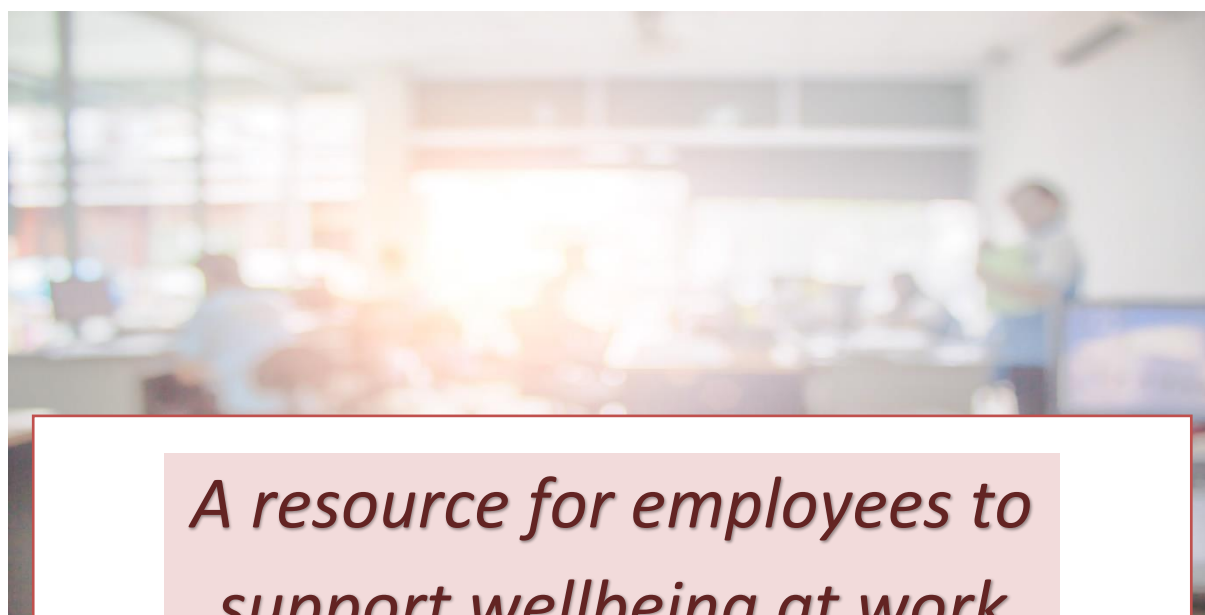


COMMUNITY HEALTHCARE DUBLIN NORTH CITY & COUNTY

Wellbeing at Work



*A resource for employees to
support wellbeing at work*

As we spend a significant portion of our lives at work, our work environment has a major impact on our health. Community Healthcare Organisation Dublin North City & County (CHO DNCC) is committed to supporting the health and wellbeing of its employees. This booklet will highlight some of the ways that you can care for your health and wellbeing and signpost supports available to you as a healthcare worker in CHO DNCC.

Contents

• Staff Health & Wellbeing	2
• Looking after your Physical Wellbeing	3
• Looking after your Occupational Wellbeing	6
• Looking after your Mental Health Wellbeing	8
• Looking after your Social and Cultural Wellbeing	11
• Looking after your Intellectual Wellbeing	13
• Looking after your Financial Wellbeing	15



Staff Health & Wellbeing

Wellbeing can be described as having a healthy and happy existence. The World Health Organisation defines wellbeing in its broadest sense as “an optimal state of health,” concerning an individual’s physical, mental, emotional and spiritual state of being. It is important that we all aim to look after all aspects of our health so that we have a balanced approach to our overall wellbeing.

In 2013 the Irish government launched its health and wellbeing strategy, Healthy Ireland (HI) with the expressed vision of a country ‘where everyone can enjoy physical and mental health and wellbeing to their full potential, where wellbeing is valued and supported at every level of society and is everyone’s responsibility’ (Healthy Ireland, 2013). Staff Health & Wellbeing is one of its three strategic priorities, alongside System Reform and Chronic Disease Prevention.

The HSE is the largest employer in the State with over 100,000 employees. The Staff Health and Wellbeing programme strives to improve the health and wellbeing of their workforce by supporting management in creating a healthy workplace for all staff in addition to nurturing workplace champions. (Healthy Ireland in the Health Services – National Implementation Plan (2015-17)).

