

Community Swabber

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | **Community Swabber**(Grade Code: 6002) |
| **Remuneration** | Insert the relevant salary scale for this position. For example:XX,XXX - XX,XXX - XX,XXX - XX,XXX - XX,XXX - - XX,XXX LSI (DD/MM/YY)Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html>  |
| **Campaign Reference** | To be completed by Recruiter. |
| **Closing Date** | To be completed by Recruiter. |
| **Proposed Interview Date (s)** | To be completed by Recruiter. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Insert location(s)There is currently xx permanent / specified purpose / part time / whole-time vacancy available in xxxxxxxxxxA panel may be formed as a result of this campaign for xxxxxxxxxxx from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. Locations may change and candidates will be notified of same at the earliest possible date. There will be a requirement to travel to locations where testing is required as set out in details of service below. Appointees will be required to work in temporary work sites (e.g. drive through testing centres) which will include a level of working outside.    |
| **Informal Enquiries** | Please provide name & contact details for person who will deal with informal enquiries. |
| **Details of Service** | Provide details to the following types of questions:* What service does the unit provide?
* What client group is served by the unit?
* What are the possible future developments for the service?
* What is the team structure?
* What area is covered by this service?

There is no limit to the text that can be inserted here. Please use this section to highlight the service and generate interest in the service and job being recruited for*For Example:* Community Operations incorporating the 9 Community Healthcare Organisations (CHO) and the National Community Testing Team play a key role in the referral and swabbing elements of the end-to-end Testing and Tracing Pathway. Testing and Tracing plays an important role in reducing Community Transmission of Covid-19. CHO Community Testing Teams manage, deliver and support community swabbing in a range of settings, including but not limited to:* Community Testing Centres
* Home-Based Testing
* Outbreak Testing: CHO Testing Teams work with local Public Health Departments and the National Ambulance Service to provide swabbing as part of the management of Covid-19 outbreaks.
* Bulk/Mass Testing: CHO Testing Teams support Mass Testing in Residential Care Facilities and other locations in response to National Public Health Emergency Team (NPHET) recommendations.
* Serial Testing Programmes: CHO Testing Teams support the ongoing provision of serial testing in a range of residential and work locations

The Covid-19 Community Testing service has evolved, developed and expanded in response to the Pandemic. A dynamic, flexible and responsive approach to testing will be required to meet future and changing demands. This will require the Team Members to be agile in terms of work attendance patterns and locations Successful candidates and new team members will be provided with full training and induction and on-going support.Covid-19 Testing is a critical element of the HSE response to the Pandemic. |
| **Reporting Relationship** | Please outline reporting relationships associated with the post:* To whom will the job holder report?
* Who will report to the job holder?

*For Example:* The post holder will report to the Testing Lead or delegated Manager within the CHO. |
| **Key Working Relationships** | Provide a brief overview of the types of people that the job holder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with the role. |
| **Purpose of the Post**  | What is the overall high-level purpose of the job? *For Example:* The purpose of this post is to undertake swabbing and administrative duties as directed by the Line Manager as set out in the principal duties and responsibilities. The Community Swabber will be required to be flexible and agile in response to service requirements. This is a Specified Purpose Contract for the duration of the pandemic (contract length will be indicated at job offer stage) with initial assignment to COVID 19 Testing Services. |
| **Principal Duties and Responsibilities** | **Clinical & Administrative*** Engage with members of the public attending health services.
* Obtain nasopharyngeal (swab from the nose) and oropharyngeal (swab from the throat) swabs from persons refereed for Testing.
* Complete associated administration during the testing process; confirm patient name & contact details; label tubes, package swab tubes etc.
* Work with Managers to promote the teamwork required to develop systems and structures for service improvement.
* Maintain appropriate relationships with key stakeholders including other service providers.
* Provide reports as required on daily weekly monthly basis, as required.
* Support administrative activities as required to support community testing.
* Engage in pro-active communications with internal and external stakeholders, particularly focused on service interface initiatives.
* Promote and participate in the implementation of organisational and service change as necessary.
* Comply with obligations to protect patient confidentiality and data at all times; maintain a high standard of documentation, including service user files in accordance with local guidelines, the Freedom of Information (FOI) and GDPR Acts.
* Promote a culture that values diversity and respect.
* Engage in IT developments as they apply to service user and service administration.
* Keep up to date with organisational developments within the Irish Health Service.

