

**Addiction Counsellor (Addiction Services)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Addiction Counsellor*(Grade Code: 391T)* |
| **Campaign Reference** | NRS14717 |
| **Closing Date** | 12:00 PM on Wednesday 20th August 2025 |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There is currently one permanent whole-time vacancy available in CADS (Community Alcohol and Drug Service), CADS Treatment Centre, Clonbrusk, Athlone, Co. Westmeath A panel may be formed as a result of this campaign for **Addiction Counsellor, CADS (Community Alcohol and Drug Service) in Longford, Westmeath, Laois and Offaly** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled |
| **Informal Enquiries**  | **Name:** Fran Byrne **Tel:** 086 3802612 **E-mail:** fran.byrne@hse.ie |
| **Details of Service** | CADS (Community Alcohol & Drug Service) provide free confidential, drug, alcohol and gambling treatment services across Midlands Louth MeathThe service works under the actions of the National Drug & Alcohol Strategy, Reducing Harm, Supporting Recovery – A health led response to drug and alcohol use in Ireland 2017-2025 & the OST (Opioid Substitution Treatment) programme The Services work with young people and adults who want help to deal with a drug and/or alcohol problems and who want to build a healthier and happier life for themselvesOur teams include GP’s, Nurses, Counsellors, Community Pharmacies, Social Care Workers, Clinical Nurse Managers and we work in partnership with other agencies and organisationsThe service provides prevention; treatment and support to those who are experiencing difficulties in relation to their drug and/or alcohol use themselves or are affected by drug and/or alcohol misuse within their families. The service also provides education, information and support to service users and families |
| **Reporting Relationship** | The post holder will report to the Regional Manager for CADS or other nominated manager  |
| **Key Working Relationships** | The Counsellor will work in a multi-agency and multi-disciplinary manner with both internal and external stakeholders as relevant to the roleThe Counsellor will report to the Addiction Services Manager CHO8 |
| **Purpose of the Post**  | To provide evidence-based counselling interventions to services users attending the Addiction Services  |
| **Principal Duties and Responsibilities** | *The Addiction Counsellor will:***Clinical Practice*** Screening and assessment of all service users including people with drug/alcohol issues, their family members and other concerned persons
* Exploring, determining and implementing interventions based on need and supported by theories, evidence based practice and service policies
* Facilitation/co-facilitation of therapeutic groups
* Provision of counselling along the continuum of care journey of recovery, for example, harm reduction interventions, relapse prevention, cognitive behavioural therapy, motivational interviewing, brief interventions etc. which may involve families
* Identification (through assessment and care planning) of the need for onward referral to other health and social care services as appropriate
* Liaison and shared care with other health and social care services e.g. General Practitioners, primary health care staff, mental health services, training/education and housing support services in order to ensure that the service user’s recovery needs are met
* The provision of counselling support to service users undergoing detoxification, OST stabilisation and maintenance
* Assessing an individual’s suitability for residential rehabilitation treatment. Providing continuous counselling support pre and post residential treatment
* Referral of service users to self-help groups/peer support/mutual aid
* Understanding and provision of counselling in relation to blood borne viruses, to service users, their partners and their families where appropriate
* Provision of aftercare support to service users and their families
* Ability to identify and report gaps and blocks in service provision
* Provide both individual, couples and group therapy, in the various clinics and locations, to service users who are detoxifying or stabilising both (inpatient and outpatient) where such services are provided
* Provide psychotherapeutic interventions through individual/couple/group counselling/therapy to all those who present with addiction issues.
* Maintain and manage a clinical caseload in proportion to other duties
* Understand and prioritise Service User needs, taking account of the role that culture, sexuality, peer group, gender, family and mental healthhas on beliefs and behaviours
* Facilitate therapeutic interventions face to face or in groups
* Facilitate treatment strategies and Care Plans
* Facilitate treatment and therapeutic groups in community
* Support health promotion and disease prevention in accordance with HSE policy
* Participate in clinical multidisciplinary team and shared care meetings
* Following assessment, refer to appropriate treatment facilities for stabilisation, detoxification and rehabilitation subsequent to a comprehensive clinical evaluation and assessment
* Inform and facilitate service user’s access to appropriate health care and support services, and referral to alternate specialist services as required
* Refer service users to self-help groups and community initiatives
* Actively participate in regular external clinical supervision in accordance with the CADS supervision arrangements
* Actively participate in regular line management supervision
* Engage in in-service and other relevant training and to keep up to date with new developments in the area of counselling/psychotherapy
* Monitor and evaluate effectiveness and outcomes of treatment for individuals/groups.
* Participate in the development of new initiatives
* Maintain and develop systems for Service User evaluation
* Ensure the ethos of counselling is promoted, safeguarded and protected
* Engage in counselling / psychotherapeutic relationships with Service Users that are regulated by continuous assessment and evaluation