CHO DNCC recognises the importance of Staff Health & Wellbeing as highlighted in the Healthy Ireland Framework and the HSE People Strategy (2019-2024). In 2016 a National Staff Survey was carried out and one of the outcomes identified was the need to establish a Staff Health and Wellbeing Working Group. Within CHO DNCC this group aims to empower staff to lead change in order to build the kind of health service we all want from the inside out, making the health service a better place for staff, patients and services.

Staff Health and Wellbeing is about raising awareness and advising employees of supports and initiatives which are available. This enables staff to take ownership of their own Health and Wellbeing which will hopefully encourage others to do the same.

Staff Wellbeing was also identified as an important priority in this CHO as part of our response to COVID-19 with a Psychosocial Response Project Team established to focus on this essential area. This team is focused on finding ways to support the psychosocial needs of staff in the context of the new demands on staff and changes to the ways that we work.

As part of this goal, this booklet has been developed to provide information and advice to help you care for your overall health. It will also guide you, as a staff member, to the supports and services available to you within CHO DNCC and the HSE. It will be of use to Line Managers who wish to refer or signpost staff to additional supports should they need them. As supports evolve and new initiatives are available, this booklet will be updated regularly to ensure it is an effective and valuable resource. The booklet has been developed in chapters for you to reference for your specific needs.

Your Physical Wellbeing

Physical wellbeing is about being aware of your body and of what it needs to remain fit and healthy throughout your lifetime. It is about taking care of your physical body so that you are able to carry out your daily activities as well as possible. Feeling physically well also has a significant impact on your mental health.

Tips for your Physical Wellbeing

- Build regular physical activity (at least 30 minutes of moderate to vigorous activity) into your daily routine and make a commitment to yourself to do it!
- If you are desk based/mainly seated for the day, aim to get up, stretch and move around regularly throughout the day. Check out the 'Escape Your Chair Programme' from the Irish Heart Foundation. <https://irishheart.ie/campaigns/escape-your-chair/>
- Plan and prepare healthy lunches/snacks to bring to work or select healthy options in the canteen/café. See https://www.healthpromotion.ie/health/healthy_eating for a range of Healthy Food for Life resources.
- Be aware of your alcohol consumption and aim to stay below the maximum recommended number of drinks/units per week www.askaboutalcohol.ie
- If you smoke, consider quitting with support from www.quit.ie
- Complete the eLearning module Display Screen Equipment on www.hseland.ie to ensure that your work station is hazard free.

Supports available to you

CHO DNCC Staff Health and Wellbeing Working Group

One of the tasks outlined in the Healthy Ireland Survey and Action Plan is to support and promote healthy lifestyles in the workplace. The Staff Health and Wellbeing Working Group, working with the HR Department and the Health & Wellbeing Division develop initiatives to incorporate the actions outlined in the CHO DNCC Healthy Ireland action plan. The Staff Health and Wellbeing Working Group organise a month of Staff Health and Wellbeing events in October each year focusing on healthy eating, physical exercise, mental health and training. The Working Group encourages staff to take part in the Steps to Health Challenge, Operation Transformation and to promote any other nationally led programmes which will improve the physical health and wellbeing of staff working in CHO DNCC.

Health & Wellbeing Division

The Health & Wellbeing Division provide training/guidance and support to staff in how to enhance their own health and promote health in their work settings, their communities and their clients. Being physically well includes minding your diet and nutrition, your use of alcohol, tobacco or drugs, your level of physical activity and your stress levels. Specific support is offered to staff ready to quit smoking including free Nicotine Replacement Therapy (NRT) and 1-1 support.

