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An tSeirbhís um Cheapacháin Phoiblí

Public Appointments Service

**CANDIDATES INFORMATION BOOKLET**

**PLEASE READ CAREFULLY**

The Public Appointments Service intend to hold a competition for the purpose of recommending a person for appointment to the position of:

**Consultant Child & Adolescent Psychiatrist**

**Donegal Child and Adult Mental Health Services  
HSE Mental Health Service**

The Public Appointments Service is committed to a policy of equal opportunity.

The Public Appointments Service is advertising this post and conducting the selection process including the post interview stage on behalf of the Health Service Executive in compliance with the code of practice for appointment to positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA). Codes of Practice are published by the CPSA and are available on [www.cpsa.ie](http://www.cpsa.ie)

The Job Specification and Terms & Conditions of Employment will be carried out under the Health Service Executive's own recruitment licence.

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Caroline Ruddy, Recruitment & Selection Services, Tel: 01 – 8587749

**PUBLIC APPOINTMENTS SERVICE**

**CHAPTER HOUSE**

**26-30 ABBEY STREET UPPER**

**DUBLIN 1**

## TABLE OF CONTENTS

	PAGE
HSE LETTER OF APPROVAL	3
 <b><u>SECTION 1</u></b>	
JOB SPECIFICATION	6
DUTIES AND RESPONSIBILITIES	8
ELIGIBILITY CRITERIA	10
 <b><u>SECTION 2</u></b>	
TERMS AND CONDITIONS	13
 <b><u>SECTION 3</u></b>	
SELECTION PROCESS	16
CLOSING DATE	16
CONFIDENTIALITY	17
 <b><u>SECTION 4</u></b>	
REVIEW PROCEDURES AND CANDIDATE OBLIGATIONS	20
DATA PROTECTION ACTS 1988 & 2003	20
SECURITY CLEARANCE	20
EXPOSURE PRONE PROCEDURE POSTS	21
ADDITIONAL CAMPAIGN INFORMATION	22

**Jim Ryan**  
**Head of Operations and Service Improvement**  
**HSE Mental Health Services**  
**1st Floor, Nexus Building**  
**Blanchardstown Corporate Park**  
**Ballycoolin Road**  
**Blanchardstown**  
**Dublin 15**

**Post Ref: LYPCP03**

**30<sup>th</sup> March 2016**

**Dear Mr Ryan,**

I refer to the application from Health Service Executive, Mental Health Services attached to Mr Eugene McElroy's email of 22<sup>nd</sup> October and related documentation. This letter supersedes the letter of approval issued on the 17<sup>th</sup> February 2016.

The Health Service Executive has approved the appointment of a:

**CONSULTANT CHILD AND ADOLESCENT PSYCHIATRIST**

This is an appointment to the Donegal CAMHS on a Type A basis under the Consultants' Contract 2008 (as of 8<sup>th</sup> December 2014) by the Health Service Executive. The initial commitment for this post will be to Donegal Child and Adult Mental Health Services for 39 hours per week, this is a new post. This post may be subject to restructuring in the future to facilitate the reorganization of acute services in line with new clinical models of acute and community services. It is noted that the post must be congruent with the requirements of, and facilitate implementation of, the HSE's National Clinical Programmes including commitment to deliver the relevant performance outcomes.

The normal duties for the post as outlined in the documentation and agreed by the HSE, will include *inter alia*:

- 19 hours per week for out-patient clinics
- 4 hours per week for case conferences
- 4 hours per week for teaching duties
- 4 hours per week for team meetings
- Participation in the on-call rota

The foregoing list of duties will form part of the Clinical Directorate Service Plan. The remaining commitments are to be assigned by the employer(s) and may be adjusted by the Clinical Director / Employer whilst retaining flexibility in meeting the operational needs of the employer. This assignment of commitments will be done in consultation with the Consultant appointed to this post who will be expected to work in a flexible manner to meet such operational needs.

If a significant change to this post is contemplated e.g. location, structure, title, contract type etc. the prior approval of the Health Service Executive is required.

**Approval to this post is subject to the following conditions**

- Total employment remaining within your approved ceiling.
- That normal recruitment procedures for the filling of consultant posts are applied.
- That there are no additional non-consultant hospital doctor posts attached.
- This post must be advertised as being open to applicants who wish to work on a flexible or part-time basis and may – subject to preference of the successful applicant(s) and the decision of the employer – be filled on that basis.