**Multi-Disciplinary Team Working*** Disseminate information and provision of training relating to addiction and evidence based counselling interventions to service users, relatives, students and others as required
* Have a good understanding of the wider local community and develop contacts and engage with relevant stakeholders and groups in the area, schools, parents groups, and youth groups etc.
* Act as a resource to enable other health care workers to understand and work more effectively with people in addiction and their families
* As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA & to assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report
* Participate as a member of the CADS team including service provision meetings, case conferences, business meetings, referral meetings and change management initiatives
* Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements
* Work in accordance with the National Drug Rehabilitation Framework
* Participate in community needs assessment and on-going community involvement
* Develop and maintain close liaison with team members, and specialist services to ensure an integrated service for service users
* Liaise with relevant statutory and voluntary agencies

**Administration and Accountability*** Maintain contemporaneous records and submit statistics and activity data in timely manner as requested by the Senior Counsellor
* Work effectively within the team setting to administer the day to day aspects of the service as outlined in Standard Operating Procedures
* Maintain high quality documentation standards as per policy and observe professional standards in respect of confidentiality and data security
* Return statistics/data within required timeframes
* Report any issues affecting the administration of the service to your line manager.
* Attend team meeting on a weekly basis
* Meet with the Senior Addiction Counsellor and/or Regional Coordinator on a regular basis to review workload
* Identify any training gaps and undertake ongoing training in order to maintain high professional standards
* Co-operate with the development, installation and operation of new technology.
* Work as a member of an integrated multidisciplinary team
* Maintain accountability within the Health Service Executive Performance Management System
* Apply due diligence to preparing clinical reports
* Prepare audits and reports as required by the coordinator of the service
* Observe professional ethical standards and behaviours as required by HSE Policies and Guidelines, Freedom of Information Act, Data Protection Act and requirements of relevant Professional Accrediting Bodies, ensuring confidentiality of records and security of same
* Undertake corporate responsibility as an employee of the HSE
* Work in an ethically responsible manner with service users and colleagues
* Report to management on matters affecting the administration of the service
* Work as a member of the counselling team and meet with colleagues as required.
* Comply with Health and Safety regulations and review procedures
* Comply with HSE Policies and review procedures related to risk management, audits, and clinical accountability
* Staff will work in accordance with the principles and values of recovery as described in the National Drug Strategy, Reducing Harm Supporting Recovery 2017-2025
* 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

**Development and Evaluation of Service*** Participate in relevant research/audit projects within the service in order to improve treatment outcomes and therapeutic standards in counselling
* Participate in initiatives that improve the quality of all aspects of the service and contribute to any service improvement plans as a result of evaluation or audit
* Ensure that service user opinion and feedback is sought in relation to all service development projects
* Be flexible in relation to service delivery as the needs of the service dictate i.e. out of hours and provision of new service initiatives
* Co-operate with staff policy and review procedures
* Engage in all training needs analysis
* Maintain a commitment to further education and training.
* Establish personal counselling supervision and review of clinical practice
* Support models of best evidence based practice
* Provide mentoring as required
* Participate in the on-going monitoring, audit and evaluation of service
* Play an active role in the development of the service
* Engage in the HSE performance achievement process as required

**General***The Addiction Counsellor will:** Co-operate with the introduction and continued operation of new training programmes, identified as a result of international research, best practice, changing demands etc. in order to improve the quality of services provided
* Co-operate with the development of new services by the Executive. This will necessitate undertaking a broader casemix in the future
* Co-operate with the implementation of the National Drug Strategy, current & future
* Co-operate with various methods which may be introduced to establish service user satisfaction with service provision
* Co-operate/participate in initiatives to improve the quality of services, including audits
* Co-operate with on-going monitoring and evaluation of the effectiveness of services being provided i.e.