Support on alcohol use

On 7th March 2017 the HSE launched a new website for the public on alcohol about, how much we are drinking, how it affects us health wise and how we gain more by drinking less. For more information visit: www.askaboutalcohol.ie. The HSE has a helpline 1800 459459 Mon-Fri 9.30am – 5.30pm or email helpline@hse.ie

Support on tobacco use

The Quit Campaign is available by contacting <http://www.quit.ie> freephone: 1800 201203 or free text Quit to 50100

For further information please contact Roisin Lowry, Health Promotion and Improvement Manager CHO DNCC, roisin.lowry@hse.ie

Healthy Ireland Promotional Resources

Healthy Ireland Promotional Resources including high viz jackets, tshirts, pedometers, mugs and hats are available to CHO DNCC staff who are organising or participating in a Healthy Ireland initiative. Please contact the Health and Well Being Division for more information: hohw.dncc@hse.ie

The Irish Heart Foundation

The Irish Heart Foundation provides supports on lowering cholesterol and provides information and supports on stroke. They offer CPR training, guidance on sedentary lifestyles and more. For further information visit: www.irishheart.ie

National Screening Service

The National Screening Service was established in January 2007 by the Minister of Health. Its strategy looks at prevention, screening, detection, treatment and management of cancer in Ireland. Why not start now and book your screening appointment or encourage family members or friends to schedule theirs. For further information on Screening Services contact: Info@screeningservice.ie

See below for details of services available:

- Breast Check—The National Breast Screening Programme: Eligible Women are invited every two years. For Further information on Breast Check visit the link <http://www.breastcheck.ie>
- Cervical Check— The National Cervical Screening Programme: Eligible Women are invited every three years. For further information contact freephone: 1800 45 45 55 or visit the following link: www.cervicalcheck.ie
- Bowel Screen—The National Bowel Screening: Programme—offers free bowel screening to men and women aged 60-69. For further information or support contact free phone : 1800 454 555 or visit the following link: <https://www2.hse.ie/screening-and-vaccinations/>
- Diabetic Retina Screen— The National Diabetic Retinal Screening Programme: For further information call freephone: 1800 454 555, or visit the following link www.diabeticretinascreen.ie/

The HSE have also implemented the following which supports the wellbeing of staff:

- [Calorie Posting Policy](#)
- [Healthier Vending Policy](#)

Other Supports available for staff:

- Physical Activity: <https://www.getirelandactive.ie/>

- Healthy Eating: <https://www.hse.ie/eng/about/who/healthwellbeing/our-priority-programmes/heal/>
- Smoking: <https://www2.hse.ie/quit-smoking/>
- Alcohol: <https://www2.hse.ie/alcohol/>
- Staff Health: <https://www.hse.ie/eng/staff/workplace-health-and-wellbeing-unit/physical-wellbeing/>
- Sexual health: <https://www.hse.ie/eng/health/hl/yoursexualhealth/>
- Bike to work scheme: <https://www.biketowork.ie/>
- Walking routes at some sites: <https://irishheart.ie/your-health/our-health-programmes/healthy-communities/slaiente/walking-routes/>
- Staff Walking Challenges: <https://www.hse.ie/stepschallenge> Michelle Holmes, Lead on Staff Health and Wellbeing CHO DNCC
- Cancer prevention: <https://www.cancer.ie/cancer-information-and-support/cancer-prevention>

Tips for people working from home:

There are HSE guidelines for people required to work from home, see link below:

<https://healthservice.hse.ie/staff/coronavirus/working-from-home/tips-to-protect-your-health-and-wellbeing.html>