**The following qualifications shall apply to this appointment:-**

**1. Professional Qualifications**

Registration as a specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland in the specialty of child and adolescent psychiatry.

**2. Age**

Age restriction shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.

**3. Health**

A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**4. Character**

A candidate for and any person holding the post must be of good character.

**5. Entry to competition and subsequent appointment**

For the purposes of eligibility for entry to any competition or recruitment process associated with this post, a candidate must fulfil the eligibility requirements laid down in the information pack for the post.

The successful interviewee must be registered as a Specialist in the relevant specialty on the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland before taking up appointment. The candidate will be allowed a max of 180 calendar days from date of interview to secure this registration and produce evidence of special interest training where relevant

Should the successful candidate not be registered as a Specialist at that time, the post may be offered to the next suitable candidate (or, in the case of HSE posts, the Public Appointments Service may choose not to recommend that candidate to the employer). Should no suitable candidate exist, a further recruitment process may be initiated.

It is noted that Section 2 d) of Consultant Contract 2008 provides for proleptic appointment to a post as follows:

“Should the Consultant be required by the terms of the offer of appointment to comply with specified requirements or conditions (including a requirement or condition that (s)he shall acquire a specified qualification) before the expiration of a specified period the employment shall be terminated unless within that period the Consultant has complied with such requirements or conditions.”

It is open to the employer to make such an appointment subject to compliance by both the employer and the proleptic appointee to the requirements of the contract as set out above.

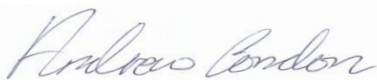
### **Requirements vis-à-vis approval letter**

- All documentation relating to this post, including the job description, should be consistent with the contents of this letter.
- The Contract offered to the appointee is the Consultants' Contract 2008 (as of 8<sup>th</sup> December 2014).
- This letter of approval shall be made available to all applicants for the post.
- This letter of approval must be attached at Appendix 1 to the contract to be made with the successful candidate as per the Consultants' Contract 2008 (as of 8<sup>th</sup> December 2014).

In the event of the above post becoming vacant at any future date, whether by reason of resignation, retirement or death, the vacancy must be notified to the Consultant Appointments Unit which will arrange for a review of the position and a decision on whether to ratify the continuation of the post.

I would be grateful if, in due course, you would email [doctors@hse.ie](mailto:doctors@hse.ie) , for record purposes, details (the name, date of birth and date of appointment) of the person appointed to the above permanent position

**Yours sincerely**



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**Andrew Condon**  
**Medical Workforce Lead, Human Resources**

cc: Mr John Hayes, Chief Officer – HSE CHO Area 1  
Ms Joan McGovern, National Recruitment Service, HSE–HR Services, Manorhamilton  
Mr Francis Rogers, Assistant National Director – Human Resources, HSE West



## Job Specification & Terms and Conditions

<b>Job Title and Grade</b>	CONSULTANT CHILD AND ADOLESCENT PSYCHIATRIST LYCPCP03
<b>Competition Reference</b>	1643800
<b>Closing Date</b>	It is expected that the closing date for receipt of your online application form and uploaded CV will be in eight weeks.
<b>Proposed Interview Date (s)</b>	To be confirmed by PAS
<b>Informal Enquiries</b>	Dr. Don McDwyer Consultant Psychiatrist CAMHS  Phone: 00353 (0) 74 9120340 Email: don.mcdwyer@hse.ie
<b>Taking up Appointment</b>	Ideally, the successful candidate will take up duty no later than 4 months of being interviewed
<b>Location of Post</b>	This is an appointment to the Donegal CAMHS on a Type A basis under the Consultants' Contract 2008 (as of 8 <sup>th</sup> December 2014) by the Health Service Executive. The initial commitment for this post will be to Donegal Child and Adult Mental Health Services for 39 hours per week, this is a new post. The post may be subject to restructuring in the future to facilitate the reorganization of acute services in line with new clinical models of acute and community services. It is noted that the post must be congruent with the requirements of, and facilitate implementation of, the HSE's National Clinical Programmes including commitment to deliver the relevant performance outcomes.
<b>Organisational Area</b>	HSE Mental Health Services
<b>Details of Service</b>	<p>North East Donegal Sector – Letterkenny/Inishowen initially</p> <p><b>Service provided by the Unit:</b> The post will fulfil the policy of providing Community based Child &amp; Adolescent Mental Health Services. The post is in line with the following policies/reports;</p> <ul style="list-style-type: none"> <li>• Vision For Change (2006)</li> <li>• Mental Health National Service Plan</li> <li>• HSE regional Mental Health Plan</li> <li>• Donegal Mental Health Services Service Plan.</li> </ul> <p>The appointment will meet the objectives of delivering high quality Consultant led community based Child &amp; Adolescent Mental Health Services. This will meet the objectives as set out in Vision for Change (2006).</p> <p><b>Client group served by the Unit:</b> This is a new post meeting the mental health needs of children and adolescents (0-17 years) in the Donegal CAMHS North East Donegal sector. The new consultant will be responsible for the CAMHS service to one-third of the population of the county. Donegal has a total population of 161,137 (2011 census), of which 44,534 are under 18. Donegal has 2 full-time consultant child &amp; adolescent psychiatrists in post currently.</p>

