Business Operations, HR Team
Technology & Transformation

HSE, Dr. Steeven’s Hospital,

Dublin 8, D08 W2A8

**Oibríochtaí Gnó, Foireann**

**Teicneolaíocht & Tarfhoirmiú**

FSS, Ospidéal Dr. Steeven’s,

Baile Átha Cliath 8, D08 W2A8



**Health & Social Care Professions (HSCP) Project Officer**

**Digital for Care Programmes**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Health & Social Care Professions (HSCP) Project Officer – Digital for Care Programmes***(Grade Code: 3149)*  |
| **Remuneration**  | The Salary scale for the post is (at 01/08/2025):**€63,912 - €65,275 - €66,681 - €68,073 - €69,467 - €70,933 - €72,478 - €74,018 €75,254**New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Campaign Reference** | T&T/66/25 |
| **Closing Date** | **12 Noon, Wednesday 5th November 2025** |
| **Proposed Interview Date(s)** | TBC |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | The post of HSCP Project Officer will be employed to roll out programmes under the Digital for Care Framework. The base will be agreed with the successful candidate on a per region basis. It will also include agreement on a minimum level of availability to attend meetings in other nationwide locations as appropriate to carry out the functions of the post***Health Region Locations:**** HSE Dublin and Midlands

*FSS Bhaile Átha Cliath agus Lár na Tíre* * HSE Dublin and South-East

*FSS Bhaile Átha Cliath agus an Oirdheiscirt* * HSE Dublin and North-East

*FSS Bhaile Átha Cliath agus an Oirthuaiscirt* * HSE West and North-West

 *FSS an Iarthair agus an Iarthuaiscirt** HSE MidWest

*FSS an Iarthair Láir* * HSE Southwest

*FSS an Iardheiscirt*A panel may be formed as a result of this campaign for **Health & Social Care Professions (HSCP) Project Officer**from which current and future permanent or specified purpose vacancies of full or part-time duration may be filled. This panel may also be used to facilitate HSCP Project Officer posts within Technology and Transformation. |
| **Informal Enquiries** | Erica Byrnerecruitment.technologyandtransformation@mail.hse.ie |
| **Details of Service** | The Health Service Executive (HSE) is responsible for the provision of all health and personal social care services in the Republic of Ireland. With an annual budget in 2024 of €24 billion and over 150,000 employed in the HSE and the Section 38 Agencies with which the HSE has Service Level Agreements (SLAs), the HSE is the largest employer in the State and the largest of any public sector organisation.  The HSE has created six new health regions within the single organisation. Each region is responsible for providing both hospital and community care for the people in that area. By bringing community health services and hospitals together this changes the way that services are delivered ensuring a more patient-centred approach to healthcare. The regions remain under the governance of the HSE Board and the HSE continues to be responsible for standards and guidelines.  These new arrangements are fundamental to the delivery of Sláintecare reforms and aim to improve the health service’s ability to deliver timely integrated care to patients and service users, care that is planned and funded in line with their needs at regional and local level. A key priority for the HSE is Digital Care 2030, under this framework all digital health solutions for the HSE are co-ordinated, streamlined and implemented.  It provides a strategic and innovative plan to advance key Sláintecare programmes and deliver integrated care that is fully aligned with the Health Regions structure. These programmes are critical in setting the future policy direction.This post of HSCP Project Officer is a key role across a number of Digital for Care initiatives with an immediate focus on the following two programmes: **Community Connect**Community Connect is a programme that proposes to implement a single integrated solution delivering patient administration and some clinical functionalities across Community Services in Ireland. The goal is to implement foundational capabilities and to transition current, mostly paper-based workflows, into digital processes. The Programme supports the HSE’s digital health roadmap - Digital for Care, Sláintecare Action Plan, Enhanced Community Care, Scheduled Care Transformation Programme, and Multi-annual Waiting Lists Reduction Plan. The Programme further supports HSE Corporate Plan objectives and the National Service Plan 2025. Community Connect represents a transformative opportunity to enhance healthcare delivery across Ireland. By integrating international best practices with local expertise, it seeks to reimagine workflows and design efficient, patient-centred care pathways. The initiative aims to standardise workflows, reducing variations across locations and ensuring a consistent experience for patients and staff. Additionally, the Community Connect Programme will actively engage the workforce in its design and implementation, fostering buy-in and driving behaviour change while building digital capacity to support the future National EHR programme. Beyond operational improvements, it aspires to drive positive cultural shifts within the healthcare system, enabling a future-ready, digitally empowered healthcare environment. Community Connect will deliver core patient administration and reporting functionality to all community services and some clinical functionality to specific areas such as Child and Adolescent Mental Health Services (CAMHS) and Specialist Palliative Care (SPC).A national team is being established to lead on this Specialist Care Services - Clinical Management System (SCS-CMS) project. This SCS-CMS National Project team will include clinical, operational, project management and technical expertise and will be required to work with an identified external provider to configure, develop and implement the SCS-CMS during the periods of 2025 to 2027. As such, a number of key roles are being sought to join the SCS-CMS Project Team. **MyHealth@IE**The MyHealth@IE programme is part of the Standards & Shared Care Records function of HSE Technology & Transformation. Our vision is to enable the sharing of standardised interoperable digital health records for both healthcare professional and patients, nationally and across borders. The MyHealth@IE Programme is currently responsible for the delivery of three main Products:* The National Shared Care Record (NSCR) will aggregate existing digital health information from a variety of sources and present it in a secure and structured way to clinicians, patients, and carers.
