional qualifications and experience required for the appointment and continuing as Psychologist, Senior – Clinical/Counselling/Educational. The criteria cover the following cohorts of employees and external applicants.**   * **Category A. Employed pre October 2002** * **Category B. Employed between October 2002 to 31st January 2021** * **Category C. Employed 31st January 2021 to the 30th September 2026.**   Candidates must on the closing date:  **Category A (Employed pre October 2002)**  **1. Professional Qualifications, Experience, etc.**  **Eligible applicants must:**  (i) Have been employed before 25th October 2002 and be currently in employment as a  psychologist in the public health system; the HSE and agencies funded under Section 38 and Section 39 of the Health Act 2004  **And**  ii. Demonstrate competence in the Care Group/s applied for  **And**  iii. Possess the requisite knowledge and ability, including a high standard of suitability and  ability, for the proper discharge of the office  **And**  iv. Applicants must have at least five years satisfactory post-graduate experience in the area of professional psychology, no more than three years of which was spent in gaining the post-graduate professional qualification and no less than two years full-time spent in post-qualification experience as a professional psychologist. Years in excess of the permitted three years for completion of the post-graduate training or time not worked will not be taken into consideration when assessing the five years’ experience requirement.  **Category B (Employed between October 2002 and 31st January 2021)**   1. **Professional Qualifications, Experience, etc. Eligible applicants must:**   i. Be currently employed in a named publically funded psychological service, **Note 1**.  **And**  ii. Have a university degree or diploma (QQ1 level 8 equivalent) obtained with 1st or 2nd class honours in which Psychology was taken as a major subject and honours obtained in that subject  **And**  iii. Have an Irish post-graduate professional psychology qualification accredited by the Psychological Society of Ireland in Clinical, Counselling or Educational Psychology  **Or**  An equivalent qualification from another jurisdiction validated by the Department of Health.  **And**  iv. Demonstrate competence in the Care Group/s applied for.  **And**  v. Applicants must have at least five years satisfactory post-graduate experience in the area of professional psychology, no more than three years of which was spent in gaining the post-graduate professional qualification and no less than two years full-time spent in post-qualification experience as a professional psychologist. Years in excess of the permitted three years for completion of the post-graduate training or time not worked will not be taken into consideration when assessing the five years’ experience requirement.  **And**  vi. Possess the requisite knowledge and ability, including a high standard of suitability and ability, for the proper discharge of the office  **Note 1.** Psychological services delivered or funded by the Department of Health, Department of Justice, Department of Education and the Department of Children, Disability, Equality and Integration aimed at improving the mental, physical or social health or wellbeing of the clients they serve.  **Category C (Employed 31st January 2021 to the 30th September 2026.)**  **1. Professional Qualifications, Experience, etc. Eligible applicants must:**   1. Have a university degree or diploma (QQ1 level 8 equivalent) obtained with 1st or 2nd class honours in which Psychology was taken as a major subject and honours obtained in that subject   **And**   1. Have an Irish post-graduate professional psychology qualification accredited by the Psychological Society of Ireland in Clinical, Counselling or Educational Psychology   **Or**   1. An equivalent qualification from another jurisdiction validated by the Department of Health.   **And**   1. Demonstrate competence in the Care Group/s applied for.   **And**   1. Applicants must have at least five years satisfactory post-graduate experience in the area of professional psychology, no more than three years of which was spent in gaining the post-graduate professional qualification and no less than two years full-time spent in post-qualification experience as a professional psychologist. Years in excess of the permitted three years for completion of the post-graduate training or time not worked will not be taken into consideration when assessing the five years’ experience requirement.   **And**   1. Applicants with a clinical or counselling psychology qualification must demonstrate that they have acquired in appropriate health settings, for the area / areas for which they wish to apply - Disability (Child and Adult), Child Psychology, Adult Psychology - either at least 60 days or equivalent supervised clinical placements as part of the professional qualification; or at least 60 days or equivalent post-qualification supervised work experience as a psychologist. **Note 2**.   **Or**  Vii  Applicants with an educational psychology qualification must demonstrate that they have acquired in appropriate health settings for the area / areas for which they wish to apply - Child Disability, Child Psychology - either at least 60 days or equivalent supervised clinical placements as part of the professional qualification; or at least 60 days or equivalent post-qualification supervised work experience as a psychologist. **Note 2**  **Note 2:** Combinations of supervised clinical placement experience as part of the qualification and post qualification supervised work experience within a single care group area to give a total of 60 days are not acceptable.  **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** | * Knowledge of the key aspects of the psychological responses of patients to cancer at all stages of the disease (and that of their families and carers) * Experience of working as a trainee psychologist or post qualification within an acute Hospital setting and experience of providing psychological services to patients presenting with life limiting conditions. |
| **Other requirements specific to the post** | Flexibility with regard to working hours so demands of the post will be meet |
| **Skills, competencies and/or knowledge** | * Demonstrate competence in delivering a professional service. * Demonstrate an awareness of current professional issues. * Demonstrate a clear understanding of professional ethics. * Demonstrate knowledge of research methods. * Demonstrate commitment to continuing professional development and a clear commitment to the supervision process. * Demonstrate sufficient communication skills (verbal & written) to effectively carry out the duties and responsibilities of the role. * Demonstrate sufficient clinical knowledge and evidence based practice to carry out the duties and responsibilities of the role. * Demonstrate an ability to apply knowledge to best practice. * Demonstrate the ability to plan and deliver care in an effective and resourceful manner within a model of person-centred care. * Demonstrate an ability to manage and develop self and others in a busy working environment. * Demonstrate the ability to effectively evaluate information and make appropriate decisions. * Demonstrate a commitment to assuring high standards and strive for a user centred service. * Display effective interpersonal skills including the ability to collaborate with colleagues, families, carers, etc. * Demonstrate effective leadership and team skills. * Display awareness and appreciation of the service users and the ability to empathise with and treat others with dignity and respect. * Demonstrate flexibility and openness to change. * Demonstrate a commitment to continuing professional development. * Demonstrate a willingness to develop IT skills relevant to the 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. | |

**Psychologist Senior, Psycho-Oncology Services**

**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. |
| **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. |
| **Ethics in Public Office 1995 and 2001** | Delete the section below; if the salary is less than the minimum grade viii salary point. Check the most recent [HSE Pay scales](https://healthservice.hse.ie/staff/pay/pay-scales/)  Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the [Standards Commission’s website](https://www.sipo.ie/). |

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)