	<p><b>Possible future developments for the Unit:</b>  Admin and multi-disciplinary staffing will be provided from current resources while priority applications for recruitment are processed.  Future service goals include development of;</p> <ul style="list-style-type: none"> <li>• crisis intervention,</li> <li>• roll out and delivery of Clinical Care Programmes,</li> <li>• improving liaison with Tusla, Jigsaw and other community agencies</li> <li>• Improving paediatric and medical liaison psychiatry</li> </ul> <p>Consultant opportunities include academic links with NUI Galway Medical School through Letterkenny Medical Academy (there is a clinical lead/Hon. Senior Lecturer in Psychiatry). Projects on suicide prevention and young peoples' mental health (Jigsaw) have recently been established within the County.  Research projects, peer review, reflective practice, and CPD are all well established.</p> <p><b>Team structure:</b></p> <ul style="list-style-type: none"> <li>• Consultant</li> <li>• SHO</li> <li>• CNS x 2</li> <li>• Social worker x 2</li> <li>• Psychologist x 2</li> <li>• Speech &amp; Language therapist</li> <li>• Occupational therapist</li> <li>• Social Care Leader</li> </ul> <p><b>Area covered by this service:</b>  The area covered is East Donegal which consists of Inishowen, Lifford, Raphoe, Newtowncunningham and part of Letterkenny town (corresponding with GP practice catchments). The service base is in Letterkenny/Inishowen with feasibility for clinics in other areas if required.</p> <p>Resources are widespread including family resource centres, Donegal Youth Services, Jigsaw, Tusla - children's home and respite centre, Education – special schools and autism classes.</p> <p>Close liaison links are maintained with other local services including Clinical Psychology, Social Work, Learning Disability, Paediatrics, Adult Mental Health, Jigsaw, Springboard, Family Resource Centres, Early Intervention Teams, schools, National Educational Psychology Service, Educational Welfare Officers, Youthreach, National Learning Network.</p>
<p><b>Reporting Relationship</b></p>	<p>The Consultant's reporting relationship and accountability for the discharge of his/her contract is:</p> <ul style="list-style-type: none"> <li>• in the case of Consultant Psychiatrists, to the Clinical Director and the Area Manager, Community Health Organisation (where the Consultant is employed by the HSE) / Chief Executive Officer (where the Consultant is not employed by the HSE).</li> </ul> <p><b>Reporting relationships associated with the post:</b></p> <ul style="list-style-type: none"> <li>• Reports to the Executive Clinical Director Donegal Mental Health Services.</li> <li>• The NCHD's allocated to the team will report to the postholder.</li> </ul>