* The HSE App will enable health service users to access their own healthcare information on their mobile phone, as well as advice and support tailored to their needs.
* The National Contact Point (NCP – MyHealth@EU) project will enable secure cross-border exchange of health data for all EU citizens when they are outside of their home country in another EU member state.
 |
| **Reporting Relationship** | The specific clinical supervision and reporting arrangements relevant to the professional discipline will be established following appointment to the role, in alignment with organisational governance frameworks |
| **Key Working Relationships**  | The post holder will engage extensively with the established project team including specialists in a variety of fields internal and external to the team, along with providers external to the HSE. These will include: • HSCP Peers and managers across all 6 health regions• Clinical, Operational and Technical stakeholders across the 6 Health Regions  • Office of the Chief Clinical Officer• Access and Integration• Technology & Transformation • Digital Health Clinical Office • National Clinical and Integrated Care Programmes • Planning and Performance• National Communications• Staffing Representative Organisations  • Project/Programme Management colleagues across different services • Identified super-users during system configuration and roll-out  • The system vendor implementation team  |
| **Purpose of the Post**  | As an integral member of the above teams, the HSCP Project Officer, will provide specialist Health and Social Care (HSCP) clinical input and project support at local/national level, for the innovative development, implementation and ongoing support to the relevant programme. He/she will work with local/national HSCP teams, steering groups and relevant product project leads. The **Health & Social Care Professions (HSCP) Project Officer** will support the implementation of complex clinical and service change and will need to work collaboratively with other clinical staff such as Nursing, pharmacy, medical and information technology leads.  |
| **Principal Duties and Responsibilities** | The **Health & Social Care Professions (HSCP) Project Officer** will undertake duties appropriate to the position, which will include the following:**Electronic Systems: Project Management*** Prepare regular reports on the progress of work against the project plans and deliver presentations to groups as required. This includes producing project documents, reports and presentations to a high standard to meet the needs of diverse stakeholders.
* Support the progress and completion of all assigned project tasks and activities.
* Ensure approval and acceptance of project deliverables to agreed quality standards.
* Support the maintenance of relevant documentation for assigned workstreams.
* Engage with external stakeholders as required.
* Support the Senior Project Managers and Programme Managers in managing all aspects of project delivery including identification and management of risks, assumptions, issues and dependencies.
* Work with the project team to support the delivery of the relevant products to derive proposed benefits and ensure the success of the project.
* Support relevant project teams as required and coordinate the work of any sub-groups to the project team.
* Develop strong business relationships with key HSCP service leads.
* Collaborate with other ICT/business units and stakeholders to ensure that projects are delivered in a cohesive and planned manner.
* Ensure the requirements for governance are being met, maintained and adhered to throughout the project lifecycle.
* Act as a champion/ambassador for the relevant products at a local and national level.
* Contribute to the development and implementation of policies relating to the relevant products, particularly within HSCP services.

**Electronic Systems: Development, Maintenance, User Support and Training*** Ensure workflows, system configuration and end-user preparation are aligned to provide the highest level of quality, safety, efficiency and user experience.
* Identify any process gaps/ineffective processes and implement an effective solution, working with project and clinical teams.
* Work collaboratively with HSCP staff/other involved in clinical workflows in planning, design, implementation, use and development of the relevant products.
* Identify, monitor and report on the short, medium and long-term benefits and user adoption of the relevant products.
* Identify potential clinical risks associated with the development, implementation and use of the relevant products, and develop and implement any agreed mitigations or actions.
* Be proficient with the relevant products system build configuration and related workflows to support, optimise and develop the system.
* Play a key role in the management of system issues including the tracking of service requests and system fixes.
* Participate in needs assessment, teaching and training (including in-service training and health informatics and CMS -specific training) of staff, as may be required.
* Support system users by participating in the planning and delivery of training of relevant staff in relation to relevant products.
* Build digital literacy and capability among HSCP and midwifery staff to support implementation and future optimisation of digital health initiatives.
* Build digital literacy and capability among HSCP staff to support implementation and future optimisation of digital health initiatives.
* Work closely with HSCP Departments/teams and the relevant products project teams in assessing, prioritising, planning and managing system change requests while following a robust change management process for the live environment.
* Liaise with the HSCP department managers, data officers and system users in providing reports and information to support patient care and service delivery.
* Oversee user acceptance testing to ensure system standards are met.
* Coordinate and support go-live and post go-live events/tasks on each of the sites involved in the development of the CMS.

