



Appointment to the Medical Council

Closing Date: Midnight on 13 September 2015

**State Boards Division
Public Appointments Service
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

Telephone Number: 353 1 858 7441

Email: info@stateboards.ie

stateboards.ie operates under the auspices of the Public Appointments Service and is committed to a policy of equal opportunity.

The Public Appointments Service (PAS), established under statute in 2004, provides an independent shared service in recruitment, assessment and selection to organisations across the Civil and Public Services. On 30 September 2014, the Government decided that the PAS should also be given responsibility for putting in place an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, www.stateboards.ie, is the channel through which the PAS advertises vacancies on State Boards. It is also the means through which accomplished, experienced and qualified people, including people who might not previously have been identified as available for appointment, can then apply to be considered for particular vacancies.

Membership of State Boards

High standards of corporate governance in all State Agencies, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State's overall social and economic development.

Members of State Boards are appointed to act on behalf of the citizen to oversee the running of the affairs of state bodies. State bodies must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities. Members of State Boards, and the relevant management team, are accountable for the proper management of the organisation.

Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government.

The Code of Practice for the Governance of State Bodies provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies.

In order to be an effective contributor on a State Board it is recommended that members should :

- bring independent and objective scrutiny to the oversight of the organisation;
- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.

Appointment to the Medical Council

Location:	Kingram House, Kingram Place, Dublin 2
Number of Vacancies:	1
Remuneration:	€7,695 per annum In line with the 'One Person One Salary' principle, a public servant will not be entitled to receive remuneration in the form of board fees, save for situations that are statutorily provided for e.g. Worker Directors. Board members may choose to waive their fees.
Time Requirements:	8 scheduled and approximately 4 extraordinary Council meetings per year, totalling approximately 12 meeting days per year. In addition to this, Council members will be nominated to serve on a range of Council activities including Committees, Sub Committees, Working Groups and Medical School and Post Graduate Training Body inspections. Council Members will be required to devote as much time to the duties of Council as necessary for the proper and efficient discharge of their duties. This will include significant time to prepare for Council meetings, and to attend and prepare for other activities, such as, Committee meetings, stakeholder meetings, events and ad hoc meetings as required. By applying for the position it is assumed that the member can meet this time commitment.

1. Background

The Medical Council is the regulatory body for doctors. It has a statutory role in protecting the public by promoting the highest professional standards among doctors practising in the Republic of Ireland. The objective of the Council is to ensure high standards of education, training and practice among doctors and it acts in the public interest at all times.

The Council has a majority of non-medical members. The 25 member Council consists of 13 non-medical members and 12 medical members. It has a staff of approximately 70.

2. Functions of the Council

The Mission Statement of the Council is:

'Protecting the public by promoting and ensuring the highest professional standards amongst doctors'

The [Medical Practitioners Act 2007](#), as amended, sets out the Council's statutory functions. The Medical Council's *Vision, Mission* and *Values* are laid down in the Statement of Strategy 2014-2018, arising from which the six strategic objectives that define the focus for the organisation have been identified. The principal functions of the Council, which are set out in Section 7 of the Medical Practitioners Act 2007 are to:

- Establish and maintain the Register of Medical Practitioners; the Register of all doctors who are legally permitted to carry out medical work in Ireland.
- Set the standards for medical education and training in Ireland at undergraduate, intern and postgraduate levels. It oversees lifelong learning and skills development throughout doctors' professional careers through its professional competence requirements. It is charged with promoting good medical practice.
- Specify and review the standards required for the maintenance of the professional competence of registered medical practitioners
- Specify standards of practice for registered medical practitioners including providing guidance on all matters related to professional conduct and ethics. The 7th Edition of the Guide can be downloaded at: <https://www.medicalcouncil.ie/Information-for-Doctors/Professional-Conduct-Ethics>
- Conduct disciplinary procedures: the Medical Council is also where a complaint may be made against a doctor. It responds to concerns and takes action to protect the public, where necessary.

