

**Radiographer, Clinical Specialist (PACS)**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | **Radiographer, Clinical Specialist (PACS)***(Grade Code: 3131)* |
| **Campaign Reference** | NRS15007  |
| **Closing Date** | 12:00 Noon on Monday 22nd September 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 position available in BreastCheck, National Screening Service, Merrion Unit, Merrion Road, Dublin 4.A panel may be formed as a result of this campaign for **Radiographer, Clinical Specialist (PACS)**, **BreastCheck, National Screening Service** from which future, permanent and specified purpose vacancies of full-time duration may be filled.  |
| **Informal Enquiries**  | **Name:** Kerry Lombard, National Radiography Service Manager, RSM3, National Screening Service**Email:** kerry.lombard@screeningservice.ie**Tel.:** 087 686 1561 |
| **Details of Service** | The National Screening Service (NSS), part of the Health Service Executive (HSE), delivers four free, national population-based screening programmes:

|  |  |
| --- | --- |
| **Programme** | **Aim** |
| [BreastCheck](http://www.hse.ie/breastcheck) | Detecting breast cancers at the earliest possible stage, when they can be easier to treat. |
| [CervicalCheck](http://www.hse.ie/cervicalcheck) | To prevent cervical cancer by finding and treating changes to the cells in the cervix beforethey develop into cancer. Also to find cervical cancer at an early stage, before symptoms start, when it can be easier to treat. |
| [BowelScreen](http://www.hse.ie/bowelscreen)  | To prevent bowel cancer by finding and removing abnormalities in the bowel (polyps). Also to find bowel cancer at an early stage, before symptoms start, when it can be easier to treat. |
| [Diabetic RetinaScreen](http://www.hse.ie/diabeticretinascreen) | Early detection and treatment of sight-threatening retinopathy. When retinopathy is caught early, treatment is effective at reducing or preventing damage to your sight. |

Our mission: We deliver population screening programmes that help prevent, reduce the risk of, and assist the recognition of, disease in Ireland.Our vision: To work together to save lives and improve people’s health through population screening.Screening programmes aim to reduce morbidity and mortality in the population by identifying those at risk of the condition/pre-condition, allowing free assessment, detection and treatment.* Population screening can save lives. Evidence shows that [detection, survival and death rates are all improved for people who have participated in screening](https://www.ncri.ie/sites/ncri/files/pubs/NCRI_AnnualStatReport_2024_FINAL_14_0.pdf).
* Screening programmes play a significant part in cancer detection; 5% of all cancers in Ireland are detected during screening.
* Services are growing and dynamic, with exciting opportunities in the next 5 years for innovation and further benefits for the >1.5m population eligible.

Our programmes focus on looking for early signs of disease in healthy people, so that we can:* detect health issues early
* help prevent disease
* ensure that anyone who does develop the disease being screened for has the best chance of early, more effective treatment
* reduce people’s risk of developing a disease or its complications
* support people in making informed decisions about their health

The NSS Strategic Plan 2023-2027 [Choose Screening: Together we can make a difference](https://assets.hse.ie/media/documents/NSS_Strategy_FINAL.pdf)sets out our areas of focus:* Engagement and partnership
* Operational excellence
* Service development
* People and culture
* Governance and quality assurance
* Data and information

On our website [www.screeningservice.ie](http://www.screeningservice.ie) we [report](https://www2.healthservice.hse.ie/organisation/nss/news/) regularly on our activity, progress and performance. Read more about some of our work to deliver our strategy:* [Equity in screening](https://www2.healthservice.hse.ie/organisation/nss/equity-in-screening/)
* [Quality assurance](https://www2.healthservice.hse.ie/organisation/nss/quality-assurance-framework/)
* We highlight research that we have published, presented, authored and co-authored in the [news section of our website](https://www2.healthservice.hse.ie/organisation/nss/news/)
* Our [reports and publications](https://www2.healthservice.hse.ie/organisation/nss/publications/) provide more information about our work