	<ul style="list-style-type: none"> <li>As clinical leader of the MDT, the consultant offers regular support and clinical guidance to other MDT members.</li> </ul>
<b>Purpose of the Post</b>	The appointment will meet the objectives of delivering high quality Consultant led and community based Child & Adolescent Mental Health Services. It is required to be filled immediately to provide continuity of care and ensure continued high standards of care provision.
<b>Principal Duties and Responsibilities</b>	<p><b>Standard Duties and responsibilities</b></p> <ol style="list-style-type: none"> <li>To participate in development of and undertake all duties and functions pertinent to the Consultant's area of competence, as set out within the Clinical Directorate Service Plan and in line with policies as specified by the Employer.</li> <li>To ensure that duties and functions are undertaken in a manner that minimises delays for patients and possible disruption of services.</li> <li>To work within the framework of the hospital / agency's service plan and/or levels of service (volume, types etc.) as determined by the Employer. Service planning for individual clinical services will be progressed through the Clinical Directorate structure or other arrangements as apply.</li> <li>To co-operate with the expeditious implementation of the Disciplinary Procedure (attached at Appendix II).</li> <li>To formally review the execution of the Clinical Directorate Service Plan with the Clinical Director / Employer periodically. The Clinical Directorate Service Plan shall be reviewed periodically at the request of the Consultant or Clinical Director / Employer. The Consultant may initially seek internal review of the determinations of the Clinical Director regarding the Service Plan.</li> <li>To participate in the development and operation of the Clinical Directorate structure and in such management or representative structures as are in place or being developed. The Consultant shall receive training and support to enable him/her to participate fully in such structures.</li> <li>To provide, as appropriate, consultation in the Consultant's area of designated expertise in respect of patients of other Consultants at their request.</li> <li>To ensure in consultation with the Clinical Director that appropriate medical cover is available at all times having due regard to the implementation of the European Working Time Directive as it relates to doctors in training.</li> <li>To supervise and be responsible for diagnosis, treatment and care provided by non-Consultant Hospital Doctors (NCHDs) treating patients under the Consultant's care.</li> <li>To participate as a right and obligation in selection processes for non-Consultant Hospital Doctors and other staff as appropriate. The Employer will provide training as required. The Employer shall ensure that a Consultant representative of the relevant specialty / sub-specialty is involved</li> </ol>



in the selection process.

- k) To participate in clinical audit and proactive risk management and facilitate production of all data/information required for same in accordance with regulatory, statutory and corporate policies and procedures.
- l) To participate in and facilitate production of all data/information required to validate delivery of duties and functions and inform planning and management of service delivery.

***Operational, strategic, developmental, clinical, administrative and other duties that will apply to the post:***

***Key responsibilities of the job:***

- To meet the mental health needs of the catchment population
- To hold clinical responsibility for the Consultant caseload

***What the job entails:***

- Delivering outpatient & inpatient care
- Working closely with the CMHT
- Ensuring continuity of care
- Liaising with other services

***Key tasks of the job:***

- Providing clinical leadership in the CMHT
- Supervision of NCHD's
- Participating in an out of hours on-call service
- Maintaining personal professional development
- Working with patients and their families
- Ensuring compliance with the Mental Health Act(2001)
- Working in close liaison with other statutory and non-statutory agencies
- Providing services to children young people and their families
- Service planning participating in community clinics
- Attending weekly CMHT meetings
- Holding regular inpatient ward rounds
- Delivering regular risk management assessments
- Keeping contemporary medical records of a high professional standard

***Most important aspects of the job:***

- Providing high standards of patient care and having an active participation in service development
- Treatment of inpatients and outpatients supervision of key personnel within the CMHT maintaining good governance of the service.
- The post holder will hold clinical responsibility for their catchment area caseload.
- The post holder will be accountable for developing care plans for their patients for the supervision of NCHD's assigned to their team and meeting their on-call commitments.
- The post holder will have management responsibility within the CMHT

	<p>structure and as a NCHD supervisor.</p> <ul style="list-style-type: none"> <li>• Post holder will be involved in budgetary consultations and are required to comply with current financial regulations.</li> </ul> <p><b>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</b></p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/or experience</b></p>	<p><b>Professional Qualifications</b> Registration as a specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland in the specialty of child and adolescent psychiatry.</p> <p><b>Entry to competition / recruitment process</b> No candidate will be appointed as a Medical Consultant unless (s)he is registered as a Specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland.</p> <p><b>Age</b> Age restriction shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.</p> <p><b>Health</b> A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p><b>Character</b> A candidate for and any person holding the post must be of good character.</p> <p><b>Entry to competition and subsequent appointment</b> For the purposes of eligibility for entry to any competition or recruitment process associated with this post a candidate must fulfil the eligibility requirements laid down in the information pack for the post. The successful interviewee must be registered as a Specialist in the relevant specialty on the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland before taking up appointment. The candidate will be allowed a max of 180 calendar days from date of interview to secure this registration and produce evidence of special interest training where relevant</p> <p>Should the successful candidate not be registered as a Specialist at that time the post may be offered to the next suitable candidate (or in the case of HSE posts the Public Appointments Service may choose not to recommend that candidate to the employer). Should no suitable candidate exist a further recruitment process may be initiated.</p>
<b>Post</b>	<b>Specific</b>
	As per the above Professional Qualification/Criteria