<https://www.youtube.com/watch?v=roQDYqrO7Qo>

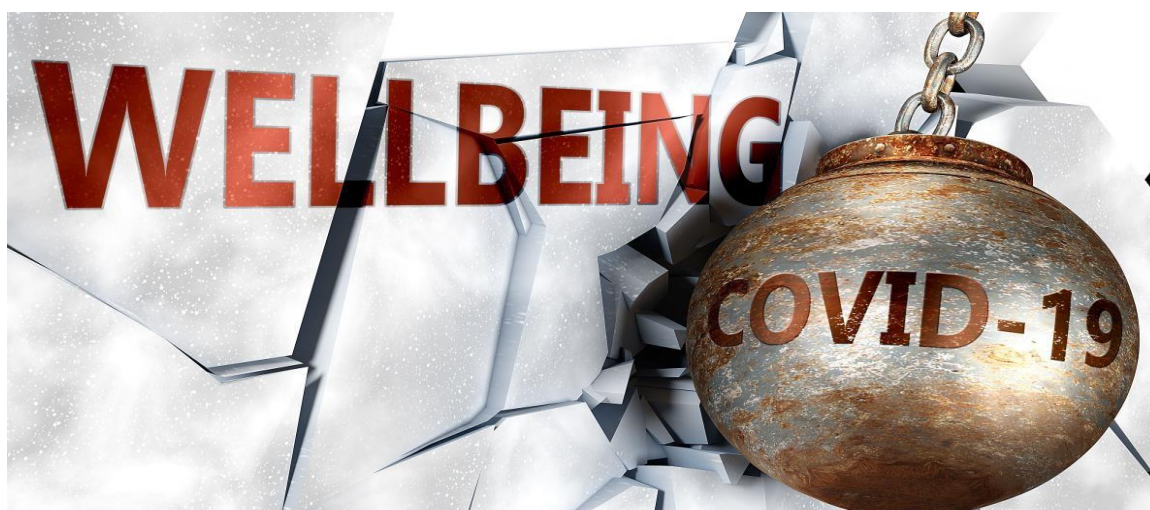
- ✓ Ensure you have a designated space assigned in your home to be your workstation.
 - Spacious, Comfortable, Good Light & Ventilation.
 - Check out DSE training on HSEland for further guidelines & training,
- ✓ Are you finding it difficult to concentrate and getting distracted easily?
 - Set small targets.
 - Set a timer, i.e. work for 25 minutes break for 5 minutes.
 - Use a diary, make small lists for before lunch and after lunch, tick them off as you complete them.
- ✓ Hydrate, aim for 2L. Don't start your day without a glass of water.
 - Have targets for each hour of your working day.
 - Dehydrations can impact your concentration levels.
- ✓ Feeling Stiff? Take a Stretch.
 - Use your 5 minute breaks to take a walk around the house.
 - Check out online resources for 'DESKERCISE' plans.
 - Prioritise a time to include activity

Resources and contacts:

Ellen O`Dea
Head of Service Health and Wellbeing
Email: hohw.dncc@hse.ie
Tel. 01-8976171

Roisin Lowry
Health Promotion & Improvement Manager
Email: roisin.lowry@hse.ie
Tel. 01-8976107

Michelle Holmes
HR Business Manager/Lead on Staff Health and Wellbeing CHO DNCC
Email: michelle.holmes@hse.ie
Tel. 01-8131865



Your Occupational Wellbeing

The Occupational Health service is an independent, specialist advisory service. They give staff and management impartial and confidential advice on health and safety issues at work. The Occupational Health service, which is provided by a multidisciplinary team, aims to protect staff from unnecessary risks to their health in their job. It is offered free of charge to staff in CHO DNCC. The Occupational Health Service is not a substitute for a general practitioner consultation.

Occupational wellbeing is about feeling sufficiently skilled and capable of fulfilling your day to day employment with the opportunity for learning, progression and growth, in a safe, healthy and supportive work environment.

Tips for your Occupational Wellbeing

- Access the HSE Employee Handbook and Induction Pack to find out about the supports and benefits available to you. <https://www.hse.ie/eng/staff/resources/employee-resource-pack/>
- Attend induction days, mid-career and pre-retirement seminars organised by HR CHO DNCC, and LETD.

Supports available to you

- Pre-employment health assessments
- Immunisation assessment and vaccination
- Blood/body fluid exposures
- Assess staff for immunity to tuberculosis and provide contact tracing of staff post-exposure
- Work related health surveillance
- Influenza vaccination
- Sickness absence reviews/ fitness for work reviews
- Referral to physiotherapy/dermatology or other treatment

The Occupational Health Department for CHO DNCC is based in Connolly Hospital Blanchardstown and accepts self-referrals and management referrals. Occupational Health offers a rehabilitation service. The HSE is committed to the provision of workplace rehabilitation that supports and enables injured or sick employees to remain at work or return to the workplace.

This service benefits both the employee and the employer by providing guidelines to managers, employees, rehabilitation professionals, HR departments and employee assistance services on conducting workplace rehabilitation that assists employees affected by both work and non-work related injuries/illnesses to recover and perform duties for which they are employed. It supports an early and safe return for the employee who has an illness/injury.

The Occupational Health Team

Occupational Health Physician: The Occupational Health Physician is a doctor who has a specialist qualification and is a member of the Royal College of Physicians. Occupational Health Physicians use medical expertise to assess fitness for work, advise on workplace adjustments, prevent ill health and promote health and wellbeing. They play a key role in rehabilitation by advising on optional treatment strategies.

