**Physiotherapist, Clinical Specialist - Emergency Department Musculoskeletal Services**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Physiotherapist, Clinical Specialist - Emergency Department Musculoskeletal Services(Grade Code: 3707) |
| **Remuneration** | The salary scale for the post as of **01/08/2025** is: 70,698 72,062 73,464 74,858 76,251 77,718 79,263 80,804 82,040New 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** | G11139 |
| **Closing Date** | Monday, 22nd September 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** | HSE West & North West RegionGalway University Hospitals (GUH) is a major academic teaching hospital with a large Physiotherapy Service –upwards of 100 staff across two sites, (University Hospital Galway UHG and Merlin Park University Hospital MPUH). GUH physiotherapy department provides a wide range of acute and rehabilitation services including: Critical Care, Surgical, Medical, Cardiothoracics, Neurology, Care of the Elderly, Stroke, ESD Stroke, Oncology, Radiotherapy, OPRaH, CF, Rehabilitation, Paediatrics, Women’s Health, OPD, Plastics, Rheumatology, Orthopaedics, Frailty at the Front Door and Emergency Department Musculoskeletal (ED MSK) services.MSK Physiotherapy Services are delivered by a team of Clinical Specialists, Seniors and staff grade physiotherapists across both sites in GUH. This post holder will be primarily based on the UHG site delivering a service in the Emergency Department (ED).Services are provided for weekend and on call across acute respiratory and orthopaedics.We are an undergraduate student education site.There is currently one permanent, part time (0.5 WTE) vacancy available in Galway University Hospitals.A panel may be formed as a result of this campaign for Galway University Hospitals 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 Catherine O’Sullivan, Physiotherapist Manager in Charge III GUHsTelephone: 091 542590E-mail: Catherine.osullivan@hse.ieorMr Kevin O’Connell, Physiotherapy Manager University Hospital Galway.Telephone: 091 544322E mail: Kevin.oconnell2@hse.ie  |
| **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 – LearningOur guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:* Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population.
* Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity.
* Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with 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 Physiotherapist Manager UHG and ultimately to the Physiotherapist Manager in Charge III, GUH for clinical governance and clinical supervision through the professional line management structure.
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| **Key Working Relationships** | * Collaboration with the Emergency Department team, including ED Consultants, NCHDs and Nurses, other HSCPs and administration staff.
* Work closely with other physiotherapists working in the ED/Acute floor to manage the patient caseload
* Lead, coordinate, and supervise Senior and Staff Physiotherapists within the Emergency Department Physiotherapy Team.
* Work collaboratively as part of the GUH Physiotherapy Team to manage cover, contribute to the overall management of services within the department, and participate in weekend services.
* Work collaboratively with other physiotherapists and specialists in MSK services across the hospital and community to ensure co-ordinated pathways of care.
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| **Purpose of the Post**  | * To lead, coordinate and deliver the Physiotherapy ED MSK service, along with other senior staff in the area.
* To be responsible for the provision of a high-quality Physiotherapy service to patients attending the Emergency Department in accordance with standards of professional practice.
* To work in conjunction with other team members in co-ordinating and developing the service to meet the needs of the population it serves in line with the objectives of the organisation.
* To work with the Physiotherapy Manager in ensuring the co-ordination, development and delivery of a quality, client centred physiotherapy service.
* To carry out clinical and educational duties including student supervision as required.
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| **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

*The Physiotherapist, Clinical Specialist will:***Professional / Clinical*** Identify and prioritise the requirements of the service within a constantly changing environment.
* Oversee, monitor, and uphold the standards of professional practice through clinical audit, supervision, and training.
* Operate within the scope of Physiotherapy practice as per CORU requirements and in accordance with local guidelines.
* Be responsible for a clinical caseload.
* Ensure a high standard of physiotherapy assessment, treatment and management is provided for service users under his/her care.
* Ensure the privacy and dignity of the service user is always respected.
* Keep abreast of research and practice developments in relevant clinical area(s); advise on and, in collaboration with the Physiotherapy Manager, introduce improvements / changes to work practices, procedures, techniques or technology considering new developments.
* Communicate with other Clinical Specialists nationally and internationally to further develop clinical excellence and research.
* Act as an advanced clinical advisor in the specialist clinical area(s) to Physiotherapists and other Health Care Professionals regarding the management of complex cases.
* Keep accurate written and/or electronic records on the assessment, treatment, outcome, and other information relevant to service users.
* Ensure the privacy and dignity of the service user is always respected.
* Serve on and provide specialist advice to committees / working groups that may be set up relevant to the area of clinical speciality.
* Participate in relevant service and professional meetings.

**Education and Training*** Participate in mandatory training programmes.
* Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate.
* Engage in professional clinical Physiotherapist supervision and in peer support with Physiotherapist colleagues.
* Ensure newly qualified therapists have adequate induction and clinical supervision.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* 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.