There are over 18,000 doctors registered with the Medical Council. It is funded by the annual payments of registered doctors – the Council receives no State funds.

3. Structure of the Board and Vacancy Details

Membership of the Council is determined in accordance with Section 17 of the Medical Practitioners Act 2007, as amended. The current vacancy to be openly advertised on behalf of the Minister arises under section 17 (1) (n) of the legislation and is due to the resignation of a board member.

Under section 17(1) (n) the person appointed must:

- not be and never have been a medical practitioner in the State or in another jurisdiction

and

- have such qualifications, expertise, interests or experience as, in the opinion of the Minister, would enable him or her to make a contribution to the performance of the Council's functions.

The current membership of the Council is set out below.

No.	Members	Nominating Body	Date of Current Appt	Expiry Date
1	Cornelia Stuart	HSE	01/06/2013	31/05/2018
2	Michael Ryan	Royal Irish Academy	01/06/2013	31/05/2018
3	Declan Carey	CORU	01/06/2013	31/05/2018
4	Anne Carrigy	Nursing and Midwifery Board	01/06/2013	31/05/2018
5	Sean Hurley	HSE	01/06/2013	31/05/2018
6	Rita Doyle	Irish College Gen. Prac.	01/06/2013	31/05/2018
7	Fidelma Dunne	Medical Schools	01/06/2013	31/05/2018
8	John Barragry	RCPI	01/06/2013	31/05/2018
9	Mary Leader	Medical Schools	01/06/2013	31/05/2018
10	Sean Curran	Election	01/06/2013	31/05/2018
11	Anthony Breslin	Election	01/06/2013	31/05/2018
12	Colm O'Herlihy	Election	01/06/2013	31/05/2018
13	Vacancy	Indep Hosp Assoc Ireland	31/05/2018
14	Bairbre Anne Golden	Election	01/06/2013	31/05/2018
15	Ruairi Hanley	Election	01/06/2013	31/05/2018
16	Audrey Anne Dillon	Election	01/06/2013	31/05/2018
17	Freddie Wood	RCSI (Chairman)	01/06/2013	31/05/2018
18	Mary Consilia Walsh	Irish Psychiatric Training Committee	01/06/2013	31/05/2018
19	Marie Kehoe O'Sullivan	HIQA	01/06/2013	31/05/2018
20	Alan Johnson	Minister	01/06/2013	31/05/2018
21	Mary Duff	Minister	01/06/2013	31/05/2018
22	Margaret Murphy	Minister	01/06/2013	31/05/2018
23	John Nisbet	Minister for Education and Skills	01/06/2013	31/05/2018
24	Katharine Bulbulia	Minister	28/06/2013	31/05/2018
25	Vacancy	Minister	-----	31/08/2015

4. Person Specification

The Minister for Health invites applications from members of the public who are suitably qualified to fill a vacancy on the Medical Council.

Candidates must have extensive experience in at least one but preferably two or more of the following:

- Experience which demonstrates knowledge of the Irish health system
- Evidence of an understanding of the environment in which the Medical Council operates and its relationships with key stakeholders
- A track record in community engagement and activism
- Experience which demonstrates relevant knowledge of the legal and regulatory environment
- Experience which demonstrates knowledge of corporate governance and compliance; and the ability to know the difference between governance and management
- Experience which demonstrates relevant financial expertise and an understanding of the fiduciary role of Board members
- Experience in HR
- Board membership/risk management

and will

- Show effective judgement. Consider diverse opinion, including the needs of the consumer, and maintain own values and opinions despite opposition and influence

- Be open-minded and independent thinking
- Have effective communication skills
- Be improvement focussed
- Consider information and follow a logical sequence to analysis and decision making.

5. Terms of Appointment

This position is a casual vacancy, which has resulted due to a resignation under Section 7 Schedule 2 of the Medical Practitioners Act 2007 as amended. "A member of the Council may resign membership by giving notice in writing signed by the member to the Council, but the resignation shall not become effective until the meeting of the Council next held after receipt of the notice of resignation". Under this section the Minister may appoint a person to serve as a member for the unexpired term of office of the person who has resigned. In this case the term is to 31 May, 2018.