Occupational Health Nurse: The Occupational Health Nurse is a nurse with additional qualifications who specialise in the provision of occupational health services in the workplace. They provide advice and support on the management of health and wellbeing in the workplace. They are skilled in the areas of health leadership and management, fitness for work, health risk management and employee wellbeing.

Occupational Health Administrator: Occupational Health Administrators provide a key support in the position of occupational health services. They commonly have additional medical administrative qualifications, are essential in providing necessary administration support for scheduling and delivery of clinics in a confidential and supportive manner.

Occupational Health are available by contacting: occ.health@hse.ie or by 01 6465220

Health and Safety at Work

The National Health and Safety Function has been established to provide effective, consistent, high-quality and readily accessible supports. There are a range of resources available on <https://www.hse.ie/eng/staff/safetywellbeing/>

Your Mental Health Wellbeing

According to the Mental Health Foundation emotional health is "a positive state of wellbeing which enables an individual to be able to function in society and meet the demands of everyday life."

It is about being aware of thoughts and feelings and how they affect our behaviour. By being aware of our emotions and how they impact us we are better able to respond rather than react to daily challenges and demands.

Resilience, being able to cope with daily challenges and demands and managing stress are all part of emotional wellbeing. Stress is a normal part of everyday living, we all need some stress to motivate us and to challenge us. However, when stress becomes chronic or constant it can become a serious risk to your health and wellbeing. Learning how to manage stress starts with good self-care and reaching out for support when you need it.

Tips for your mental health wellbeing

- Making an effort to connect with colleagues, family and friends
- Being clear about your work role, responsibilities and capabilities
- Asking for help when you need it through your line manager or other colleagues and supports
- Recognising your signs of stress and prioritising self-care (see www.yourmentalhealth.ie)
- Getting plenty of sleep and allowing time to recharge and relax outside of work
- Being physically active every day (see www.getirelandactive.ie)
- Having hobbies and/or pastimes
- Creating opportunities to learn new skills (see www.hseland.ie)
- Meeting new people and having new experiences
- Caring for your physical wellbeing (see www.healthpromotion.ie)

Supports available to you

CHO DNCC have historically placed a strong emphasis on the importance of Mental Health Wellbeing and its promotion across the CHO.

Primary staff support – the first line of staff support is provided by managers and colleagues under existing procedures ([HSE Policy for Prevention and Management of Stress in the Workplace, 2018](#)) All managers should undertake the training on HSEland [supporting your staff's mental health: a programme for HSE managers](#).

Employee Assistance Programme

This is an independent service that is available free of charge to all employees. They provide a number of supports including counselling, consultancy to Managers on staff wellbeing issues and critical incident stress management (C.I.S.M.) 24/7 Counselling Carline 0818 327 327 (EAPandME-1818327327 www.hse.ie/EAPandME/twitter#EAPandME).

Online Inspire Support Hub - excellent new resource for HSE staff available on inspiresupporthub.org

Minding your Mental Health

The HSE has created a website to provide practical advice and support for staff specifically related to Covid 19, including advice on self-care strategies <https://www2.hse.ie/wellbeing/mental-health/covid-19/minding-your-mental-health-during-the-coronavirus-outbreak.html>

Minding your Wellbeing Positive Mental Health Programme, is a programme which is being delivered online to support effective self-care and wellbeing for staff. (see link below for further information).

<https://www2.hse.ie/healthy-you/minding-your-wellbeing-programme.html>

ASIST Training (Applied Suicide Intervention Skills Training) **SafeTalk** (Suicide Alertness Training) and **START** (Suicide Prevention Skills Online) are provided by Resource Officers for Suicide Prevention, Mental Health Services. To avail of these training courses (ASIST or SafeTalk) send a direct request to sandra.taylor@hse.ie

Psychological First Aid (PFA)

This is a telephone support service based on a model that is an internationally endorsed psychosocial response developed by the World Health Organisation.

Phone 086-4634967 or email dncc.covid19selfhelp@hse.ie to arrange an appointment with one of the CHO DNCC psychologists.