BreastCheck is a mammography screening service, and is internationally accredited as a European breast cancer reference centre through EUREF. As part of our quality assurance standards, all Radiographers working in BreastCheck, regardless of specialty area, must complete a postgraduate certificate in mammography. Therefore, all Radiographers not already in possession of the course must complete the mammography course within a year of starting at BreastCheck. Our QA standards can be found here:[https://www.breastcheck.ie/\_fileupload/documents/NCSS-PUB-Q-4-Rev04.1-Guidelines-for-QA-in-Mammography-Screening.pdf](https://scanner.topsec.com/?d=2120&r=show&u=https%3A%2F%2Fwww.breastcheck.ie%2F_fileupload%2Fdocuments%2FNCSS-PUB-Q-4-Rev04.1-Guidelines-for-QA-in-Mammography-Screening.pdf&t=9e35712173961e60e4820a19adec2798f76b0546) |
| **Reporting Relationship** | The successful candidate will report to the National Radiography Services Manager and Screening Unit RSM.  |
| **Key Working Relationships** | Key working relationships will include, but are not limited to:* The Radiography Service Managers (RSM)
* Radiology Consultants
* Radiographers
* Assistant Radiographers
* Students
* Administrative staff
* Physicists
* PACS managers
 |
| **Purpose of the Post**  | This specialised post will support the Picture Archive and Communication System (PACS). To organise and manage the PACS function on a day-to-day basis to ensure optimal imaging workflow and to provide support and training to clinical and administrative system users, ensuring that the system is functioning optimally and safely. This will include trouble shooting and problem solving as appropriate, liaising closely with all relevant personnel in addition to supporting the clinical screening units and the associated mobile units.This highly specialised post will support image transfer between BreastCheck and the National Integrated Medical Imaging System (NIMIS) and other public and private locations as well as service users.The post will bring a high level of IT and service-related knowledge in order to support and develop PACS, Radiology Information System (RIS) and the Voice Recognition System (VR) if required and ensure that they are working effectively and efficiently.The Radiographer, Clinical Specialist (PACS) will be required to carry out mammography screening on the days they are not rostered to PACS. |
| **Principal Duties and Responsibilities** | **Clinical / Professional*** Mammography screening for 0.5WTE/half the week and providing PACS cover for the remainder of the week.
* Administer, manage and support the day-to-day PACS, RIS and VR systems.
* Support and troubleshoot the connection, operation and addition of imaging modalities to the PACS/Clinical Information System including modality work lists and image archiving and retrieval.
* Provide support to system users and be competent to resolve any technical issues.
* Contribute to the continuing development of the PACS system particularly in ensuring optimum workflow for the breast screening service.
* Deliver PACS/RIS/VR training program to all current and new staff, including super users, radiology staff, and non-radiology clinicians and administrative staff as required.
* Contribute to the development/updating and implementation of Quality Assurance and Quality Control standards and protocols of BreastCheck, including performing routine calibrations and QA tests, trouble shooting in relation to PACS and AIRE (RIS/Clinical Information System) and if appropriate take remedial action.
* Participate in providing department audits and statistics.
* Trouble-shoot local errors; investigate and correct data errors on PACS/RIS.
* Identify defects in equipment and supplies. Receive and record details concerning adverse incidents and complaints and investigate the circumstances with appropriate staff and report findings as required.
* Image management; uploading digital/analogue images to and from external hospitals.
* Co-ordinate with IT/Database teams, local teams and vendors regarding the integration of new systems/modalities, upgrades and other relevant issues
* Assist in maintaining the integrity and security of the PACS/RIS/VR databases as part of the BreastCheck multi-disciplinary team i.e. IT & Database support.
* Be responsible for the safe use of all imaging equipment and adhering to instructions on its use; ensure other staff comply with same.
* Ensure the correct completion of screening records and reports.
* Respect and maintain the privacy, dignity and confidentiality of the service user and in relation to all hospital activities as per statutory requirements.
* Relate to and communicate with all other staff in a courteous and helpful manner at all times.
* Liaise and communicate with the national team and participate with testing of new upgrades.
* Be involved in the creation, modification, splitting, merging and deletion of PACS/RIS records/images where relevant.
* Rotate through the department as per roster to facilitate the provision of Radiography services.
* Adhere to all departmental/ Hospital
* Provide strategic and clinical leadership which results in the delivery of an effective, efficient quality assured and patient centred Radiology service.
* Lead in the provision of radiography services in a professional manner, upholding the reputation of the organisation.
* Ensure professional standards are maintained in accordance with the requirements as set out by CORU <https://coru.ie/files-recognition/standards-of-proficiency-for-radiographers-radiation-therapists.pdf>.
* Act as an advanced clinical advisor to colleagues and others as part of a multi-disciplinary team in the provision of an integrated patient-centred service.
* Be accountable for the quality of the service provided, including customer service and technical aspects - liaise on an on-going basis with the Radiography Service Manager to ensure the smooth running of the service.
* Promote inter-professional learning across disciplines in the health care setting. Maintain up to date knowledge of radiographic, clinical, technical, professional developments and promote awareness of new developments, leading the implementation of change to reflect latest thinking and best practice.
* Demonstrate flexibility in response to service needs.
* Adhere to departmental imaging protocols; be responsible for the correct identification of patient images.
* Ensure that policies and legislation on ionising radiation safety are understood and complied with and that the radiation dose is kept to a minimum consistent with the ALARA principle.
* Maximise the use of new technology including the Radiology Information System and PACS.
* Be responsible for the safe use of all imaging equipment and adhering to instructions on its use. Ensure staff / students comply with same.
* Represent the department at meetings and conferences as required.
* Is accountable – takes responsibility for his / her actions, seeks advise / a second opinion as required.
* Attend at such other health institutions administered by the HSE as may be designated from time to time.