<b>Requirements</b>	
<b>Other requirements specific to the post</b>	Access to Transport Live within a reasonable distance from the Approved Centre
<b>Skills competencies and/or knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrate good communication skills especially with regard to presentation skills and delivering complex information in understandable terms”</li> <li>• Demonstrate expertise in the challenging areas of the investigation, diagnosis and treatment of mental disorders in child &amp; adolescent psychiatry for example ADHD, ASD patients, appropriate use of medication, working with families, risk management, working with children in care, families under severe stress, the Mental Health Act, Children Act, Child Protection and Welfare, and other aspects of the legal system as it applies to children’s wellbeing, psychotherapy issues and the consequences of complex trauma</li> <li>• Display evidence based clinical knowledge in making decisions regarding client care</li> <li>• Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money</li> <li>• Demonstrate ability to manage deadlines and effectively handle multiple tasks</li> <li>• Demonstrate effective communication skills including: the ability to present information in a clear and concise manner; the ability to facilitate and manage groups through the learning process; the ability to give constructive feedback to encourage learning</li> <li>• Demonstrate awareness and appreciation of the service user</li> <li>• Demonstrate leadership and team management skills including the ability to work with multi disciplinary team members</li> <li>• Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.</li> <li>• Demonstrate evidence of computer skills including use of Microsoft Word, Excel, email</li> <li>• Demonstrate a working knowledge of a hospital I. T system</li> </ul>
<b>Competition Specific Selection Process</b>  <b>Ranking/Shortlisting / Interview</b>	<p>A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p>
<b>Protection of Persons Reporting Child Abuse Act 1998</b>	As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998 appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.
<b>Code of Practice</b>	The Public Appointment Service will run this campaign in compliance with the Code of Practice prepared by the Commissioners for Public Service Appointments

	<p>(CPSA). The Code of Practice sets out how the core principles of probity merit equity and fairness might be applied on a principle basis. The Codes also specifies the responsibilities placed on candidates feedback facilitates for applicants on matters relating to their application when requested and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code of Practice information for candidates. "</p> <p>Codes of practice are published by the CPSA and are available on <a href="http://www.cpsa.ie">www.cpsa.ie</a></p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.</p> <p>This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p>	



**Terms and Conditions of Employment**  
**CONSULTANT CHILD AND ADOLESCENT PSYCHIATRIST**  
**LYCPCP03**

<b>Tenure</b>	The appointment is whole-time permanent and pensionable Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.												
<b>Remuneration</b>	<p>The annual salary will be as set out in the Consultant Contract 2008 (as of 8<sup>th</sup> December 2014) for <b>Contract Type A:</b> Medical Consultants Salary Scales from 1<sup>st</sup> September, 2014 - New Entrant (Clinicians) from 1<sup>st</sup> October 2012* who are parties to the Haddington Road Agreement :</p> <table><tr><td>€127,000</td><td>€132,600</td><td>€140,000</td><td>€144,000</td><td>€150,000</td><td>€155,000</td></tr><tr><td>€161,000</td><td>€166,500</td><td>€175,000</td><td></td><td></td><td></td></tr></table> <p>Note: *Serving Consultants moving from permanent posts are allowed to retain their existing salary scales (Applicants who are currently in permanent employment as a Consultant in the Irish public health system on a salary scale other than that applicable from 1<sup>st</sup> October 2012 retain eligibility for payment under that scale if appointed to this post) *Consultants taking up posts under these scales may benefit from incremental credit up to the 6<sup>th</sup> point</p>	€127,000	€132,600	€140,000	€144,000	€150,000	€155,000	€161,000	€166,500	€175,000			
€127,000	€132,600	€140,000	€144,000	€150,000	€155,000								
€161,000	€166,500	€175,000											
<b>Working Week</b>	The standard working week applying to the post is: 39 hours per week												
<b>Annual Leave</b>	The annual leave associated with the post is: 30 Working Days per annum and as determined by the Organisation of Working Time Act 1997												
<b>Superannuation</b>	<p>This is a pensionable position within the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Please be advised that pension scheme membership will be notified within the contract of employment.</p> <p>Members of pre-existing pension schemes who transferred to the HSE on 1st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those to which they were entitled at 31st December 2004.</p>												
<b>Probation</b>	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.												
<b>Protection of Persons Reporting Child Abuse Act 1998</b>	As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998 appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.												
<b>Infection Control</b>	All HSE Employees must have a working knowledge of HIQA Standards as they apply to the role for example Standards for Healthcare National Standards for the Prevention and Control of Healthcare Associated Infections Hygiene Standards etc.												