**Leadership, Team Development and Resourcing*** Support clinical leaders to ensure the relevant products implementation is aligned with HSCP strategies and HSE Digital Health strategy.
* Develop and support strong business relationships with key stakeholders while also ensuring staff engagement with the relevant products project. including:
	+ Vendor partners and peers within supplier special interest groups.
	+ Peers working in the wider health informatics community.
	+ Peers working in HSCP nationally.
* Contribute to working groups and committees as required and participating in meetings and conferences to promote the relevant products project and other digital initiatives within HSCP.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Contribute to working groups and committees as required and participating in meetings and conferences to promote the relevant products project and other related medicines-related digital initiatives.
* Develop a shared sense of commitment and participation among staff in the management of change, the development of the HSCP services and in responding to the changing health needs of patients as required.

**Communications** * Ensure that highly effective communication mechanisms and processes are in place to support, motivate and influence multiple project stakeholders.

**Change Management & Stakeholder Engagement*** Support stakeholder engagement initiatives to promote adoption and ownership of the relevant products across HSCP teams.
* Coordinate as required change management activities within the programme, ensuring that impacts to people, processes and systems are identified, assessed and addressed through structured plans that support stakeholder engagement, communications, training, and sustainable adoption of programme outcomes.
* Develop and implement regional communication strategies to keep staff informed on relevant products updates and developments.
* Collaborate with clinical and T&T teams to ensure user needs and clinical safety are prioritised.
* Identify operational and educational barriers from the use of digital systems and solutions to develop and implement regional engagement, change and training strategies.
* Collaborate with HSCP leaders in planning and implementing Community Connect programme expansion and growth.
* Support the development and approval of HSCP content within the relevant products
* Champion clinical engagement and facilitate HSCP input into the configuration, workflow mapping and validation of the relevant products
* Act as a liaison between the Community Connect team and frontline HSCP services.
* Ensure timely communication and feedback loops to inform programme design and delivery.
* Support HSCP stakeholder engagement initiatives to foster ownership and promote adoption of relevant products.

**Professional** * Ensure professional standards are maintained in accordance with the requirements as set out by the CORU or equivalent recognition body.
* Work within own scope of professional competence in line with principles of best practice, professional conduct and clinical governance.

**Standards, Regulations, Policies, Procedures & Legislation*** Contribute to the development of policies and procedures and ensure consistent adherence to procedures and current standards within area of responsibility.
* Effectively discharge the day-to-day operations, including compliance with HSE Financial regulations and all HSE policies and procedures.
* Maintain own knowledge of relevant policies, procedures, guidelines and practices to perform the role effectively and to ensure standards are met by own team.
* Maintain own knowledge of relevant regulations and legislation e.g. HSE Financial Regulations, Health & Safety legislation, Employment legislation, FOI Acts, GDPR.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards and other 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.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient 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** | **Eligible applicants will be those who on the closing date for the competition:**Have a relevant and recognised professional qualification in a Health and Social Care profession[[1]](#footnote-1) and where appropriate, have statutory registration or professional registration / accreditation.**And**Have a minimum of three years post qualification clinical work experience within their profession**And**Candidates must possess the requisite knowledge and ability, (including a high standard of suitability) for the proper discharge of the duties of the office Note 1: Candidates must have a recognised HSCP qualification relevant to the professions encompassed in the National HSCP Office –Please refer to Additional Campaign Information for a list of the professions. **Health**A candidate for and any person holding the office must be fully competent andcapable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **Character**Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | **Applicants must, at the latest date of application, clearly demonstrate, all of the criteria listed below as relevant to the role:*** Experience/knowledge of the implementation of clinical information systems, or other common health care clinical applications ideally in a community setting.
* Experience working as part of a project team and clearly outlining the project work undertaken and delivered.
* Experience of working collaboratively with various internal and external stakeholders and partners.
* Experience in professional writing and the preparation of documents to include collating large volumes of data and producing summary reports as relevant to the role.
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| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role.
* Flexibility to go on onsite where necessary. Some out of hours working may be required
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| **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.To qualify candidates must be eligible by the closing date of the campaign.  |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience***Demonstrate** Understand national health strategies/structures relevant to the service.
* Have an appreciation of some of the current challenges facing healthcare in Ireland and an insight into the current and potential role of HSCPs in meeting these challenges.
* An awareness of accepted national and international standards relating to HSCP and risk management.
* Knowledge and understanding of the health service, its ICT systems and the issues in implementing ICT enabled change.
* Responsibility and accountability for the timely delivery of agreed objectives.
* Knowledge and understanding of relevant legislation and HSE policies e.g. Data Protection: GDPR and DPIA.
* An awareness of the HSE’s Digital Health Strategic Implementation Roadmap, Digital for Care 2030 and of Sláintecare.
* Maintain professional competency by involvement with Continued Professional Development (CPD) as required.
* Significant experience in delivery of solutions in one or more of the following areas: data migration, interfacing, reporting, database management and system performance
* Excellent ICT and report writing skills and knowledge of Word, Excel, Teams, PowerPoint.
* Develop and maintain policies, guidelines and protocols required to support systems, where relevant, in conjunction with other stakeholders.
* Ensure that all digital implementations are compliant with local policies and regulatory and legislative requirements.
* Ensure ongoing quality control and validation of all services.
* Promote good data quality and information governance practices across the services.
* Contribute to measuring patient satisfaction with digital implementations and to seeking patient participation in future system developments.