Online Stress Control programme, a scheduled streaming of the Stress Control lecture series programme by Jim White <https://stresscontrol.org/>. This is run over 6 sessions <https://www.hse.ie/eng/about/who/healthwellbeing/about-us/free-online-stress-control-classes.html>

Silver Cloud Health

The online mental health self-help programme Silver Cloud Health is now providing free access to all HSE staff to four self-directed online programmes. These can be accessed through <https://hse.silvercloudhealth.com/signup/> Use the access code 'HSE2020' to begin the learning. The four self-directed online programmes are: Space from stress, Space for Resilience, Space for Sleep, Space from COVID-19

Text Line - a 24/7 confidential messaging service staffed by trained volunteers with clinical oversight Text 'FRONTLINE' or text 'TALK' (depending on audience) to 50808

<https://www.crisistextline.ie/>

Turn2me

Moderated online support groups for health services staff. This is confidential, scheduled online support groups up to three times per day for groups of up to 10 staff supported by a trained moderator <http://turn2me.ie/>

MyMIND - video counselling service online offered free of charge. <https://mymind.org/>

HSELand Training

Two COVID-19 Psychological Support modules are now available on HSELand. 'Psychological Support: Looking after your wellbeing during Covid-19' and 'Psychological Support: Looking after your wellbeing during Covid-19 - A Manager's Guide' are both located in the Personal Effectiveness Skills catalogue on www.hseland.ie

HSE Phone line for healthcare workers - a dedicated phone line for all healthcare workers, to give staff HCWs & managers information & advice during the Covid-19 outbreak. Callsave 1850 420 420. Lines are open from Monday to Friday: 9am - 5pm

Resources and contacts:

- HSE: Supporting staff following an adverse event: The ASSIST ME Model <https://www.hse.ie/eng/about/who/qid/other-quality-improvement-programmes/opendisclosure/opendiscfiles/bookletsuppstaffadverseevent.pdf>
 - HSA: Work Related Stress: Information sheet for employees https://www.hsa.ie/eng/publications_and_forms/publications/occupational_health/work_related_stress_information_sheet_for_employees.html
 - Minding your Mental Health <https://www2.hse.ie/mental-health/>
 - Connecting for Life <https://www.hse.ie/eng/services/list/4/mental-health-services/connecting-for-life/>
 - HSE Employee Assistance Service <https://www.hse.ie/eng/staff/workplace-health-and-wellbeing-unit/employee-assistance-and-counselling-service/>
 - HSE Support Contact Persons <https://www.hse.ie/eng/staff/resources/hrppg/support-contact-persons.html>
 - Alcohol Awareness <https://www2.hse.ie/alcohol/>
 - Pieta helpline is open 24 hours a day 1800 247 247 or text **HELP** to 51444. <https://www.pieta.ie/contact/>
 - Samaritans call 116123. Website: <https://www.samaritans.org/ireland/samaritans-ireland/>
 - Aware - <https://www.aware.ie/>
 - Shine - <https://www.shine.ie/>
 - Grow - <https://grow.ie/>
-

Your Social and Cultural Wellbeing

Your social wellbeing refers to your ability to interact with people around you and to create connections that support you in your daily life. Having and maintaining social/community links of support (e.g. relationships, friends, family, colleagues, a club, a group) are very important for maintaining positive health and wellbeing and sense of belonging and being valued and cared for. This network provides opportunities for sharing, talking, having fun, learning and getting and giving support.

Your social wellbeing is also impacted by your cultural wellbeing. This is when you feel that you are accepted and supported to freely express your individual differences, whether they relate to your beliefs, values, ethnicity, sexuality, spirituality or sense of identity.

Values in Action:

Values in Action was established to empower staff to lead change in order to build the kind of health service we want from the inside out making the health service a better place for staff, patients and service users. The Values in Action team have identified a number of champions and mobilisers throughout CHO DNCC. New members are always welcome. There are nine core values identified in Values in Action.