AccountabilityTreatment outcomesTreatment objectives/prioritiesValue for Money" initiatives* Co-operate with flexible working i.e. unsociable hours
* Co-operate with all aspects of the design, installation and operation of new technology i.e. patient management and information systems
* Carry out any other duties that may be assigned by the relevant Line Manager

**Risk Management***The Addiction Counsellor will:** Be aware of the principles of risk management and to be individually responsible for risk management issues in your area of work
* Adequately identify, assess, manage & monitors risk within their area of responsibility
* Work in a manner to minimise risk

**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 have at the latest date of application:** 1. **Professional Qualifications, Experience, etc**
2. A professional qualification in counselling or psychotherapy of at least level 7 on the National Qualifications Authority of Ireland’s framework

**AND**1. Be accredited as a counsellor with the Addiction Counsellors of Ireland (ACI) or accredited as a counsellor/psychotherapist with the Irish Association for Counselling & Psychotherapy (IACP) or a relevant body within the Irish Council for Psychotherapy (ICP)

**OR**1. Have an equivalent qualification and full registration from another jurisdiction

**AND**1. Have a minimum of 2 years post qualification experience working as a professional accredited counsellor in a counselling setting with adults and young people where addiction issues were part of this work

**AND**1. Candidates must possess the requisite knowledge and ability, including a high standard of suitability and management ability, for the proper discharge of the office
2. **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 1. **Character**

Each candidate for and any person holding the office must be of good character |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience working in addiction counselling as relevant to the role |
| **Other requirements specific to the post** | Have access to appropriate transport to fulfil the requirements of the roleAbility to cover leave as required in other locations across the Midlands region |
| **Skills, competencies and/or knowledge** | ***Professional Knowledge**** Demonstrate a knowledge of the close association between trauma and addictive behaviours
* Demonstrate knowledge of the National Drug Strategy: Reducing Harm, Supporting Recovery 2017-2025 and future Strategies as they are developed
* Demonstrate knowledge of adult development and the impact of deprivation, neglect and abuse
* Demonstrate clinical knowledge of assessment and treatment of a range of addictions and comorbid mental health issues with specific awareness of trauma
* Demonstrate knowledge of notification procedures around child protection and management of other ethical considerations relevant to post.
* Demonstrate knowledge of relevant legislation
* Demonstrate an awareness of the Primary Care Strategy and key developments within the Primary Care Service
* Demonstrate the ability to assess service users’ suitability for counselling/ therapy.
* Demonstrate competence in providing short-term therapy to service users utilising therapeutic approaches such as person-centred and cognitive-behavioural therapies
* Demonstrate an ability to utilise evidence based practice in informing clinical decisions about service users
* Demonstrate competence in responding appropriately to diverse service users who are vulnerable or at risk
* Demonstrate a willingness to develop Information Technology skills relevant to the role
* Demonstrate a commitment to continuing professional development and effective use of supervision
* Demonstrate an ability to manage service users’ records effectively and to produce counselling reports a required

**Organisation & Management Skills*** Demonstrate an ability to work both as part of a multidisciplinary team and to work independently, under supervision
* Demonstrate an ability to work both as part of a multiagency team and to work in integrated ways where clients present with complex needs (e.g., dual diagnosis) that require a range of services
* Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money
* Demonstrate an ability to manage deadlines and effectively handle multiple tasks
* Demonstrate the ability to maintain strong links with the service users and develop systems of service user evaluation
* Demonstrate initiative and innovation, identifying areas of improvement, implementing and managing change
* Demonstrate a commitment to continuing professional development and effective use of supervision
* Demonstrate the ability to work effectively and confidently with challenging service users’ processes
* Demonstrate an awareness of professional and personal boundaries
* Demonstrate an appreciation of the importance of professional and personal support systems
* Demonstrate effective interpersonal and communication (verbal and written) skills
* Demonstrate an ability to manage service users’ records effectively and to produce counselling reports as required
* Demonstrate a willingness to develop Information Technology skills relevant to the role