**Planning and Managing Resources***Demonstrate:** The ability to successfully support a range of different projects and work activities concurrently, utilising technology effectively.
* The ability to proactively identify areas for improvement and to develop practical solutions for their implementation.
* The ability to use resources effectively, challenging processes to improve efficiencies where appropriate.
* Responsibility and accountability for the timely delivery of agreed objectives.

**Evaluating Information, Problem Solving & Decision Making***Demonstrate:** Recognises when it is appropriate to refer decisions to a higher level of management.
* Excellent analytical, problem solving and decision-making skills.
* The ability to quickly grasp and understand complex issues and their potential impacts.
* Ability to make sound decisions with a well-reasoned rationale and to stand by these when faced with opposition.
* Initiative in the resolution of complex issues / problem solving and proactively develop new proposals and recommend solutions.
* The ability to successfully manage a range of different projects and deliverables concurrently

**Team Work and Leadership Skills***Demonstrate:** Have the skills and knowledge to manage, train and supervise staff and to interact with management as required.
* Be able to work in a pressured environment with a high level of responsibility
* The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment. (particularly in the context of a changing clinical and technical environment).
* An ability to work as part of the team in establishing a shared sense of purpose and unity across a number of teams.
* A commitment to promoting a culture of involvement and consultation within the team, while offering and welcoming contributions from others.

**Commitment to Quality Service Quality and Risk***Demonstrate:* * Maintain and implement standard operating procedures, protocols and safe working practices.
* Ensure a focus on patient safety in all aspects of the relevant products development.
* Identify issues and risks; and make decisions to progress same as appropriate in consultation with the Project Manager, the local steering group, and the National Steering Group.
* Support the maintenance of system risk registers, ensuring that both clinical and enterprise risks, relating to medicines management, are identified, documented, assessed and escalated with robust mitigation plans developed and implemented.
* Identify and develop quality and performance standards for the HSCP function within the relevant products, including the processes for system maintenance and the user support and training service.
* Support and drive a culture of continuous quality improvement to minimise variation and increase value.
* Support and encourage safety incident reporting
* Develop, implement, and continuously review relevant products contingency plans to ensure patient safety and service delivery are maintained during planned downtime or in the event of system failure.
* Displays a commitment to achieving quality results including experience in evaluating the provision of services.
* Knowledge of assessing and managing risk
* Resilience and composure
* Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers and an awareness and appreciation of the service user.
* Ensure attention to detail and a consistent adherence to procedures and standards within area of responsibility.
* Embraces and promotes the change agenda, supporting others through change where appropriate.
* Flexibility and initiative during challenging times and an ability to persevere despite setbacks.
* Commitment to developing own knowledge and expertise.

**Communications & Interpersonal Skills***Demonstrate:** Excellent communication and interpersonal skills including the ability to present complex information in a clear, concise and confident manner (written & verbal). Strong presentation skills.
* The ability to influence people and events and the ability to build and maintain relationships with a variety of stakeholders, working collaboratively within a multi stakeholder environment.
* Commitment to regular two-way communication across functions and levels, ensuring that messages are clearly understood
 |
| **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 being called forward 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 that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should 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. |

**Health & Social Care Professions (HSCP) Project Officer**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancies available are **Specified Purpose Contract.**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. These posts may be assigned to any the Digital for Care programmes based on service requirements and this will be specified at ‘’job offer’’ stage.Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are 35 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/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-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[[3]](#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. [↑](#footnote-ref-1)
2. A template SSSS and guidelines are available on [writing your site or service safety statement](https://www2.healthservice.hse.ie/organisation/national-pppgs/writing-your-site-or-service-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)
3. [↑](#footnote-ref-3)