The Champions and Mobilisers are trying to address culture change in little things they do every day by incorporating the 9 core values in to their daily work life. If you would like to get involved in Values in Action in CHO DNCC contact Nicola Byrne, NicolaM.Byrne@hse.ie

Tips for your Social and Cultural Wellbeing

- Engaging in the social groups to which you belong and aiming to forge new connections
- Joining or establishing a club, group, organisation, class (sports/book/music/woodwork/faith-based/arts)
- Participating in staff events and activities
- Volunteering in your local community
- Taking up a new hobby or learning a skill that involves meeting other people
- Learning about and sharing with other cultures within your work place and community
- Signing up for a personal development course

Supports available to you:

- Workplace choirs (Roisin.lowry@hse.ie)
- Workplace walking groups (michelle.holmes@hse.ie/roisin.lowry@hse.ie)
- Dublin City Council organise free events around Dublin throughout the year. This is available to the public. For further information visit: <https://dublin.ie/whats-on/>

Resources and contacts:

- Getting Active <https://www.getirelandactive.ie/>
- Volunteering in Ireland <https://www.volunteer.ie/>
- Information for parents <https://www2.hse.ie/parents/>
- Staff Health and Wellbeing Working Group, michelle.holmes@hse.ie
- Health Promotion and Improvement, roisin.lowry@hse.ie
- Staff Engagement, Michelle Holmes Business Manager HR, michelle.holmes@hse.ie
- Training – HR CHO DNCC, training.chodncc@hse.ie
- Office of the Head of Health and Wellbeing – Ellen O`Dea, hohw.dncc@hse.ie

Your Intellectual Wellbeing

It's about getting personal and professional fulfilment in work while still maintaining balance in our lives outside of work. It is also about expanding your knowledge and skills and engaging in creative and mentally stimulating activities.

Tips for your Intellectual Wellbeing

- Register with HSEland to access a range of online learning and professional work hub
- Seek out and request opportunities to attend continuing professional development events, such as master classes, online learning, staff up-skilling and opportunities for new work experiences.
- Contact local HR for further information by emailing training.chodncc@hse.ie or look at the HR [Calendar of Events](#) for upcoming training scheduled
- Review the LETD run 2020 Training Prospectus [Training Prospectus.html](#)

Supports available to you:

Leadership, Training and Development support the professional development and performance of management and staff. They are responsible for:

- The provision of bespoke organisational support and development to teams/functions
- The provision of support for the implementation of individual and team Performance Management processes. This includes the provision of guides, training and support for line managers and staff in the process and on-going monitoring of implementation.
- The provision of training and development for management, administration and support staff, including professional coaching, mid-career seminars, pre-retirement seminar

Coaching: Coaching is a powerful relationship for people wanting to make important changes in their lives, careers, businesses or organisations. It is a relationship where the total focus is on you and what will help you achieve your goal. Coaching is a protected confidential space of support for staff where you can bring issues and leave a session with a clear plan on what you are going to do about a particular piece of work. Coaching comprises a series of phone, face-to-face or MS Lync/SKYPE sessions. As a client you will set the agenda for the coaching session.

Personal Resilience Workshops: Full day. Delivered as part of the First Time Managers Programme. Also delivered on request from departments and teams. The workshop allows participants to take space/ time out to reflect at a human level on small changes that can add to personal wellbeing and resilience.

Dignity at Work Workshops: Workshops delivered on site to bring about a shared understanding of the Dignity at Work Policy. The workshop also provides space to reflect on aspects of conflict and emotional intelligence.

Equality Presentations: Presentations on request regarding aspects of Equality Legislation and its relevance in the workplace.

Disability in the Workplace: Advice on the support and management of disabilities in the workplace.

Women in Leadership Mentoring Programme:

A mentor provides support, wisdom and guidance, during a transitional, often challenging period. Broadly, women experience the workplace differently from men. Women are often highly confident and extremely well-skilled when starting out at the first level of their career. Yet once they reach the higher levels of a business or organisation, many female peers have left the workplace due to family reasons, or the pursuit of alternative careers. This has an impact on the amount of women available to take on the more senior roles, but just as importantly, it can mean that the workplace can be a lonely place for those women who do hold roles at those higher levels.

