

## HR26I065

# **EXPRESSION OF INTEREST**

### **Grade IV Officer - Clinical Administration**

### **WAITING LIST DEPARTMENT**

#### **Full Time Vacancy**

**This campaign is confined to SVUH staff currently employed in a permanent Grade IV**

- Overview:** The Waiting List Office manages all aspects of In-patient and Day Case Waiting Lists within St. Vincent's University Hospital.
- Job title / Grade:** Grade IV Officer, Clinical Administration – Waiting List Department
- Hours of Work:** The person(s) appointed will work a basic 35 hour week. You will be required to work the agreed roster / on call arrangements as advised to you by your line manager.
- Reports to:** Grade V Unit Manager / or another nominee

**Key Duties and Responsibilities:** *The list of key duties and responsibilities is not intended to be exhaustive and is subject to change depending on service requirements.*

Key duties and responsibilities may include:

- Learn all aspects of the role to work within the department and cover the service.
- Responsibility for all aspects of inpatient and day case (IPDC) waiting list management
- Adding e-Referrals to PAS IPDC waiting list in line with national KPIs.
- Administration support to all insourcing / outsourcing waiting list initiatives to a very high standard
- Data entry on PAS and/or any other IT systems in accordance with relevant PPGs.
- Manage monthly audits of all waiting lists to ensure accuracy of waiting lists
- Knowledge and full understanding of yearly national scheduled care action plans set out by the Minister for Health
- An ability to determine priorities, be flexible and organise workloads under pressure in order to achieve tight deadlines
- Analytical and problem solving skills with a strong focus on attention to detail.
- Be fully trained on all internal / external systems relevant to the role and be able to train new staff on all systems.
- Assist with monthly validation cycles in place to ensure data quality / data completeness in conjunction with the National Treatment Purchase Fund Validation Unit
- Ongoing daily validation of IPDC waiting lists and ensuring KPI targets are met
- Liaising with line managers to ensure waiting lists are accurate and high standards are kept.
- Responsible for data quality and compliance with Data Entry Rules.

- Receiving queries / requests from GP's, other hospital departments, patients and other healthcare facilities.
- Ensure HCR's are returned to the medical records filing room in a timely manner & that HCR's kept in the area are safe and secure and an efficient tracking system is in place.
- Have a thorough knowledge of all relevant hospital policies and procedures and ensure these are adhered to at all times.
- Be familiar with the Health and Safety requirements of the work area and ensure that these are met at all times.
- Communicate regularly with the Grade V & Grade VII Officer to keep them informed of the service.
- Assisting line managers with training of new staff.
- Liaising as required with other departments and clinical staff of all disciplines.
- Any other duties relevant to this post as required.

**Annual Salary:** Grade IV (Clerical) (0558 grade) as at 01/02/2026, pro rata

1	2	3	4	5	6	7	8	9	10	11	12
€36,109	€38,241	€39,097	€41,260	€43,240	€44,973	€46,651	€48,914	€50,560	€52,235	<b>€53,829</b> LSI	<b>€55,463</b> LSI

These particulars are subject to change in line with overall public pay policy.

**Informal Enquiries or Role Specific Enquiries:** Ms Susan Barnes, BIU Coordinator/IPDC Waiting List Manager, Tel: (01) 221 3487 or email [sbarnes@svuh.ie](mailto:sbarnes@svuh.ie)

**Closing Date for Applications:** Wednesday, 18th February 2026

**Interviews:** TBC – due to urgency of this appointment, interviews may proceed at short notice