



Memo

To: Chief Executive Officer
Each Regional Executive Officer
Each National Director
Each Assistant National Director HR
Each Assistant Chief Finance Officer
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHO
Each Head of HR CHO
Head of HR, PCRS
Each CEO Section 38 Agencies
Each HR Manager Section 38 Agencies
Each Employee Relations Manager
Each Group Director of Nursing & Midwifery
Each Group Director of Midwifery
Each Clinical Director
Director National Ambulance Service

From: Anne Marie Hoey, Chief People Officer

Date: 11th July 2024

Subject: HR Memo 034/2024 - Health Care Assistant Updated Job Specification

Dear Colleagues,

Further to the issue of HR Memo 047/2023 and 017/2024 – Health Care Assistant Updated Job Specification, please note two additional HCA job specifications namely National Screening Services and Forensics have been reviewed and updated. They are uploaded on the HBS job specification repository section of the HSE website (link below). Please note, that documents accessed via the below link will be the most up to date versions and will take account of any periodically required updates/revisions.

<https://www.hse.ie//eng/staff/resources/recruitment-standards/before-you-recruit/patient-client-care-health-and-social-care-assistants.html>

In total, nine of them have been updated and uploaded thus far. All these job specifications are issued following an extensive consultation with all the relevant stakeholders including subject matter experts, service representatives, Human Resources (HR) representatives and staff representative bodies.

These job specifications will apply across all HSE and section 38 organisations. Please ensure that these revised job specifications are brought to the attention of all Health Care Assistants and Managers to whom it would apply in your area of responsibility.

Queries:

Queries from individual employees and managers regarding these job specifications should be referred to local HR departments. Please note that the national HR helpdesk is also available to take queries from employees Tel: 1800 444 925 Email Ask.HR@hse.ie.

Queries from HR departments on the contents of these job specifications may be referred to the Office of the Corporate Business Partner, Dr. Steevens' Hospital, Dublin 8. Tel: 01 6352087 Email: Corporatebusinesspartner.nhr@hse.ie

Yours Sincerely



Anne Marie Hoey
Chief People Officer