**Education & Training*** Participate in mandatory training programmes.
* Participate in continuing professional development including in-service training, attending and presenting at conferences/course relevant to practice, promoting and contributing to research etc. as agreed the Radiography Services Manager.
* Provide peer support when necessary.
* Identify teaching/learning/audit/opportunities within the department for themselves/others.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**Health & Safety*** Promote and maintain a safe environment for self, staff and patients. Assist in the development and implementation of Risk Management and Health & Safety strategies in association with appropriate personnel.
* Work in a safe manner with due care and attention to the safety of self and others.
* Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
* Contribute to risk assessment and oversee the implementation of the department’s safety statement; identify risks and take appropriate action.
* Document appropriately and report any near misses, hazards and accidents and bring them to the attention of the relevant person(s).
* Be responsible for the cleaning and proper care and storage of all safety equipment including personal protective equipment.
* Be responsible for keeping the department and their work area clean, tidy and safe.
* 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***.***

**Administrative*** Contribute to the planning and development of the service and participate in service improvements.
* Support the Radiography Service Managers in the implementation of initiatives aimed at on-going service development and improvement.
* Lead in the establishment and maintenance of standards for quality improvement and ensure adherence to existing standards and policies.
* Assist in the organisation, maintenance and / or ordering of equipment and materials as required.
* Be responsible for the cleaning and care of imaging equipment including all mobile machines.
* Take part in routine inspection of equipment and Quality Assurance (QA) mechanisms and procedures. Maintain QA and Quality Control (QC) records as required.
* Be responsible for the logging of and reporting of all equipment faults to Radiography Service Managers or their designate.
* Maintain accurate records relating to students.
* Maintain accurate records of equipment service, maintenance, malfunction, downtime and performance, as required, and co-ordinate preventative maintenance schedules in accordance with clinical demand.
* Oversee the upkeep of accurate records in line with best clinical governance, organisational requirements and the Freedom of Information Act, GDPR, and render reports and other information / statistics as required.
* Respect and maintain the privacy, dignity and confidentiality of the service user.
* Engage in IT developments as they apply to service user and service administration.
* Keep up to date with developments within the organisation and the Irish Health Service.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | **Candidates must at the latest date of application:**1. **Statutory Registration, Professional Qualifications, Experience, etc.**
2. Be registered, or be eligible for registration, on the Radiography Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU. (*https://www.coru.ie/*)