<p><b>Ethics in Public Office 1995 and 2001</b></p> <p><b>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€64812 as at 01.01.10)</b></p>	<p>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 64812 as at 01.01.2010) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below;</p> <p>A) In accordance with Section 18 of the Ethics in Public Office Act 1995 a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.</p> <p>B) In addition to the annual statement a person holding such a post is required whenever they are performing a function as an employee of the HSE and have actual knowledge or a connected person has a material interest in a matter to which the function relates provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and if this is the case those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.</p> <p>C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website <a href="http://www.sipo.gov.ie/">http://www.sipo.gov.ie/</a></p>
<p><b>Positions remunerated at or above €156380 at 1 July 2013.</b></p>	<p>Positions remunerated at or above €156380 as at 1st July 2013 are designated positions under the Ethics in Public Office Acts 1995 and 2001.</p> <p>In accordance with Section 18 of the Ethics in Public Office Act 1995 a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.</p> <p>In addition to the annual statement a person holding such a post is required whenever they are performing a function as an employee of the HSE and have actual knowledge or a connected person has a material interest in a matter to which the function relates provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and if this is the case those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.</p> <p>Under the Standards in Public Office Act 2001 the post holder must within nine months of the date of appointment provide the following documents to the Standards in Public Office Commission at 18 Lower Lesson Street Dublin 2:</p> <ol style="list-style-type: none"> <li>1. A Statutory Declaration which has been made by the post holder not more than one month before or after the date of the appointment attesting to</li> </ol>

	<p>compliance with the tax obligations set out in section 25(1) of the Standards in Public Office Act and declaring that nothing in section 25(2) prevents the issue to the post holder of a tax clearance certificate</p> <p>2. and either</p> <ul style="list-style-type: none"> <li>(a) a Tax Clearance Certificate issued by the Collector-General not more than 9 months before or after the date of the appointment or</li> <li>(b) an Application Statement issued by the Collector-General not more than 9 months before or after the date of the appointment.</li> </ul> <p>A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website <a href="http://www.sipo.gov.ie/">http://www.sipo.gov.ie/</a></p>
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## **SELECTION PROCESS**

### **How to apply**

You may apply by submitting an application and a comprehensive copy of your curriculum vitae. Your CV should clearly show your relevant achievements and experience in your career to date.

Only submitted applications will be accepted into the campaign. While candidates have the facility to make changes to their personal profiles on their publicjobs.ie account, they must inform the relevant recruitment unit in the Public Appointments Service any changes to their details once they have submitted their application form.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that the Public Appointments Service are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense as the Public Appointments Service will not be responsible for refunding any expenses incurred.

### **Closing Date**

It is expected that the closing date for receipt of your online application form and uploaded CV will be in eight weeks.

If you do not receive an acknowledgement of receipt of your application within 2 working days of applying, please contact Caroline Ruddy on 01 8587749.

### **Selection Methods**

The Public Appointments Service will convene an expert board to carry out the competitive stages of the selection process to the highest standards of best practice. The approach employed may include:

- shortlisting of candidates on the basis of the information contained in their application to reduce the list of candidates to a more manageable number for interview;
- an initial / preliminary interview which may in turn include a questionnaire &/or presentation by the candidate;
- a competitive interview, for those selected following preliminary interview, which may also include a presentation or other exercise by the candidate.

Prior to recommending any candidate for appointment to this position the Public Appointments Service will make all such enquiries including health checks that are deemed necessary to determine the suitability of that candidate. (Please see information regarding Exposure Prone Procedures on page 21 of this booklet). Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it, the Public Appointments Service may at its discretion, select and recommend another person for appointment on the results of this selection process.



**EXPENSES:**

The Public Appointments Service will not be responsible for any expense, including travelling expenses, candidates may incur in connection with their candidature.