**Quality, Health and Safety and Risk*** Develop and monitor implementation of agreed policies, procedures, and safe professional practice by adhering to relevant legislation, regulations, and standards.
* Ensure the safety of self and others, and the maintenance of safe environments and equipment used in Physiotherapy in accordance with legislation.
* Adequately identifies, assesses, manages, and monitors risk within their area of responsibility.
* Take the appropriate timely action to manage any incidents or near misses within their assigned area(s).
* Report any deficiency/danger in any aspect of the service to the team or Physiotherapy Manager as appropriate.
* Develop and promote quality standards of work and co-operate with quality assurance programmes.
* 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*** 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 relevant others.
* Develop and implement strategic service and business plans, quality initiatives, audits etc. based on up-to-date evidence-based practice and report on outcomes.
* Foster and lead a culture and practice of; evaluating service outcomes; data collection; implementing quality improvement initiatives as appropriate.
* Oversee the upkeep of accurate records in line with best clinical governance, organisational requirements, and relevant legislation e.g., FOI, GDPR
* Record, collate and submit statistics, including key performance indicators, within agreed timeframes.
* Promote good team working, and a culture that values diversity.
* Work within the multidisciplinary team and liaise with staff to ensure effective communication.
* Liaise with the Physiotherapist Manager regarding the needs, interests, and views of Physiotherapy staff.
* Represent the department / team at meetings and conferences as appropriate.
* Engage in IT developments as they apply to service user and service administration.
* Keep up to date with developments within the Health Service.

**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.**(a) Eligible applicants will be those who on the closing date for the competition have the following:(i) Be registered, or be eligible for registration, on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU. <https://coru.ie/health-and-social-care-professionals/education/approved-qualifications/physiotherapists/> **If you are a section 91 candidate, please see note \*** **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 Musculoskeletal Physiotherapy. **AND**(iii) Demonstrate a proven record of clinical excellence in Musculoskeletal Physiotherapy.**AND**(iv) Candidates must demonstrate evidence of continuing professional development relevant to the required area of specialism, 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 Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU before a contract of employment can be issued. **AND**(vii) Candidates must possess the requisite knowledge and ability, (including a high standard of suitability, management, leadership and professional ability), for the proper discharge of the duties of the office. **Annual Registration**(i) On appointment practitioners must maintain annual registration on the PhysiotherapistsRegister maintained by the Physiotherapists 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.**Note\*** **Individuals who qualified before 30th September 2018 and are registered or have applied for registration under Section 91 of the Health and Social Care Professionals** **Act, 2005, must hold a Physiotherapy qualification approved by CORU in order to be** **eligible to apply. The list of approved qualifications under the Section 91 route can** **be accessed on the attached link:** [**https://coru.ie/files-registration/hse-list-of-physiotherapist-qualifications.pdf**](https://coru.ie/files-registration/hse-list-of-physiotherapist-qualifications.pdf)**Section 91 candidates are individuals who qualified before 30th September 2018 and** **have been engaged in the practice of the profession in the Republic of Ireland for a minimum of 2 years fulltime (or an aggregate of 2 years fulltime), between 1st** **October 2016 and 30th September 2018 are considered to be Section 91 applicants** **under the Health and Social Care Professionals Act, 2005** |
| **Post Specific Requirements** | * Depth and breadth of experience in acute musculoskeletal physiotherapy as relevant to the role.
* Experience in leading and supervising a team of physiotherapists
* Demonstrate strategic awareness of national health service reform initiatives and their implications for physiotherapy service delivery
* Advanced knowledge of relevant National Clinical Programmes informing MSK care.
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| **Other requirements specific to the post** | * Have access to appropriate transport to fulfil the requirements of the role
* Participate in an on-call rota
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| **Skills, competencies and/or knowledge** | **Professional Knowledge and Experience** * Demonstrates an advanced level of clinical knowledge, clinical reasoning skills and evidence-based practice appropriate to carrying out the duties and responsibilities of the role in line with relevant legislation and standards
* Demonstrates an ability to apply specialist knowledge to best practice
* Demonstrates evidence of having applied / used appropriate assessment tools and treatments and a knowledge of the implications of outcomes to service users, particularly those with complex needs in the specialist area
* Demonstrate a willingness to engage and develop IT skills relevant to the role

**Planning and Managing Resources** * Balances clinical work with other research and educational responsibilities
* Demonstrates effective time management
* Provides flexible interventions to meet the varied needs of individual service users
* Optimises the use of available resources to achieve effective outcomes
* Demonstrates the ability to plan and manage the delivery of an optimum service in an effective and resourceful manner, within a model of person-centred care
* Demonstrates a high level of initiative, flexibility, and adaptability in response to workforce demands
* Promotes the delivery of a holistic, user-focused approach, which encompasses a multi-professional and inter-professional perspective

**Managing and Developing (Self and Others)*** Demonstrates advanced leadership and team skills including the ability to lead by example.
* Demonstrates a commitment to manage and develop 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.

**Commitment to providing a Quality Service***For example:** Demonstrates a commitment to and the ability to lead on the delivery, design, 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
* Evaluating Information and Judging Situations
* Exercises a high degree of professional autonomy in the analysis of highly complex facts or situations that contribute to the implementation of a treatment or management strategy for the service user.
* Demonstrates the ability to effectively analyse and critically evaluate complex information and make appropriate decisions.
* Explains the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach.
* Regularly quantifies and evaluates activities against service plans and takes timely action to correct potential difficulties and/or to respond to changing needs. Recognises how service constraints impact on service delivery.
* Demonstrate evidence-based practice through the process of clinical reasoning and decision making, allowing knowledge to be applied to complex/different situations.

**Communications and Interpersonal Skills*** Displays effective communication skills (written and 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
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| **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. |

**Physiotherapist, Clinical Specialist, Emergency Department Musculoskeletal Services**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is permanent and part-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 17.5 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.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. 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 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)