**Building & Maintaining Relationships (including Team Skills & Leadership Potential)*** Demonstrate an ability to work both as part of a multidisciplinary team and to work independently, under supervision
* Demonstrate an awareness of professional and personal boundaries
* Work with individuals and colleagues to identify aspects of the environment, practice and behaviour that are beneficial to creating an inclusive culture for everyone
* Respond appropriately where people are found to be excluded
* Committed to ensuring that equality and diversity are promoted within your organisation, for individuals and for staff members and those who may come into contact with your organisation
* Support others with whom you work, to work in ways that: recognise and respect individuals’ beliefs and preferences
* Demonstrate a commitment to building good working relationships with agencies, community networks and partnerships
* Portray a positive and professional image of the Service
* Participate, where appropriate in partnerships and community networks
* Demonstrate a commitment to share information between professionals in line with HSE Policies
* Where appropriate participate in relevant interagency training
* Demonstrate an openness for learning from other agencies and organisations
* Ensure that any activities you engage in with other agencies or organisations value and respect individuals and promote inclusiveness

**Analysis, Problem Solving & Decision Making Skills*** Demonstrate the ability to work effectively and confidently with challenging service users’ processes
* Work with others to identify possible options for individuals and any risks that have to be managed
* Support the individuals and key people to identify the individuals’ current skills and abilities and how these can be built upon to enable them to manage their lives and environment more effectively
* Support individuals and key people to select methods which are most likely to enable them to make progress
* Work with individuals, key people and others to assess their progress and highlight where extra support is needed

**Commitment to Providing a Quality Service** * Demonstrate the ability to maintain strong links with the service users and develop systems of service user evaluation
* Demonstrate initiative and innovation, identifying areas of improvement, implementing and managing change
* Demonstrate the importance of adopting a client centred approach, where the needs and preferences of the individual are recognised and supported
* Provide, receive and evaluate information that contributes to identifying the needs for service provision and planning future developments
* Analyse and reflect on what is required for competent, effective and safe practice
* Continually monitor, evaluate and reflect on:
	+ your knowledge and skills
	+ your attitudes and behaviour
	+ any experiences and personal beliefs that might affect your work
	+ how well you practice and what could be improved
	+ the processes and outcomes from your work
* Take action, with supervision and support, to access development opportunities that will enhance your knowledge and practice
* Review the impact of such development opportunities on your work
* Understand your role and responsibilities in the supervision process and you allocate adequate time and preparation to ensure it is a worthwhile and meaningful process
* Encourage and support individuals to examine aspects of their lives and environment that affect their health and well-being and to select positive options to promote their own health and well-being
* Support individuals to communicate their views and preferences regarding their current and future health and well-being needs and priorities
* Work with individuals to identify the care and support: they can and wish to undertake themselves that can be provided through the individual’s support networks that needs to be provided by yourself and others within and outside your organisation
* Identify opportunities to provide choice to individuals
* Promote individual’s rights to comment, complain or make suggestions to ensure choice and wellbeing
* Advance the individual through services and/or programs to foster independence and well-being to achieve vision of eradicating homelessness
* Support individuals to explore and communicate their feelings about their behaviour, recognise and understand the consequences of their behaviour and understand the effects of their behaviour on others and why it might be unacceptable.
* Support individuals to understand what might happen and the actions that would have to be taken, if they behave in ways that are: unacceptable to your organisation’s policies and procedures outside the law
* Support individuals to seek and acquire specialist support to help them understand and deal with their behaviour and the reasons for it
* Seek additional support for yourself, to enable you to work more effectively with individuals who have challenging behaviour

**Communication & Interpersonal Skills*** Demonstrate effective interpersonal and communication (verbal and written) skills
* Work with individuals to understand their preferred methods of communication and language and ensure that any specific aids they require are available
* Encourage individuals to engage with others and to respond appropriately, express their feelings and emotions in acceptable ways and overcome barriers to communication
* Access and update records and reports on your work with the individuals accurately, comprehensively and according to legal, organisational procedures and requirements
* Record and report: any signs and symptoms that indicate a change in the condition and care needs of the individual, in their support requirements, any decisions you have made, actions you have taken about the individual’s support needs and condition, conflicts that have arisen and actions taken to resolve these
* Involve and support individuals to contribute and understand their records and reports
* Ensure the security and access to records and reports are according to confidentiality agreements and legal and organisational procedures
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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 processThose 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 employerEmployees 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 experienceThe 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 toleratedThe 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 conditionRead 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 processRead 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 reviewedThis 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 |

**Addiction Counsellor**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancy available is permanent and whole timeThe 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 |
| **Remuneration** | The salary scale for the post is: €47,647, €49,147, €50,663, €52,215, €53,819, €55,732, €57,420, €59,648, €61,940, €64,109, €66,282New 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 |
| **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 equivalentYou 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 agePublic 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 responsibilitiesVisit [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)