



**Community Swabber
Job Specification & Terms and Conditions**

Job Title and Grade	Community Swabber, Grade Code: 6002	
Campaign Reference	NRS11372	
Closing Date	The extended closing date is Friday, 10th December 2021 at 12 noon	
Taking up Appointment	A start date will be indicated at job offer stage.	
Location of Post	There are panels in place for many Testing Centre locations.	
	We will create additional panels and fill jobs in the following listed Community Healthcare Organisations (CHOs):	
	CHO 1	Monaghan (Current Testing Centre is Castleblayney)
	CHO 1	Cavan (Current Testing Centre is Belturbet)
	CHO 1	Sligo (Current Testing Centre is Sligo Town)
	CHO 1	Leitrim (Current Testing Centre is Carrick on Shannon)
	CHO 1	Donegal (Current Testing Centers' are Letterkenny & Donegal Town)
	CHO 2	Galway (Current Testing Centre is Galway Airport)
	CHO 2	Mayo (Current Testing Centre is Castlebar)
	CHO 2	Roscommon (Current Testing Centre is Castlerea)
	CHO 3	Clare (Current Testing Centre is Ennis)
	CHO 3	North Tipperary (Current Testing Centre is Nenagh)
	CHO 3	Limerick (Current Testing Centre is Limerick City)
	CHO 4	Cork (Current Testing Centers' are the Lee & Dunmanway)
	CHO 4	Kerry (Current Testing Centre is Tralee)
	CHO 5	South Tipperary (Current Testing Centre is Clonmel)
	CHO 5	Kilkenny (Current Testing Centre is Kilkenny City)
	CHO 5	Carlow (Current Testing Centre is Carlow Town)
	CHO 5	Waterford (Current Testing Centre is Waterford City)
	CHO 5	Wexford (Current Testing Centre is Wexford Town)
	CHO 6	Wicklow (Current Testing Centre is Kiladreenan)
	CHO 6	Dublin (Current Testing Centre is Sandyford)
	CHO 7	Dublin (Current Testing Centre is Citywest Convention Centre)
	CHO 7	Kildare (Current Testing Centre is Punchestown)
	CHO 8	Longford (Current Testing Centre is Longford Town)
	CHO 8	Westmeath (Current Testing Centre is Mullingar)
	CHO 8	Offaly (Current Testing Centre is Tullamore)
	CHO 8	Laois (Current Testing Centre is Portlaoise)
	CHO 8	Meath (Current Testing Centre is Ashbourne)
	CHO 8	Louth (Current Testing Centre is Ardee)
CHO 9	Dublin (Current Testing Centre is Finglas)	

	<p>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.</p> <p>Appointees will be required to work in temporary work sites (e.g. drive through testing centres) which will include a level of working outside.</p>
Details of Service	<p>Community Operations incorporating the 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.</p> <p>CHO Community Testing Teams manage, deliver and support community swabbing in a range of settings, including but not limited to:</p> <ul style="list-style-type: none"> • 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 <p>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</p> <p>Successful Candidates and new Team Members will be provided with full training and induction and on-going support.</p> <p>Covid-19 Testing is a critical element of the HSE response to the Pandemic.</p>
Reporting Relationship	The post holder will report to the Testing Centre Coordinator/Deputy Testing Centre Coordinator as appropriate or delegated Manager within the CHO.
Purpose of the Post	<p>The purpose of this post is to undertake swabbing and administrative duties as directed by 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.</p> <p>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.</p>
Principal Duties and Responsibilities	<p>The position of Community Swabber encompasses both swabbing and administrative responsibilities within the assigned service.</p> <p>The post encompasses the following areas of responsibility:</p> <ul style="list-style-type: none"> • Obtain nasopharyngeal (swab from the nose) and oropharyngeal (swab from the Throat) swabs from persons referred for Testing • Completion of associated administration during the testing process; confirm patient name & contact details; label tubes, package swab tubes etc • Support other administrative activities as required to support community testing • Ability to work within administrative function within HSE if and when testing centres

demand decreases

- Deal with members of the public attending health services
- Work with Managers to promote the team work 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.
- 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.
- Any other duties as required from time to time as assigned by the Line Manager

