



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Office of the National Director of Human Resources  
Health Service Executive  
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## HSE HR Circular 13/2008

To: Asst. National Directors, HSE Areas  
Asst. National Director, Employee Relations  
Employee Relations Managers, HSE Areas  
Each Local Health Office Manager

25<sup>th</sup> April 2008

Re: **Revised Job Description and Grading for the post of Pre-School Officer**

In accordance with the provisions of Labour Court Recommendation 18522, agreement has been reached with the Irish Nurses Organisation on a revised job description and grading for the post of Pre-School Officer.

The application of the revised arrangements will be as follows:

- Public Health Nurses who are appointed in a designated and approved Pre-School Officer post, and who accept the revised job description attached, will have their post upgraded to Assistant Director of Public Health Nursing.
- In all other circumstances the posts will be filled by open competition.
- Unsuccessful candidates will revert to their substantive post.
- All future appointments will be by open competition.

The revised arrangements will come into effect from 2 January 2007. Assimilation to the new salary scale will be in accordance with normal pay on promotion arrangements.

### **Funding**

Enquires regarding funding adjustments in respect of costs associated with implementation of this circular should be addressed to the Assistant Director of Finance in each of the four HSE Administrative Areas.

If you have any queries in relation to the content of this circular, you can contact Mr. Brendan Mulligan at the HSE – Employers Agency, 63-64 Adelaide Road, Dublin 2, telephone 01-662 6966.

Yours sincerely,

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**Martin McDonald**  
National Director of Human Resources

## Pre-School Officer

### 1 **Professional Qualifications, Experience etc**

Each candidate must on the latest date for receiving completed application forms for the office:

- (a) be registered in the General Division of the Register of Nurses maintained by An Bord Altranais, or be entitled to be so registered.

be registered in the Public Health Nurses Division of the Register of Nurses maintained by An Bord Altranais or be entitled to be so registered.

have not less than 5 years satisfactory experience in the office of Public Health Nurse or equivalent.

**and**

- (b) possess the requisite knowledge and ability (including a high standard of suitability and of organising ability) for the proper discharge of the duties of the office.

### 2 **Character:**

Candidates holding the office must be of good character.

### 3 **Age:**

The minimum retirement age for new entrants (after 1 April 2004) is 65 and there is no maximum retirement age where the employee is capable of carrying out the duties of the post.

### 4 **Health:**

Candidates for and any person holding the office must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

## **Particulars of Office**

- 1 The office is whole-time, permanent and pensionable.

### 2 **Remuneration:**

€56,521 - €65,165 at 1 March 2008

### 3 **Working Week:**

39 hours

### 4 **Annual Leave:**

25 – 28 days (as per LCR No 16261)

### 5 **Training:**

The HSE is committed to continuing education and life long learning which enables staff to improve their performance and professional competence. In this regard the HSE encourages and supports staff to seek opportunities for their own development. In addition the HSE provides education and training opportunities for staff on a regional basis.

**Key Working Relationships:**

The person appointed to the post will be required to have good working relationships with the Director of Childcare Services, Environmental Health Officers and voluntary services who provide pre school services, area public health nurses and other professionals.

The appointee will act as a resource person for pre school services and facilities. They will be required to have a good knowledge and understanding of the needs of the pre school child, be fully conversant with relevant legislation, national policies and guidelines and be aware of any changes and developments in the pre-school area.

The appointee may also be required to work in other areas of Childcare, particularly in relation to the role of Public Health nursing.

**Accountable to:**

The Pre-School Officer will report to the Child Care Manager in relation to pre-school services. He/she will also have a professional reporting relationship to the Director of Public Health Nursing.

**General Duties:**

The Pre-School Officer may be assigned all or any of the following duties:

- To ensure the health, safety and welfare of all children attending pre-school services in accordance with relevant legislation and standards.
- To prepare reports and advise on notification of pre-school services.
- To prepare the appropriate reports and documentation to initiate proceedings and liaise with legal representatives with regards to the enforcement of relevant legislation.
- To support the development of existing pre-school services in the community.
- To provide advice and information to pre-school providers including voluntary agencies.
- To provide education and training to pre-school providers.
- To identify areas where pre-school services could be established and to support the establishment of such services with multi disciplinary teams and staff relevant agencies.
- To liaise with other professionals in relation to pre-school services
- To work with the Community Development Worker and other professionals in identifying the need for Community Mother type programmes and assisting in the development, implementation and evaluation of such programmes.
- To collate and return relevant statistical information as necessary.

- To work to agreed priorities and objectives and assist in developing and implementing HSE Service and Operational Plans.
- To prepare reports for and attend court cases where appropriate/required.
- To identify service needs and trends in order to ensure the highest possible standards of care.
- To identify and assist in the organisation, delivery and evaluation of health promotion activities in the area.
- To identify staff training needs of Public Health Nurses and other relevant nursing / midwifery / multidisciplinary staff.
- To formulate and organise the allocation and placement of students for community experience in conjunction with staff of 3<sup>rd</sup> level institutions.
- To co-operate in the on-going development of Community Care services, including use of new technology, etc.
- To undertake duties in connection with the organisation, delivery and evaluation of the pre-school health service as required.
- To ensure an adequate supply of up to date nursing / first aid equipment for emergency use in pre-school services
- To supervise and support staff within his/her area of responsibility.
- To monitor standards of service within the sector and ensure a high pre-school childcare service is delivered.
- To assist in the formation of policies and guidelines and monitor their implementation.
- To improve liaison with PCCC and Primary Care Services in his / her area, and with hospitals, other institutions and appropriate voluntary organisations to promote continuity of patient care.
- To participate in the consultation process for the appraisal of funding applicants.
- To investigate all complaints with regard to pre-school services.

**Other duties as may be required:**

- To monitor demographic trends in childcare with relevance to the effective delivery of Community Nursing Services.
- To organise, support and supervise Public Health Nurses and students and other members of the Community Nursing team in the provision of Community Nursing Services.

- To organise, supervise, monitor and evaluate the work of trainee Public Health Nurses during community placement.
- To contribute to monitoring the workload of the Community Nursing team and to administer and manage the assignment of relevant staff and leave applications.
- To undertake duties as required in the context of new legislation and relevant national guidelines and policies, e.g. Nursing Home Act 1990, Child Care Act 1991, The Children First Guidelines & Policies 2006 and Pre-School Regs 2006.
- To arrange home help service and patient aid/home care assistance as required.
- To undertake duties in connection with the co-ordination, development and evaluation of services for the elderly.
- To arrange for and monitor the usage of supplies and loan of equipment to patients and to ensure its return.
- To deputise for the Director of Public Health Nursing as required.
- To collect and collate statistical and financial returns as appropriate and to keep such records as are required of him/her by the Director of Public Health Nursing.
- To liaise with County Childcare Committees and represent the HSE on such committees where appropriate.

This job description is not intended to be an exhaustive list of duties and responsibilities and may be reviewed from time to time to reflect the needs of the service.

**Confidentiality:**

In the course of your employment you may have access to, or hear information concerning, the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.