**CANVASSING WILL DISQUALIFY.**

**CONFIDENTIALITY:**

Subject to the provisions of the Freedom of Information Acts 2014, applications will be treated in strict confidence.

**Feedback:**

Please note that feedback is available on written request.

The Public Appointments Service will consider requests for review in accordance with the provisions of the codes of practice published by the Commission for Public Service Appointments (CPSA). Where a candidate is unhappy with an action or decision in relation to their application he/she can seek a review under **Section 7** of the code of practice governing the recruitment process by a person in the recruiting body (initial reviewer). Where a candidate remains dissatisfied following this initial review, he/she may seek to have the conduct of the initial review examined by a “decision arbitrator”.

As an alternative to the above, it is open to a candidate to seek to have the matter resolved on an informal basis, as set out below. If a candidate remains dissatisfied following any such discussion it is open to him/her to seek a formal review.

### **Informal process:**

- The candidate can avail of the informal review within 5 working days of notification of the initial decision, and should normally take place between the candidate and the person who communicated the decision (or relevant person).
- Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

### **Formal process: Initial review:**

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, setting out those aspects of the action or decision in relation to his/her candidature that he/she wishes to have reviewed.
- A request for review must be made within 10 working days of the notification of the initial decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.
- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.
- The outcome must generally be notified to the candidate within 20 working days of receipt of the complaint or request for review. The candidate will receive the outcome of the review by means of a written report.
- Should a candidate be dissatisfied with the outcome of the initial review, he/she may request a review by a decision arbitrator of the conduct of the initial review.

### **Review by the decision arbitrator**

The decision arbitrator is appointed by the Chief Executive. The decision arbitrator is unconnected with the selection process and he/she will adjudicate on requests for review in cases where a candidate is not satisfied with the outcome of the initial review. The decision of the decision arbitrator in relation to such matters is final.

- A request made to the decision arbitrator must be received within 7 working days of the notification of the outcome of the initial review.
- The outcome of the investigation must be notified to the candidate in the form of a written report within 10 working days.

Where a candidate believes that an aspect of the process breached the CPSA's Code of Practice, he/she can have it investigated under **Section 8** of the code of practice.

### **Informal process:**

- The CPSA recommends that the candidate avail of the informal process to try to resolve the matter with the recruiting body. If the candidate is still dissatisfied he/she may resort to the formal process within 2 working days of receiving notification of the informal process.

### **Formal process:**

- If you are requesting a formal review you must write to the licence holder (Chief Executive, Public Appointments Service), providing details of the breach of the code of practice and enclosing any relevant documentation that might support the allegation.
- The outcome must generally be notified to the candidate within 20 working days of receipt of the complaint or request for review. If a decision cannot be made within this timeframe, the reviewer will keep the candidate informed of the status of the review.
- Should a candidate be dissatisfied with the outcome of this review, he/she may request a further review by referring the matter to the Commission for Public Service Appointments in the form of an appeal of the review of the licence Holder. He/She must write to the Commission for Public Service Appointments within 10 working days of receiving the outcome of the licence Holder's review.

The codes of practice are available on the website of the Commission for Public Service Appointments, [www.cpsa.ie](http://www.cpsa.ie)

### **DEEMING OF CANDIDATURE TO BE WITHDRAWN**

Candidates who do not attend for interview or other test when and where required by the Public Appointments Service, or who do not, when requested, furnish such evidence, as the Public Appointments Service require in regard to any matter relevant to their candidature, will have no further claim to consideration.

### **QUALITY CUSTOMER SERVICE**

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

## **DATA PROTECTION ACTS 1988 & 2003**

When your application form is received, a record is created in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003. To make a request under the Data Protection Acts 1988 & 2003, please submit your request in writing to: The Data Protection Co-Ordinator, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1, ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record.. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to the 'Public Appointments Service'. Certain items of information, not specific to any individual, maybe extracted from records for general statistical purposes.

## **Security Clearance**

Police vetting will be sought in respect of individuals who come under consideration for a post.

**PLEASE NOTE:** Candidates will be required to complete and return a Garda Vetting form should they come under consideration for appointment. In some cases they may be requested to complete the form on the day of interview. This form will be forwarded to An Garda Síochána (Irish Police) for security checks on all Irish addresses at which they have resided. An Garda Síochána will make enquiries with the Police Service of Northern Ireland with respect to addresses in Northern Ireland. If a candidate is not successful in obtaining the post for whatever reason, this information will be destroyed by the PAS. If a candidate, therefore, subsequently comes under consideration for another position, they will be required to supply this information again.