**And**1. **Experience & Continuous Professional Development**

Have not less than 6 years full time (or an aggregate of 6 years full time) post qualification clinical experience.**And**Possess a minimum of 10 postgraduate ECTS credits or equivalent in the relevant specialty, as recognised by the IIRRT\*\* **see Note 1 below**.**And**Have not less than 4 years practical clinical experience working in the specialty. Practical clinical experience will include time assigned to work in the relevant specialist area but needs to comply with the following breakdown:A minimum of 12 weeks assigned to work in the relevant specialised area will be required for each relevant year to be counted.**And**1. **Requisite Knowledge & Ability**

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.**And**1. Provide proof of Statutory Registration on the Radiography Division of the Radiographers Register maintained by the Radiographers Registration Board at CORU **before a contract of employment can be issued.**
2. **Annual Registration**
3. On appointment practitioners must maintain annual registration on the relevant division of the Radiographers Register maintained by the Radiographers Registration Board at CORU.

**And**1. Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).
2. **Health**

Candidates 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**

Candidates for and any person holding the office must be of good character.**Note 1[[1]](#footnote-2):** **Portfolio Requirements for meeting the educational requirement for the post of Radiographer, Clinical Specialist in PACS/RIS (Group B).** All candidates wishing to apply for the role of Radiographer, Clinical Specialist in PACS/RIS must submit a portfolio for review, along with their application form, to demonstrate how they meet the educational requirements of the post. A minimum of 10 postgraduate ECTS credits, or equivalent in the speciality, as recognised by the IIRRT, is required to meet the eligibility for this post and certified proof of completion must be included. Ten European Credit Transfer System (ECTS) credits equates to **250 hours of specific learning, effort with one ECTS equating to 25 hours of work.** *‘Effort includes all courses, lectures, tutorials, seminars, time spent in independent study or research and any additional time and effort expected of a Radiographer).* A minimum of 5 ECTS must be accumulated through direct learning via relevant QQI Level 9 modules.The purpose of this portfolio is to demonstrate to the IIRRT in writing that you meet the above eligibility criterion. The portfolio should be pertaining to the preceding 4 years working in the speciality of PACS / RIS / Digital Imaging Technology and should include: * Details of relevant education undertaken including copies of certificates of any relevant courses completed\*;
* Copy of transcripts of any academic courses completed bearing the stamp of the awarding body and details of the curriculum of the completed course\*\*;
* Details of relevant continuing professional development\*;
* Details of relevant research activity\*;
* Details of involvement in relevant educational activities\*;
* Details of relevant professional activities, which demonstrates acquired prior learning of the specialty\*;

**Note: The Post Graduate Award or relevant modules at QQI Level 9 need not be in the preceding 4 years.** \* Include details of the time spent on the activity and the acquired competences relevant to the context of practice gained through this form of learning. \*\* The IIRRT reserve the right to request original transcripts. |
| **Post Specific Requirements** | A postgraduate certificate in mammography is a requirement for working at BreastCheck. However, if the successful candidate can demonstrate a depth and breadth of experience in mammography as relevant to the role but does not already possess the qualification, they will be required to complete a postgraduate certificate upon taking up the role. |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role which will involve travelling to other units and locations and to the mobile breast screening units.
* This post requires a full time WTE and reduced hours will not be considered at recruitment stage
 |
| **Additional eligibility requirements:** | **Citizenship Requirements** Eligible candidates must be: 1. EEA, Swiss, or British citizens