**Health & Safety*** In accordance with Health and Safety at work policy, observe all rules relating to Health and Safety and Conduct at Work and use any equipment provided in a safe and responsible manner.
* Adhere to HSE policies, guidelines and procedures, comply with health and safety, infection control and risk management procedures and comply with statutory obligations as relevant to the role.
* Adequately identify, assess, manage and monitor risks within their area of responsibility.
* Report any incident or potential incident which may compromise the health and safety of patients / clients / residents, staff or visitors and take appropriate action.
* Report any accidents or near misses to the person in charge and ensure completion of incident / near miss forms.
* Conduct themselves in a manner that ensures safe patient / client care - and will not undertake any duty related to patient / client care for which they are not trained.
* 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.

     **Education & Training*** Attend induction and mandatory in-service education.
* Attend training courses as required e.g. CPR, Hygiene, HACCP, Fire Prevention etc.
* Participate in the induction of new staff as directed.
* Maintain continuous personal development and participate in team based development, education, training and learning.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

**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:****Professional Qualifications, Experience** (i) Obtained at least grade D (or pass) in Higher or Ordinary Level in five subjects from the approved list of subjects in the Department of Education established Leaving Certificate Examination or Leaving Certificate Vocational Programme or Leaving Certificate Applied.Or(ii) Passed an examination of at least equivalent standard Or (iii) Satisfactory relevant experience which encompasses demonstrable equivalent skills And (b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office based on the skills competencies and knowledge for the post. **Health**A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **Character**Each candidate for and any person holding the office must be of good character. |
| **Other requirements specific to the post** | Due to the nature of the work this role requires:* Flexibility to attend for work in varied locations as swabbing and other administrative activities can be conducted at Community Testing Centre locations and/or at off-site locations nationwide.
* Access to appropriate transport to fulfil the requirements of the role - frequent travel may be required to off-site locations.
* Flexibility in relation to working hours to fulfil the requirements of the role. Please note these roles may participate in a 7/7 rota (i.e. Monday-Sunday) Contracted hours of work are liable to change between the projected hours of 7am-10pm over seven days to meet the requirements for extended day services.
* Staff may be required to participate in on-call rota as required.
* Staff may be required to work within administrative function within HSE if and when testing centre demand decreases.
 |
| **Skills, competencies and/or knowledge** | **Professional Knowledge/Experience***Demonstrates:** Knowledge and understanding of Health Services

**Team Player***Demonstrates:** An ability to work independently as well as part of a wider multidisciplinary / multi-agency team
* The motivation and initiative needed to provide a service within a changing working environment

**Planning and Organising Skills***Demonstrates the ability to:** Plan and organise effectively
* Manage competing demands and prioritise
* Be flexible and adapt to changing circumstances

**Problem Solving & Decision Making***Demonstrates:** Decision making and problem solving skills especially with regard to working in a challenging and busy work environment
* Knows when to seek the input of others
* Is innovative in their approach to overcoming issues arising

**Commitment to providing a Quality Service***Demonstrates:** An ability to pay close and accurate attention to detail in personal work
* A service user focus in the delivery of services
* A core belief in and passion for the sustainable delivery of high quality service-user focused services

**Communication & Interpersonal skills*** Excellent communication skills so as to effectively carry out the duties and responsibilities of the role.
* The ability to demonstrate understanding and appropriate responses to service users with varying degrees of need.
* Is sympathetic and empathetic, providing assurance as needed.
 |
| **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. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/>  |
| **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.The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| 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. |

**Community Swabber**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure**  | The current vacancy available is **permanent/temporary** and **whole time/part-time.** The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The Salary scale for the post is: **PLEASE INSERT (Pro Rata - part-time)**The Salary scale for the post of Community Swabber (*analogous to a Multi Task Attendant 6015 for both salary and terms and conditions purposes*) is, as of October 2021: €29,337 - €31,067 – €32,106 – €32,818 – €33,433 – €34,230 – €34,716 – €35,546 – €36,397New 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 working week applying to the post is to be confirmed at Job Offer stage. **Please include the following paragraph for posts that traditionally worked 9-5, Monday to Friday. Do not include for nursing and other posts that are required to work shifts over a 7-day week.**HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **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[[1]](#footnote-1), 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-2).
* 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.  |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete any prompts and / or tables (in dark blue) in the sections above**

**2) Ensure all fonts are now in black**

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)