Women in senior roles will be assigned a mentor. The mentoring relationship will last for six months. Mentors will be asked to spend one half day per month with their mentee, this may be broken up into two or more shorter meetings. Following completion of the six months, mentors and mentees are invited to give feedback on the initiative. For further information visit:
<https://www.hse.ie/eng/staff/benefitservices/women-in-leadership-mentoring-programme.html>

Resources and contacts:

Leadership, Training and Development

Paul Gahan

General Manager - Leadership, Education and Talent Development

HR Leadership, Education and Talent Development

Health Service Executive | 4th Floor | 20-23 Merchant's Quay | Dublin 8 | D08DXW6

E-mail: paul.gahan@hse.ie | T: 01 881 7177 | M: 087 0994200

CHO DNCC Training – email training.chodncc@hse.ie



Your Financial Wellbeing

Financial Wellbeing is being aware of your money and being able to manage and plan your finances by balancing, saving and spending efficiently and within your means. As an employee, there are many financial benefits and supports available to you. It is important to understand your own personal situation and what you might require to have good financial wellbeing.

Tips for your financial wellbeing

- Know your financial entitlements, responsibilities and the supports available to you.
- Check your pay-slip each pay period and all financial correspondence you receive.
- Stay up to date with your tax requirements and entitlements
- Avail of salary deduction facilities such as health/car/home insurance payments, credit union payments, Local Property Tax etc. to help you plan your budgets.
- Familiarise yourself with your superannuation scheme and pension entitlements
- Avail of financial advice should you require it.

Supports available to you:

PayScales

The rates of pay, allowances and other pay-related conditions for HSE employees are approved by the Department of Health. These pay rates are referred to as the Consolidated Payscales. The Department of Health issue new payscales to reflect changes as they arise. Most HSE salaries are incremental and the number of increments is determined by the particular grade of the employee <https://www.hse.ie/eng/staff/benefitsservices/pay/>

Local Payroll Function

Local Time Returning Officers (TRO's) can provide salary related records including statements of earnings, pay enquiry forms, SUSI, mortgage application forms, Maternity/Paternity/Careers Benefit, Lone Parent forms etc.

There is also a facility to allow staff to make payments directly from their pay to a number of outside agencies such as credit unions, insurances, supplementary pension schemes, leisure centres etc.

Pension Management

The HSE National Pensions Management website provides information on HSE pension schemes. The National Pensions Estimator provides employees with the ability to access an estimate of their pension benefits at retirement. <https://www.hse.ie/eng/staff/benefitservices/pensionmanagement/>

HSE Staff Credit Union

The Health Services Staff Credit Union (HSSCU) offers a variety of savings and loan services to health service staff. <https://www.hsscu.ie/about-us/>

HSE Employee Discounts

Discounts available to HSE employees can be found on the staff intranet. Please note these discounts can be changed or stopped at any time. The HSE has no connection with the businesses listed.

<https://healthservice.hse.ie/staff/news/coronavirus/business-supporting-hse-staff.html>

MABS

MABS is the State's money advice service. It offers information, advice and practical budgeting tools. <https://www.mabs.ie/en/>

Resources and contacts:

- Further information on payscales is available on <https://www.hse.ie/eng/staff/benefitservices/pay/>
- Local Time Returning Officers (TRO): Ask your line manager for the contact details of your local TRO.
- NiSRP Helpline: 1800 300 296. Further information on NiSRP <https://www.hse.ie/eng/about/who/healthbusinessservices/nisrp/>
- Pension Management: <https://www.hse.ie/eng/staff/benefitservices/pension-management/>
- Direct Pensions Queries: superann@hse.ie, Superannuation, Health Business Services HSE, 20-23 Merchants Quay, Dublin, DO8 DXW6, 01 8817170
- Link to online Payslips: <https://myhseelfservice.hse.ie/>
- Details of HSE Staff Credit Union branches across Dublin are available on <https://www.hsscu.ie/about-us/> or by emailing info@hsscu.ie or calling 01 677 8648
- Information on HSE Employee Discounts is available on <https://healthservice.hse.ie/staff/news/coronavirus/business-supporting-hse-staff.html>
- Health Business Services, HR Policies, information on schemes and HR forms can be accessed: http://hsenet.hse.ie/Human_Resources/
- Link to Revenue Website: <https://www.revenue.ie/en/Home.aspx>
- Link to Social Welfare Website: <http://www.welfare.ie/en/Pages/home.aspx>
- Link to Money Advice and Budgeting Service: <https://www.mabs.ie/en/>