Health & Safety

- In accordance with Health and Safety at work policy, observe all rules relating to Health and Safety and Conduct at Work and to use any equipment provided in a safe and responsible manner.
- Understand and adhere to all relevant HSE policies, guidelines and procedures, comply with health and safety, infection control and risk management procedures, comply with statutory obligations.
- Report any incident or potential incident which may compromise the health and safety of patient/ clients / residents, staff or visitors and take appropriate action.
- Report any accidents, near misses to the person in charge and ensure completion of incident / near miss forms.
- Not undertake any duty related to patient/client care for which he/she is not trained.
- Attend training courses as required e.g. CPR, Hygiene, HACCP, Fire Prevention etc.
- Conduct his / herself in a manner that ensures safe patient/ client care.
- 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.
- To 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.
- As directed participate in the induction of new staff.
- Maintain continuous personal and participate in team based development, education, training and learning.
- Participate in performance review/ achievement and the development of a personal development plan in conjunction with and as required his / her line manager.

The above Job Description 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 him/her from time to time and to contribute to the development of the post while in office.

<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>Candidates must have at the latest date of application: -</p> <p>1. Professional Qualifications, Experience (a) Eligible applicants will be those who on the closing date for the competition:</p> <p>(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.</p> <p>2. Health A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>3. Character Each candidate for and any person holding the office must be of good character.</p>
<p>Other requirements specific to the post</p>	<p>Due to the nature of the work this role requires:</p> <ul style="list-style-type: none"> Flexibility to attend for work in varied locations as swabbing and other administrative activities can be conducted at 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 5/7 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
<p>Skills, competencies and/or knowledge</p>	<p>Professional Knowledge/Experience Demonstrates:</p> <ul style="list-style-type: none"> Knowledge and understanding of Health Services <p>Teamwork Skills Demonstrates:</p> <ul style="list-style-type: none"> The ability to work independently as well as work with a wider multidisciplinary/multi-agency team Ability to work in a challenging and busy environment Motivation and an innovative approach to the job within a changing working environment <p>Commitment to providing a Quality Service Demonstrates:</p> <ul style="list-style-type: none"> An ability to pay close and accurate attention to detail in personal work

	<ul style="list-style-type: none"> • A client user and customer focus in the delivery of services • A core belief in and passion for the sustainable delivery of high quality customer focused services <p>Planning and Organising Skills</p> <ul style="list-style-type: none"> • The ability to plan and organise effectively. • The ability to manage competing demands and prioritise. <p>Communication & Interpersonal skills</p> <ul style="list-style-type: none"> • 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 clients with varying degrees of need. <p>Problem Solving & Decision Making</p> <ul style="list-style-type: none"> • Initiative, flexibility and problem solving skills especially with regard to working in the changing environment
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<p>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.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>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.</p>
<p>Code of Practice</p>	<p>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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice, Information for Candidates".</p> <p>Codes of practice are published by the CPSA and are available on www.hse.ie/eng/staff/jobs in the document posted with each vacancy entitled "Code of Practice, Information for Candidates" or on www.cpsa.ie.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job specification may be reviewed.</p> <p>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.</p>	



Community Swabber
Terms and Conditions of Employment

Tenure	<p>The post is specified purpose (temporary) and pensionable. A panel may be created from which vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.</p> <p>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.</p>									
Remuneration	<p>The Salary scale for the post of Community Swabber is:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">29,337</td> <td style="text-align: center;">31,067</td> <td style="text-align: center;">32,106</td> <td style="text-align: center;">32,818</td> <td style="text-align: center;">33,433</td> <td style="text-align: center;">34,230</td> <td style="text-align: center;">34,716</td> <td style="text-align: center;">35,546</td> <td style="text-align: center;">36,397</td> </tr> </table> <p>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 relevant experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. Incremental credit will be given for Swabbing Experience to date in COVID 19.</p>	29,337	31,067	32,106	32,818	33,433	34,230	34,716	35,546	36,397
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Working Week	<p>The standard working week applying to the post is 39 hours per week.</p> <p>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).</p>									
Annual Leave	<p>The annual leave associated with the post will be 23 days</p>									
Superannuation	<p>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</p>									
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p>* Public Servants not affected by this legislation:</p> <p>Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p>									
Probation	<p>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.</p>									

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	<p>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).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, 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 procedures². • 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. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

¹ A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages

² See link on health and safety web-pages to latest Incident Management Policy