The successful candidate may be appointed for a second term of 5 years, subject to:

- The membership of any member of the Board may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister. A member of the Board may resign his or her membership of the Board by notice in writing sent or given to the Minister, and the resignation shall take effect on the day on which the Minister receives the notice.
- Members of the Board shall, subject to the provisions of this Schedule, hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Public Expenditure and Reform, from time to time determine.
- The roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2009 which is available on the website of the Department of Public Expenditure & Reform ([Code of Practice for the Governance of State Bodies](#)).
- A board member shall cease to be a member of the board if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the Oireachtas or as a representative in the European Parliament, elected to the European Parliament, or becomes a member of a local authority.

6. Submitting your expression of interest

If you are interested in this position, please review the self-assessment questionnaire which can be found on www.stateboards.ie. Please note that the questionnaire is designed to help you in considering whether to submit an expression of interest - you are not required to submit the questionnaire as part of the application process.

Having considered the general suitability criteria for membership of a State Board, you should consider carefully how your background and experience fits with the specific appointment criteria set out in Section 4 - Person Specification in this booklet.

In order to qualify for nomination a person must not have any **conflicts of interest** likely to interfere with his/her ability to play a full part in the work of the Council. You should carefully consider whether you have any real or perceived conflicts of interest before submitting your expression of interest.

If you decide that you wish to be considered for appointment, we welcome you submitting your expression of interest via the following link www.stateboards.ie together with your detailed Curriculum Vitae and a cover letter (see Appendix 1 of this booklet for help with the online process).

IMPORTANT NOTE

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you do the following:

- 1. Ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Board position(s) specified in this booklet and details any potential conflicts of interest, and*
- 2. That you fully answer any supplementary questions which are presented to you as part of our online application process.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this State Board.

7. Assessment Process

An Assessment Panel (the “Panel”) will be convened by PAS to consider and assess the expressions of interest received by the PAS via www.stateboards.ie. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role;
- assess potential appointees further, once they meet the specified appointment criteria, by undertaking any or all of the following steps:
 - Consideration of the written applications; and/or
 - Meeting/conference call; and/or
 - Referee checks;
 - Any other selection method deemed appropriate.
- compile a list of people deemed suitable for appointment which will then be sent forward for consideration by the Minister.

If you have any questions regarding the application process please email info@stateboards.ie.

8. Data Protection Acts 1988 & 2003

For further information on Data Protection please follow the [link](#)

Public Appointments Service thanks you for your interest in State Board appointments

APPENDIX 1

Submitting your expression of interest

In order to submit your application, you should take the following steps:

- i. Go to www.stateboards.ie.
- ii. On the bar at the top of the page click on "Available Appointments".
- iii. This brings you to a page with all our advertised vacancies. Select whichever position you would like to apply for (you are welcome to apply for more than one position if you wish).
- iv. On the relevant page please click on the "apply for position" button at the bottom of the page
- v. This will bring you to a page on www.publicjobs.ie and, if you already have a publicjobs.ie account, will prompt you for your username and password. If you do not have an account you will be asked to create one.
- vi. Once you input your details you will be brought to a page where there is a prompt in the middle of the page which says "apply here". Click on the link to the online application form beside it.
- vii. A form will appear on your screen, some of the text boxes will be populated with information from your publicjobs.ie profile (Name, address etc.). You will need to complete the rest of the fields and enter your name and the date at the bottom of the form. Click on "continue".
- viii. You will then be brought to a screen where you should upload your CV and Cover Letter. These are required documents and your application cannot be processed without them. Once you have selected these and uploaded them, please click on the "submit" button at the bottom of the page.
- ix. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

You must confirm that you do not have any conflicts of interest or legal impediment which would be likely to interfere with your ability to play a full part on the Board. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a Board member.