While candidates must complete information in relation to **all addresses** at which they have resided, the vetting is only done on **addresses on the island of Ireland**.

If a candidate has resided / studied in countries outside of Ireland for a period of 6 months or more, it is **mandatory** for them to furnish a **Police Criminal Records Check/ Police Certificate** from those countries stating that they have no convictions recorded against them while residing there. Candidates will need to provide a separate **Police Criminal Records Check/ Police Certificate** for each country in which they have resided. The **Police Criminal Records Check/ Police Certificate** must be dated after the date the candidate left the relevant country. Candidates should provide documentation in the English and/or Irish language. Translations must be provided by a registered translation company/institute in the Republic of Ireland; all costs will be borne by the candidate. Only original version documents will be accepted.

Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority.

**It is the responsibility of the candidate to seek security clearances in a timely fashion as they can take some time. No candidate will be appointed without this information being provided and being in order.**

The following websites may be of assistance in this regard:

[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

[www.psnipolice.uk](http://www.psnipolice.uk)

[www.afp.gov.au](http://www.afp.gov.au) This website provides information on obtaining a national police clearance certificate for Australia

[www.courts.govt.nz](http://www.courts.govt.nz) This website provides information on obtaining police clearance in New Zealand.

For other countries not listed above candidates may find it helpful to contact the relevant embassies who could provide information on seeking Police Clearance. Original Police Clearance documentation should be forwarded to the PAS where it will be copied and the original returned to the candidate by post. Any cost incurred in this process will be borne by the Candidate.

### **EXPOSURE PRONE PROCEDURE POSTS:**

Pre-employment medical screening of health care workers, who perform Exposure Prone Procedures (EPP's) as part of their work, is carried out in accordance with Department of Health Guidance 2005. This guidance is contained in the Department of Health's Document 'Prevention of Blood Borne Diseases in the Health-Care Setting'. This document can be obtained at [www.dohc.ie](http://www.dohc.ie) or by contacting the Department of Health (00353-1-6354000)

The successful candidate must provide satisfactory documentary evidence that he/she is not an infectious carrier of the Hepatitis B or Hepatitis C virus. Such documentation would include an original laboratory report or a certified copy (photocopies, faxes, e-mails not acceptable) showing

- Hepatitis B surface antigen (HBs Ag),
- Hepatitis B anti-core antibody (anti- HBc)
- Anti- Hepatitis B surface antibody (Anti HBs).
- Antibodies to Hepatitis C virus and if positive for Hepatitis C virus RNA.

Testing must be done in the designated occupational health department of a current Public Training Hospital or the Civil Service Occupational Health Department (CSOHD), or alternatively at a UK NHS Occupational Health Department if this can be arranged. Applicants will have to attend at their own expense for this testing. Additional visit(s) may be required depending on the test results.

Candidates who are successful at interview may not be made a job offer if they are found to be at risk of potentially transmitting infection to patients, or alternatively they may be appointed subject to certain conditions.

While the guidance does not currently recommend HIV testing at present, it re-iterates Irish Medical Council Ethical Guidelines that any healthcare worker who suspects that s/he may have been exposed to blood borne viruses through work or other risk behaviours must seek professional advice and diagnostic testing. Your attention is drawn to this.

## **Applicants from outside the European Economic Area**

While the HSE is an equal opportunities employer, in line with current Department of Enterprise, Trade and Employment work permit requirements, applications from non European Economic Area (EEA) citizens will only be considered in the event that an EEA citizen cannot be found to fill a vacancy.

For more details on EEA countries please see below or visit the Department of Jobs, Enterprise & Innovation and website [www.djei.ie](http://www.djei.ie)

### **EEA Nationals**

EEA nationals who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein. Swiss citizens under EU agreements may also apply.

Bulgarian and Romanian nationals, will continue to require a permit to take up employment in Ireland and the job will continue to be subject to the current requirement for a labour market test. Bulgarian and Romanian nationals who are already in the Irish State on a valid employment permit for an uninterrupted period of 12 months or longer prior to the 31st December 2006 will not need an employment permit.