**OR**1. Non-European Economic Area citizens with permission to reside and work in the State

Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge and Experience*** Demonstrate a high level of clinical expertise, knowledge and evidence-based practice to carry out the duties of the role.
* Demonstrate the ability to apply knowledge to best practice.
* Demonstrate evidence of ability to administer the operation of the PACS/RIS/VR systems taking day to day responsibility for data accuracy, security and system reliability, ensuring that working practices conform to all statutory and local safety and radiation regulations.
* Demonstrate the ability to administer the configuration of systems as new equipment and procedures are introduced, ensuring that systems are maintained in a consistent and up to date manner.
* Demonstrate the ability to extract statistical information from the system and participate in business planning as required.
* Demonstrate specialist knowledge of all Mammography techniques and possible new developments in Breast Imaging.
* Demonstrate a good knowledge of the National Screening Service (NSS) services and the external environment.
* Demonstrate a good knowledge of all relevant screening policies.
* Demonstrate leadership and team management skills including the ability to work with multidisciplinary team members.
* Demonstrate a willingness to develop IT skills relevant to the role.
* Maximises the use of ICT; computer skills particularly Microsoft Office, Outlook etc. and willingness to develop IT skills relevant to the role.
* Demonstrate flexibility and openness to change.
* Demonstrate a commitment to continuing professional development.
* Understanding of the theoretical basis of and the variety of approaches to assessment, diagnosis, intervention and treatment.
* Clinical proficiency in Radiographic/mammography imaging.

**Planning and Managing Resources*** Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of co-operation with IT department.
* Plans, organises and delivers service in an effective and resourceful manner including the ability to manage self in a busy working environment.
* Co-ordinates resources to ensure value for money and maximum benefit for the organisation. Has strong administration skills.
* Effective time management skills including the ability to effectively prioritise tasks.
* Pre-empts potential problems or competing priorities and takes the appropriate action.
* Delegates tasks appropriately.
* Demonstrate the ability to manage deadlines and effectively handle multiple tasks.

**Managing and Developing (Self & Others)*** Is pro-active and self-directed with an innovative approach.
* Demonstrate leadership and team management skills including the ability to work in close collaboration with others.
* Manages and develops self and others in a busy working environment.
* Facilitates and manages people through the learning process, gives constructive feedback to encourage learning.
* Builds and maintains relationships based on mutual trust and respect and understands and values individuals and their respective professional roles.
* An understanding of the principles of professional regulation and the provisions of the Radiographers Registration Board Code of Professional Conduct and Ethics.

**Commitment to Providing a Quality Service*** Demonstrate awareness and appreciation of the service user and the ability to empathise with and treat service users / others with dignity and respect.
* Committed to the delivery of a high quality, person centred service.
* Awareness and appreciation of service users and the ability to empathise with and treat others with dignity and respect.
* Provides a flexible service and an openness to change; promotes and embraces change and improvements.
* Demonstrates an understanding of the principles of quality assurance and quality improvement and the importance of the role of audit and review in quality management, including the use of appropriate outcome measures.

**Evaluating Information and Judging Situations*** Demonstrate an ability to effectively evaluate information and make appropriate decisions.
* Evaluates information, solves problems and makes effective decisions in relation to service user care.
* Sound clinical / professional decision-making, which can be justified even when made on the basis of limited information.
* Makes decisions in a transparent manner, involving and empowering others where appropriate.
* Monitors and reviews the on-going effectiveness of planned activity and modifies it accordingly.

**Communication and Interpersonal Skills*** Effective communication skills (written and verbal). Tailors the communication method and the message to match the needs of the audience.
* Actively communicates and consults with team members / relevant others as required.
* Effective interpersonal skills, including the ability to present complex information in a clear and concise manner and the ability to share knowledge with relevant colleagues
* Diplomacy, discretion, an ability to negotiate and be assertive as required.
* Patient and tolerant and has an ability to manage conflict and resistance.
 |
| **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. |



 **Radiographer Clinical Specialist (PACS)**

 **Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **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. |
| **Remuneration** | The salary scale for the post is: (as of 01/08/2025)€64,943 - €68,244 - €71,044 - €73,851 - €76,708 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. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **35** hours per week. Your normal weekly working hours are **35** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. 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[[2]](#footnote-3), 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[[3]](#footnote-4).
* 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. Please note that the portfolio requirements listed under **Note 1** are currently being reviewed but the requirements listed will remain in place until such time as review has been completed. [↑](#footnote-ref-2)
2. 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-3)
3. [↑](#footnote-ref-4)